

Online catalogue (Web-OPAC)

You can find a link to the online catalogue on our Homepage (www.stadtbuecherei-geilenkirchen.de). Here you can explore the library's stock, search for and reserve items. You can also log into your own account to renew items and check return dates. The library staff will happily give you a brief introduction into using the Web-OPAC. Please do not hesitate to ask us.

Guided tours

Schools, pre-schools and other institutions are very welcome to take the opportunity of a guided tour through the library.

Pupils of higher schools are shown around and receive guidance of how to use the library.

Primary school pupils of Year 3 and 4 can obtain a "Library Driving Licence".

To book a library tour, please contact us early.

Collection boxes

For schools, pre-schools and other institutions we offer subject-based collection boxes containing books and audio-visual items. The boxes can be borrowed for up to 8 weeks.

For reservation please contact the library.

Current fees and charges

Annual Subscription

Young people aged 11 and above (covers only books and magazines)	5.00 €
Adults (covers only books and magazines)	15.00 €
Additional library cards for other family members per card	2.50 €
Children aged ten and under can borrow books and magazines free of charge.	
Institutions (apart from schools and pre-schools)	15.00 €
Lending and renewal fees for audio-visual items (the library cannot be held responsible for malfunctioning items)	0.50 €

Individual fees

Clients not using the library regularly can pay an individual fee per borrowed item and for each renewal.

Library card	2.50 €
Books and magazines	0.50 €
Audio-visual items	0.50 €

In addition there are the following charges for special services and measures:

• Reservations	1.00 €
• Interlibrary loans	1.50 €
• Library card replacement	3.00 €
• Replacement of a damaged EDP label	1.50 €
• Partial damage of any item	2.50 – 5.00 €
• Using the internet per 10 minutes	0.30 €
• Printouts and copies	0.10 €
• Coloured printouts	0.20 €

The overdue charges are:

- 0.50 € per book and magazine and 1.00 € per audio-visual item per commenced week.
- Additionally there is a charge of 1.50 € for the first reminder (sent out 15 days after the return date).
- The charge for the second reminder is 4.00 €. The reminder is sent as a registered letter.
- All charges have to be paid, even if there is no existing reminder.



STADTBÜCHEREI
GEILENKIRCHEN

Welcome to Geilenkirchen
Public Library!



Stadtbücherei Geilenkirchen

Martin-Heyden-Str. 24 - 26
52511 Geilenkirchen
Telefon 02451/98 28 0
Telefax 02451/98 28 28

E-Mail: stadtbuecherei@geilenkirchen.de
Internet: www.stadtbuecherei-geilenkirchen.de



Joining

You can join the library by bringing a valid passport or ID-card and a "Meldebescheinigung" (a confirmation of registration from the Town Council). If you are under 18 you need the written consent of a parent or guardian. You can obtain the necessary form in the library.

After registration and paying the appropriate fee (annual or per borrowed item) you receive your library card. Without this card it is not possible to borrow items.

The library card is not transferable.

With your signature on the card you recognize the library's rules and regulations.

Borrowing

With your annual library card you can borrow books and magazines free of charge. Additional charges are to be paid for all audio-visual items.

Reference books, newspapers and the newest magazines cannot be borrowed. However, they can be viewed within the library. Photocopying facilities are also available.

For certain services (Inter-library loan, copies, reservations) we charge extra fees.

Loan Periods

The loan periods are

- Books 4 weeks
- Magazines, audio books, software and cds for children 2 weeks
- Dvds and music cds 1 week

Renewals

It is possible to renew every item twice, unless reserved by somebody else. Please renew about two days before the return date. That way, even items, which weren't renewable, can be returned on time.

Renewals can be made

- in person in the library
- by telephone, ring 02451 982812
- by fax, ring 02451 982828
- by e-mail to stadtuecherei@geilenkirchen.de
- or in the internet in our online catalogue (WebOPAC)

Please have your library card ready, you will need the reader's identification number on the back.

Proof of a correct renewal is:

- a receipt from the library (when renewing in person)
- a printout of the answer to your e-mail (when renewing by e-mail)
- a printout of your account (when renewing over the internet)

If you renew or return items late, overdue fines will be charged. (Please see "Current fees and charges").

Reservation

Items on loan can be reserved for a small fee. You will be informed when the item is ready for collection. Please consider that the reservation fee is also payable if the requested item has not been picked up.

The library cannot be held responsible if reserved items are not returned in due time.

Damaged items

If items are returned damaged or stained you will be held responsible and asked to pay the original cost of the item. Equally you will have to pay replacement costs for lost items.

Markings and underlines are regarded as damages. We therefore advice you to check items carefully before borrowing and point out any damage to the library staff.

Interlibrary loan

If you require non-fiction books that are not held in our library, it may be possible to obtain them from elsewhere through the Interlibrary loan service. A small fee is charged for each order. Please make sure you put your orders in early to allow time for processing and delivery.

Internet

There are three public computers available that can be used during our opening times. Children and young people under 18 need the written consent of a parent or guardian before they are allowed to use the Internet. Each computer also provides the Microsoft-Office package, including Word, Access and Excel.
