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 on the task of collecting literature and information, and of making them accessible and communicable. Both libraries aim at the general and political education.

The task of the Academic City Library 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 of the age of ten are entitled to use the Academic City Library. On application, official agencies and judicial persons can borrow books and media through their representatives. It is possible to see limitations concerning persons living outside the municipal territory and the region of Hesse-Kass.

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 transferrable and shall be valid only in combination with the official identity papers stated in § 3, 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, as 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 e-mail 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 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 Libraries, can be obtained through the inter-library lending service upon payment of a fee. The libraries maintain a list of books and periodicals which are not available in the libraries and which are to be obtained from other libraries. The libraries will forward orders to foreign libraries in case of non-availability of the requested items.

f) The opening times shall be marked by the notice board.

g) On the borrowing of data carriers there are to be checked on virus infestation by the reader. The libraries are neither liable for any damage to media players due to audio- 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 once 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 reminders 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 possible to borrow anything else. If the borrower fails to return 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 room 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 com-
   pensation (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 commer-
   cial 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, licensing- 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 Mannheim 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.

Mann, 31.10.2011
gev. Jens Bautel
Mayar

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 – Anne Seegers including the city district libraries
   12,00 €
   Children and young people upon completion of the 10th
   year can use the Academic City Library and the Public
   Library including the city district libraries free of charge

Replacement library card
   for children and young people upon
   completion of the 11th 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 funding systems
   these shall amount to
   a) in the Academic City Library
      per medium borrowed and per week
      1st and 2nd reminder
      per medium borrowed in each case
      1,00 €
      1,50 €
   b) in the Head Office of the Public Library – Anna Seegers
      an in the city district libraries
      per medium borrowed in the 1st week
      In the 2nd week in addition
      for each further week in addition
      1st and 2nd reminder per item lent in each case
      0,50 €
      0,50 €
      1,00 €
      1,50 €

3) Reservation
   0,60 €

4) Inter-library loan system (national) per order
   1,50 €
   Inter-library loan system (international) per order
   further costs incurred by the library shall be charged
   4,50 €