

# Guidelines and Services

## of Hofheim am Taunus Public Library







# Contents

## Guidelines of the Public Library

General information.....	4
Registration / Library Card.....	4
Electronic data storage .....	4
Lending periods, renewals and reservations .....	5
Returns, fines and compensation .....	5
Exclusion from use .....	6
Coming into force.....	6
Fees.....	7

## Additional services offered by the Public Library

In addition to over 31,000 library items, we offer .....	8
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## The Public Library in the Internet

Website, online catalogue, B24 app and newsletter .....	9
---	---

## Digital services

.....	10
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## Opening times and contact

.....	11
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# Guidelines of the Public Library

## 1. General information

The Public Library is a public institution provided by the Town of Hofheim am Taunus. It aims to offer general education and information, lifelong learning, promote the enjoyment of reading as well as leisure activities. Every person is entitled to use the Public Library within the scope of these guidelines for use. The opening times are published on the notice board.

## 2. Registration / Library Card

A library card will be issued on submission of valid ID or a passport with official address registration. Minors can obtain their own library card. They require written consent from their parent or guardian to register. They mutually enter into an obligation to accept liability in the event of any damage and to pay any charges and fees that are incurred. By signing the registration, the guidelines for use of the Public Library are accepted and agreement is given to electronic storage of personal data.

Library cards are valid after the fee has been paid. [12 months or 1 month from the date of issue, costs are specified in the "Guideline for levying membership fees and fines"] Borrowing library items is free of charge - exception: multiple loans of audio-visual media and games. A valid library card also allows use of the Public Library's digital services.

## 3. Electronic data storage

The Public Library stores the following personal data in its IT facilities (in compliance with the applicable statutory data protection regulations): surname, first name, date of birth, email address and telephone number. This data is used for internal purposes only. The data will only be transmitted to third parties within the scope of implementing the Hessian Enforcement Act (Hessischen Vollstreckungsgesetz). All data will be erased when the library card is returned.

## 4. Lending periods, renewals and reservations

- 4 weeks' loan for: books, audio books, Tonies, language courses, console games, CDs and board games
- 2 weeks' loan for: DVDs and periodicals
- All items can be renewed if they have not been reserved by someone else
- A chargeable reservation is possible for all loaned items. Items that belong to the Public Library's information stock (reference items) or that can only be used in the Public Library for other reasons can be permanently or temporarily excluded from lending. Special rules in the guidelines for use are kept in the Public Library. The provisions of copyright law must be complied with when making photocopies as well as when borrowing CDs or DVDs.

## 5. Multiple loans

Up to 40 items can be loaned on one library card at the same time.

For some items the quantity is limited as follows:

- Maximum of 5 DVDs
- Maximum of 5 music CDs
- Maximum of 5 audio books
- Maximum of 2 board games
- Maximum of 2 Tonies
- Maximum of 2 console games

An additional loan fee of 1 euro will be charged for each additional item.

## 6. Returns, fines and compensation

When items are returned, they must be cleared first. If the loan period has been exceeded, a fine in accordance with the applicable guideline must be paid, even if there has been no written reminder. We can demand the payment of compensation if items are not returned after a reminder. The payment of compensation is mandatory if items are lost or damaged. Users are responsible for ensuring that all items are complete when borro-

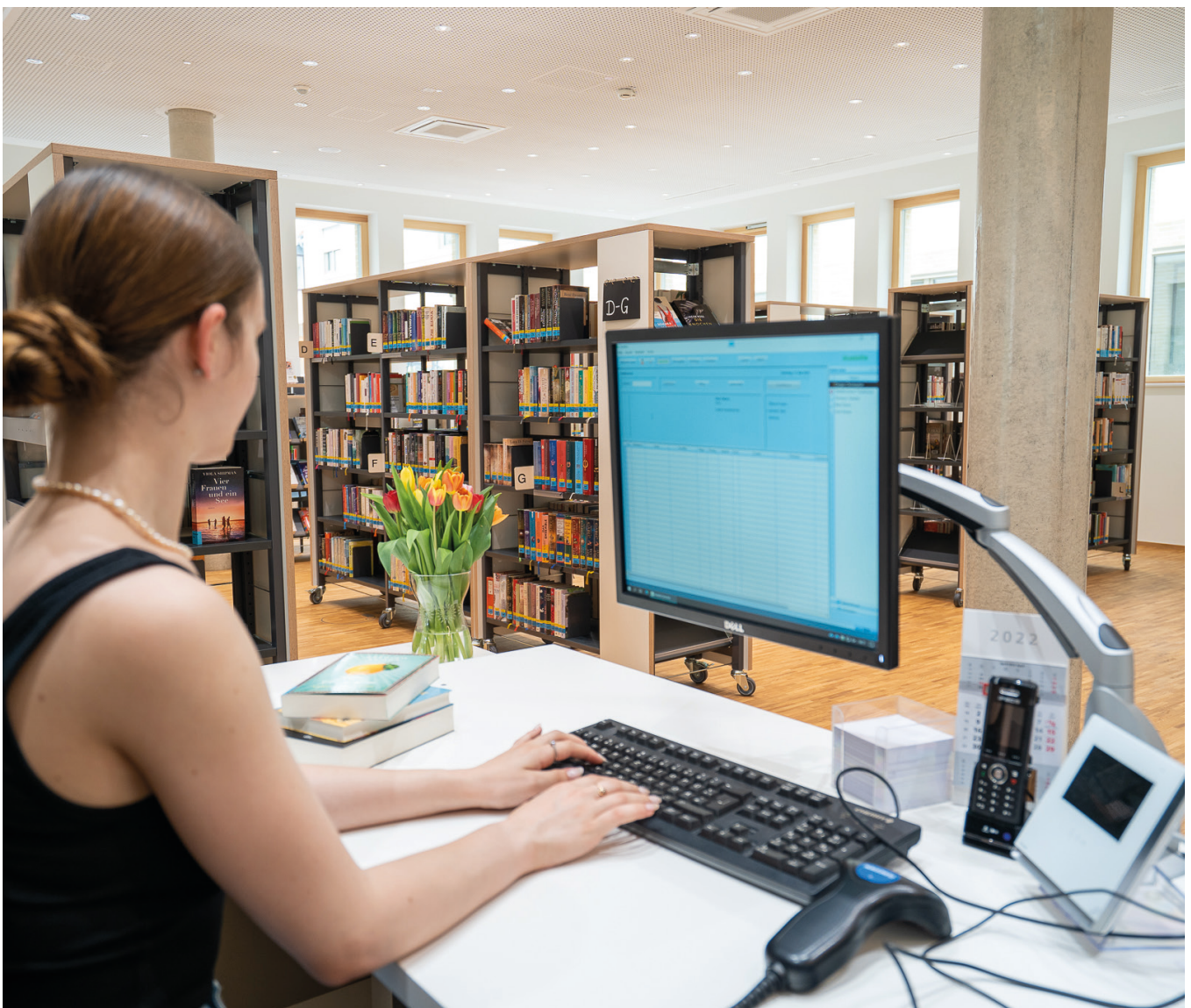
wed and returned (e.g. parts of games, cards, cut-out sheets, all discs for DVDs or CDs). The amount of fines will be calculated according to the re-purchase value. If necessary, fines and other receivables will be collected in the course of legal action.

## 7. Exclusion from use

Anyone who breaches the guidelines for use with gross negligence can be excluded from using the Public Library, either in full or temporarily.

## 8. Coming into force

The "Guidelines for use" come into force on 1 June 2022. The "Usage regulation" of 1 January 2014 simultaneously ceases to be in force.





# Fees

## 1. Costs

Adult library card (valid for 12 months) .....	25,00 €
Adult library card (valid for 1 months) .....	5,00 €
Child's library card (up to age 18) (valid for 12 months) ....	Free of charge
Partner library card (valid for 12 months).....	35,00 €
Partner library card for pensioners (valid for 12 months) .....	17,50 €
Replacement library card .....	3,00 €
Reservations.....	0,50 €
Inter-library loans .....	3,00 €

## 2. Concessions

Seniors with appropriate proof will receive a 50% concession. Membership is free of charge for the registered disabled, higher-education and school students with appropriate proof, as well as for holders of an Ehrenamts-Card from the MTK, an Azubi-Card, a Hofheim-Pass, a Jugendleiter-Card, a theatre subscription of the town of Hofheim and users of the urban district libraries.

## 3. Fines

Children's books, children's audio books and Tonies per week.....	0,50 €
Adult's books console games, board games, magazines and audio books per week .....	1,50 €
DVDs and music CDs per opening day.....	1,50 €
Administrative fee per letter .....	1,50 €
Replacement fee per lost part of game.....	1,00 €
Replacement fee per lost periodical .....	5,00 €

# Additional services

In addition to over 31,000 library items, we offer:

- Events for children and adults
- Library tours for all age groups, picture book cinema, kamishibai, book casting
- Group projects to promote reading Examples: Hofheimer Kinder-Jury, Bücherwind
- On request, we will put together boxes of items on a specific theme
- People who are unable to come to us for health reasons can use our book delivery service
- Access to digital services
- Nonfiction books and periodical articles that are not in stock can be ordered through the library network using the inter-library loan service. A library that holds the requested book will then provide it for a certain period of time. You will find the order form for this on our website

**Our website and monthly newsletter provide information about all the current events and services.**



# The Public Library in the Internet

## Website and online catalogue

You will find useful and entertaining information about the Public Library on our website. In addition to information about our items and events, you can reach our online catalogue and your personal reader account in just a few steps here: click on the login tab at <https://www.hofheim.de/Stadtbuecherei>.

- Click on reader account
- Enter your reader no. (your 8-figure library card no.)
- The password is your date of birth (e.g. 05101968)

When you log in for the first time, you will be asked to set your own password. In your reader account you will have an overview of all the items you have borrowed, reservations etc. You will be able to make personal settings, such as return or collection notifications sent by email, or activate a personal loan history. You can get an overview of our stock in our catalogue, look for specific items and reserve any loaned items online.

## B24 app

The online catalogue is available free of charge as an app in the Play/App Store. The B24 app will make it easier to manage your account and to re-search the online catalogue.

## Newsletter

If you would like to receive information about the Public Library by email, you can subscribe to our monthly newsletter on our website.

# Digital services



You will find a list and detailed description of the digital services you can use free of charge with your library card on the website of Hofheim Public Library.



# Opening times of the Public Library

Tuesday, Thursday, Friday  
1 pm to 6 pm

Wednesday, Saturday  
9 am to 1 pm

It is also possible to return borrowed items outside the opening time using the outside return station.

## Contacting the Public Library

Kellereiplatz 2  
65719 Hofheim am Taunus

Telephone (06192) 202-570

Email [stadtbuecherei@hofheim.de](mailto:stadtbuecherei@hofheim.de)

Internet [www.hofheim.de/stadtbuecherei](http://www.hofheim.de/stadtbuecherei)

