

Rules and Regulations of the Public Library Parchim

Registration

Our Library is a public institution. Everyone who's got a valid address in Germany can be registered.

If you are registered, you can borrow media, use the internet and copy machine, apply for interlibrary loan or use the Reference Only.

If you want to become a member of the library, please make sure you'll carry a valid identity card. Adults have to pay 10 € once per year. By signing the registration form, you'll accept our rules and regulations.

Children can be registered if they are at the age of six or older. They'll need the permission of a parent through signature if they are younger than 16. Borrowing books is free of charge for them, only if they want to borrow non-book-media (such as DVDs, CDs etc.) they or their parents have to pay 5 € per year.

You also can be registered as a "child" if you are over the age of 18 but owning a valid school student card.

Important facts for the lending operation

Please notice that each kind of media has its own lending period. According to our regulations you can borrow books for four weeks, CDs, games and periodicals for two weeks and DVDs and videos for one week.

We also need to inform you that if the loan is expired and you didn't return the media in time, we are allowed to charge a fee according to the rules which means you have to pay a fee of 0,10 € per medium, each day over due.

If you know you won't be able to return the media in time, you can give us a call and we will renew all of your borrowed media. This is possible up to nine times if no other user is requesting this medium.

Renewals can only be made within the opening hours:

Monday	2 p.m. - 5 p.m.
Tuesday	10 a.m. - 6 p.m.
Wednesday	10 a.m. - 12 a.m. 2 p.m. - 6 p.m.
Thursday	closed
Friday	10 a.m. - 12 a.m. 2 p.m. - 5 p.m.

You can do the first three renewals on your own at any time you want by using our OPAC (Online Public Access Catalogue) via the website of the town Parchim (www.parchim.de). To log in and get access to your personal data, you have to enter the readers-number on your library card as nickname. Your password is your date of birth with all zeros and dots.

How to behave in the building

Please note that if you want to use the services in our building, you have to follow some rules.

At the entry area you'll find some lockers. You aren't allowed to enter the library without locking all of your wardrobe and bags in.

We also want to remind you to respect the other users' right of silence in the reading areas.

Finally, always be aware of the fact that all media are only borrowed and will stay in the possession of the library. Please treat them carefully and responsibly.

If you have any questions or you need help on a search, please don't hesitate and contact a member of our staff.



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