

Regulations for Use



Landeshauptstadt
Mainz

The City Council of the City of Mainz in its session on 31 August 2011 adopted the following Regulations for Use:

§ 1 General

The Libraries of the City of Mainz contain the Academic City Library and the Public Library – Anna Seghers including the city district libraries. They are an institution without legal capacity of the City of Mainz and have the task of collecting literature and information, and of making them accessible and communicating them. Both libraries serve for general and political education.

- The Academic City Library's task is the promotion of study, research as well as of vocational and personal further education. In addition, it performs the function of a regional library for Mainz and Rhine-Hesse.
- The Public Library – Anna Seghers serves for education and further education, as well as leisure time activities. It places literature and media from all fields of knowledge at the disposal of adults and children.

§ 2 Entitlement to use

All persons from the age of ten on are entitled to use the Academic City Library. On application, official agencies and juridical persons can borrow books and media through their representative. It is possible to set limitations concerning persons living outside the municipal territory and the region of Rhine-Hesse.

All persons are entitled to use the Public Library.

§ 3 Library card

- a) On application and upon payment of the charge stipulated in the schedule of charges, every reader shall receive a library card for the Libraries of the City of Mainz. The card shall be valid for the period of 12 months.
- b) For the issue of a library card, readers shall be required:
 - to present a valid official identity card or a passport together with an official proof of residence
 - to submit a declaration in which the reader undertakes to comply with the regulations for use and the house rules. At the time of the application, readers will be informed of the storage of their personal data, and shall confirm this by their signature.
- c) The legal representative shall make the written undertaking for minors. He/She shall guarantee compliance with the regulations of use and shall be liable for any damage and compensation.
- d) The library card is not transferable and shall be valid only in combination with the official identity papers stated in § 3 b, presentation of which can be requested at any time.
- e) The library card holder shall be liable for any damage occurring through misuse of the library card, so long as its loss has not been reported.
- f) A replacement library card will be issued in accordance with the schedule of charges for a library card that has been lost.
- g) Changes of name, address and email-address are to be notified to the Libraries immediately.

§ 4 Borrowing and ordering in advance

- a) Books and other media can only be borrowed on presentation of a valid library card in accordance with § 3.
- b) It is not permitted to re-lend books and other media to third parties.
- c) The Management can limit the number of books and media which one reader may borrow.



d) Books and media can be ordered in advance for a fee.

- e) Books and periodicals which are not available in the Academic City Library and the Public Library, can be obtained through the inter-library lending service on payment of an inter-library lending charge in accordance with the provisions of the Inter-Library Lending Regulations. If any additional costs should be incurred by this, they are to be reimbursed by the reader.
- f) The opening times shall be made known by publication on the notice board.
- g) On the borrowing of data carriers these are to be checked on virus infestation by the reader. The libraries are neither liable for any damage to media players due to audio-, AV- and data media, nor for any damage to data files and data carriers due to viruses.

§ 5 Borrowing period

- a) The borrowing period is four weeks.
- b) The borrowing period can be extended twice before expiry, if the work has not been ordered in advance.
- c) The libraries can restrict the borrowing periods and possibilities of extension for individual media and media types.
- d) The libraries can request the return of the works borrowed at any time.

§ 6 Consequences in case of exceeding the borrowing period

- a) In case of exceeding the borrowing period, the charges stipulated in the Schedule of Charges are to be paid.
- b) If a written reminder is sent, then in addition reminder fees are to be paid in accordance with the Schedule of Charges. As long as books and other media, for which reminders have been sent, have not been returned, it is not possible to borrow anything else. If the borrower should fail to react even after the second written reminder, civil law proceedings shall be instituted.

§ 7 Borrowing restrictions

- a) As a rule, the following specially marked stocks cannot be lent out but only used in the rooms intended for the purpose:
- Reference stocks (works of reference, etc.)
 - Manuscripts, autographs, unpublished and rare works (especially valuable and rare prints)
 - All printed works published before 1900
 - Collections of plates, large formats and maps
 - Newspapers, unbound works, unbound periodicals and collections in loose-leaf form.
- b) The use of special stocks is specially regulated.
- c) The management shall decide on exceptions to the above regulations, as well as on further restrictions on borrowing.

§ 8 Treatment of books and media and compensation in case of damage or loss

- a) The reader has to check the state of the books and media handed out to him/her and to report any damage possibly present immediately. If no report is made, the books and media shall be regarded as having been handed over in an impeccable state. To be classified as damage are also entries of any kind as marks or corrections of mistakes, as well as bending of sheets, plates and maps.
- b) The books and media must be treated carefully and protected from damage.
- c) The reader must pay compensation for books and media that are lost, soiled or otherwise damaged. In this connection, it shall be at the libraries' discretion to decide whether compensation is to be paid in money for the value, or whether a replacement work, a reproduction or another work of the same value shall be procured by the reader himself/herself or at his/her expense.

§ 9 Reproductions

- a) In the libraries, within the scope of the technical facilities, copies of works released for the purpose can be made by the reader himself/herself.
- b) On request, the Academic City Library shall also make copies for a charge.
- c) The taking of photographs in the libraries by the reader shall require permission.
- d) The making of copies or the use of reproductions for commercial purposes (e. g. reprints, facsimile editions, post cards) or on a large scale shall require a special agreement, which also determines the consideration.
- e) The reader is solely responsible for the compliance of copy-, personal-, licencing- and other rights.

§ 10 Exclusion from use

- a) The Management shall be entitled to issue general house rules, which are made known by publication on notice boards and which are to be observed.
- b) Those who contravene the Regulations for Use and Schedule of Costs or the house rules can be excluded from the use of the Libraries of the City of Mainz for a time, or permanently by written order of the Management.

§ 11 Entry into force of the regulations

These regulations for use shall enter into force on 4.10.2011. The regulations for use of the 31.10.2003 shall thus become ineffective.

Mainz, 31.8.2011

gez. Jens Beutel
Mayor

Schedule of Costs

- 1) Library card for adults (issue and extension for 12 months in each case) for the Academic City Library and for the Public Library – Anna Seghers including the city district libraries 12,00 €
- Children and young people upon completion of the 18th year can use the Academic City Library and the Public Library including the city district libraries free of charge
- Replacement library card 5,00 €
for children and young people upon completion of the 18th year 3,00 €
- 2) In the event of exceeding the borrowing period, fines for being overdue shall be incurred without requiring a reminder by the respective library. In keeping with the differing values of the stocks and on account of the differing lending systems these shall amount to
- a) in the Academic City Library
per medium borrowed and per week 1,00 €
1st and 2nd reminder
per medium borrowed in each case 1,50 €
- b) in the Head Office of the Public Library – Anna Seghers
an in the city district libraries
per medium borrowed in the 1st week 0,50 €
in the 2nd week in addition 0,50 €
for each further week in addition 1,00 €
1st and 2nd reminder per item lent in each case 3,00 €
- 3) Reservation 0,60 €
- 4) Inter-library loan system (national) per order 1,50 €
Inter-library loan system (international) per order 4,50 €
(further costs incurred by the library shall be charged)

5) Reproductions (self-service)

Printout from library's PC	DIN A 4	0,10 €
Printout from microfilm-scanner	DIN A 4	0,30 €
	DIN A 3	0,60 €

6) Reproductions (order procedure)

Charges are composed of a lump sum for each order, individual costs per hard copy (different according to black and white or colour as well as size) and scan, when indicated additionally of costs for data carrier, when indicated additionally of shipping costs (national, international)

a) Lump sum per order 3,00 €

b) Individual costs per

black-and-white hard copy	DIN A 4	0,30 €
	DIN A 3	0,60 €
colour hard copy	DIN A 4	1,00 €
	DIN A 3	2,00 €

Printout from microfilm-scanner	DIN A 4	1,00 €
	DIN A 3	2,00 €

Basic digital reproduction (PDF): Scan
(black and white or colour) 0,30 €

Premium digital reproduction (e. g. TIFF): Scan
(black and white or colour) 4,00 €

c) Data carrier (e. g. CD, DVD) 5,00 €

d) Shipping

by post, national	2,00 €
by post, international	5,00 €
by e-mail (as far as possible respecting technology and copyright)	2,00 €

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