

Usage Regulations of the Neu-Isenburg Public Library

§ 1 General Purpose of the Facility and Usage

(1) The public library is a public institution of the city of Neu-Isenburg. It serves for general information, school and professional education, political and personal education, literature dissemination, the promotion of media and reading competence, and leisure activities. It offers non-commercial access to its services. The public library is open to all interested parties.

(2) The public library offers a wide-ranging and contemporary selection of physical, audiovisual, and digital media (hereinafter: media) for all persons for use in accordance with this regulation. This includes on-site use of media, devices, and tools for media usage in the public library, as well as their lending, as long as they are not materials that must be used on-site.

(3) The opening hours can be found on the notice board or the homepage of the public library.

§ 2 Registration and Library Card of the Public Library

(1) A valid library card is required for lending media and devices as well as for using the digital services of the public library.

(2) Registration is only possible in person upon presentation of a valid identification card or passport along with a current registration confirmation according to § 18 Abs. 1 BMG (Federal Registration Act). Online registration through the online catalog (Web-OPAC) of the public library is possible provided the individual is of legal age. Online registration must be confirmed within 4 weeks by presenting a valid identification card or passport along with a current registration confirmation.

(3) Personal data will be used exclusively for the respective library's purposes (lending, reminders; with explicit consent: information about reservations, expiring loan periods). If digital services of individual partner organizations are used (e.g. streaming services), the respective data protection provisions apply.

(4) A yearly fee for the library card will be charged for users aged 18 and over in accordance with the currently applicable regulations on the collection of fees for using the public library.

(5) A separate library card can be issued to children aged 5 and above. Children and teenagers who have not yet reached the age of 15 require a written consent from their legal guardians for registration. Until they reach the age of majority, the library card is exempt from the annual fee.

(6) Schools and childcare facilities may request a designated institutional card for professional purposes from their management. This entitles them to borrow media in conjunction with an identity verification document of the respective staff members of the organization. The validity ends after one year and can be extended upon provision of a current verification. Users of an institutional card receive extended lending periods for media. The conditions and any fee exemptions are dependent on the currently applicable regulations for the collection of fees for using the public library.

(7) By registering, users or their legal representatives acknowledge the usage regulations and fee regulations in their valid versions as binding.

(8) Users receive a library card upon registration, which establishes the user relationship. The library card for users aged 18 and over is valid for 12 months from the date of issuance. After one year, the validity is extended by another year on the day users utilize the library services again and pay the annual fee. The library card loses its validity without payment of the annual fee. For damages and losses that occur due to the misuse of the library card, the person in whose name the card was issued is liable. The library card is non-transferable. By registering, users or their legal representatives acknowledge the usage regulations and the regulations on the collection of fees for using the public library in their valid versions as binding.

(9) Address and name changes must be reported to the public library immediately. This also applies to the loss of the library card. A replacement card will be issued for a fee in accordance with the currently applicable regulations on the collection of fees for using the public library.

(10) The user relationship ends with the return of the library card, the expiration of the library card's validity, exclusion from use, or the death of the user. Upon termination of the user relationship, any claims of the public library against the user remain in effect.

§ 3 Regional Card

(1) In addition to the library card of the public library, it is possible to apply for a regional library card, which grants users access to the physical and digital media collections of the following Hessian municipal cooperative libraries: Dietzenbach, Mühlheim am Main, Neu-Isenburg, Obertshausen, Rodgau, and the cities of Offenbach am Main and Frankfurt am Main. In the event of a library's withdrawal, the users' access rights remain valid as long as their regional card is valid.

(2) The use of a regional card requires the payment of the annual lending fee in accordance with the currently applicable regulations on the collection of fees for using the public library, as well as the acknowledgment and signature of these terms of use. Registration to obtain a regional library card (initial registration) is possible in person at any of the participating libraries (partially also online).

(3) To use the regional library card in partner libraries, the presentation of the regional card, a valid identification card or another suitable identification document with a photo, and a current registration confirmation as well as a receipt for the paid annual fee is required. Users must register in person at the cooperating libraries. The individual user cards of the member libraries lose their validity upon issuance of the regional library card. No refunds will be given for annual lending fees already paid to individual libraries.

(4) With the registration, the respective usage regulations and fee regulations, as well as the house rules of the participating libraries where the individual is registered or wishes to register, are acknowledged. These can be viewed online on the homepages of the participating libraries. Liability cases, reminders, and legal disputes will be pursued in the library where they occur, in accordance with local usage and fee regulations. If there is a usage ban in any of the participating libraries for the respective individual, the regional card will not be recognized there.

(5) The regional library card is valid for one year from the date of issuance. The issuance takes place in the library where the annual fee for the regional library card is paid according to the currently applicable regulations on the collection of fees for using the public library. Renewal occurs with the payment of the annual fee for the regional card and the resubmission of proof of payment in the cooperating libraries.

(6) Personal data will only be used for the respective library's purposes (lending, reminders; with explicit consent: information on reservations, expiring loan periods). They are not shared between cooperators. Each cooperatively responsible partner is independently responsible for data processing for its users according to Article 4, Section 7 DSGVO (or GDPR – General Data Protection Regulation) and must fulfill

its resulting obligations independently. If digital services of individual cooperators are used (e.g. online catalog), the respective data protection regulations apply.

§ 4 Lending, Loan Period, Reservation, Return

(1) A valid library card must be presented for each media loan.

(2) The loan period for media is as follows:

- for books, audiobooks/radio plays on CD, non-fiction DVDs, CD-ROMs, board games, scores: 28 days
- for magazines, films on DVD and Blu-Ray, console games, Tonie figures: 14 days
- for devices such as eBook readers, energy measurement devices, Tiptoi and Bookii pens, Tonie boxes, or items from the library of things: 14 days

In individual cases, special periods may also be agreed upon. On-site collections as well as newspapers and current issues of magazines are generally not available for loan.

(3) The loan period can be extended before the return date by phone, in writing, via email, in person, or online through the user account in the online catalog (Web-OPAC), provided there is no reservation. The extension of the loan period is possible four times for periods of 14 days each. Exceptions are made for films, console games, and magazines, which can only be extended once for 14 days.

(4) Borrowed media can be reserved. Reserved media will be held for 8 days. Fees for reservations will be charged according to the currently applicable regulations on the collection of fees for using the public library.

(5) The number of media that can be borrowed simultaneously may be limited by the library's management in individual cases.

(6) Media must be returned no later than the end of the loan period without a reminder. A media return slot is available for returns outside of opening hours.

(7) The public library charges overdue fees for exceeding loan periods, regardless of whether a written or electronic reminder is received. Fees for reminders and late returns will be charged according to the currently applicable regulations on the collection of fees for using the public library.

(8) Users may be blocked from further loans and the use of devices if borrowed media are not returned despite reminders or if overdue or administrative fees are not paid. Fees for reminders and late returns will be charged according to the currently applicable regulations on the collection of fees for using the public library.

(9) Media that are not available in the public library's collection can be obtained through the German inter-library loan (Fernleihe) from other libraries. The public library is bound by the currently applicable rules of the inter-library loan regulations of German libraries.

§ 5 Liability

(1) All media, devices, and objects must be handled with care and protected from contamination, damage, or loss. Any defects and damages, including those not caused by the user, as well as the loss of borrowed media, must be reported immediately to the public library.

(2) Users or their legal representatives are liable to the public library for compensation for damages caused by the loss or damage of media, devices, and objects.

(3) Users or their legal representatives are also liable for damages caused by the misuse of the library card.

(4) Compensation must be paid for damaged or lost media in a reasonable amount. The type and amount of compensation will be determined by the public library at its discretion. Compensation for severe damage and loss will be assessed based on the replacement value.

§ 6 Digital Offers

(1) The public library maintains a publicly accessible online catalog (Web-OPAC) on the internet, where users can search the entire media collection of the public library, view their personal user account, extend media loans, and pay outstanding fees. Interested parties have the option to apply for a library card online.

(2) The public library allows access to a selection of digital media via the online catalog (Web-OPAC) as well as the internet (for download, streaming, etc.).

(3) The usage terms and conditions of external providers (including loan periods) and data protection regulations apply. These must be read and acknowledged online before using the offers. Violations of copyright when using our digital offers will be pursued by the external providers.

(4) There are age restrictions for media on some digital offers. Guardians are responsible for the age-appropriate selection and use of media for their children.

(5) Upon termination of a digital offer by the public library, users lose the ability to apply it.

§ 7 Self-Checkout Terminal

(1) In the facilities of the public library, RFID technology (Radio Frequency Identification) is used for self-checking out media. The RFID chips of the library card store the following information: the card number printed on the back, the validity period of the card, the country code for Germany, and the ID number of the public library as the issuing library.

(2) Borrowing and returning media is done by users themselves at the self-checkout terminals. Users must check the completeness of the media before borrowing or returning them. Reserved media and missing parts must be reported to library staff immediately. If no report is made, the media will be considered fully borrowed.

(3) At the self-checkout terminals, users can view their user account with information on borrowed media or outstanding fees and extend the media. The library does not accept any liability for damages caused by an improperly closed customer account.

§ 8 Use of IT and Internet Workstations

(1) Publicly accessible computer workstations with internet access, including the technical infrastructure, can be used free of charge by all persons aged 12 years and up. Wi-Fi is provided by an external service provider.

(2) Copyright and data protection laws under the Datenschutz-Grundverordnung (or GDPR – General Data Protection Regulation) must be observed when using the computer workstations.

(3) Accessing media content that is subject to distribution bans is prohibited. The compliance with these provisions is supported by special filtering software (web filters). File sharing, gambling, or any other paid games, accessing paid websites, mass mailing of emails, and sending advertisements, spam, and phishing emails are prohibited. Violations may result in exclusion from the use of the public library.

(4) Users may not install any software other than what is already pre-installed and may not troubleshoot technical issues on their own. No changes may be made to the library's system and network configurations. The library reserves the right to claim damages for any damages caused by manipulations.

(5) The public library does not guarantee unauthorized use, reproduction, alteration, or deletion of data as well as the uninterrupted functioning of devices and programs. It accepts no liability for consequential damages resulting from use. It is equally not liable for the loss, alteration, or damage of data stored on external media. The library does not assume any responsibility for the consequences resulting from users' activities on the internet. Furthermore, it assumes no responsibility for the content and availability of third-party offers on the internet as well as for liability concerning data.

§ 9 Behavior in the Public Library

(1) Every person must behave in accordance with the function of a library as a public educational and cultural institution. We expect respectful interaction among all users. Intentional disruptions of library operations and the disturbance of other people must be avoided; harassment of staff and users is prohibited.

(2) The rooms of the public library and all furniture should be treated with care and kept clean.

(3) Smoking and consuming food in the rooms of the public library is not permitted. Bags, backpacks, etc. should be stored in the library's lockers or at the cloakroom upon request from library staff.

(4) Animals are not permitted in the library premises, except for assistance dogs.

(5) The library does not assume any liability for valuables and the use of the cloakroom. Users are responsible for the security of their belongings in the workplace.

(6) Information and advertising materials may only be displayed or posted in the public library with the permission of the library staff. This also applies to the outdoor area of the public library.

(7) Persons who repeatedly violate or grossly violate the usage regulations may be banned from the library premises and excluded from using the public library.

(8) The library staff exercises house rights in the library premises on behalf of the mayor. Their instructions must be followed.

§ 10 Entry into Force

This usage regulation shall come into force on January 1, 2026.