Landeshauptstadt Düsseldorf
Stadtbüchereien

Rules and Regulations of Düsseldorf City Libraries

Welcome to the Central Library!
The Central Library at KAP1 is an open space for people to come together, which thrives on diversity, tolerance and mutual respect. To ensure that all visitors feel comfortable, we ask that you abide by the following rules:

Visitors
- Please be considerate of one another. Avoid making noise, loud conversations and phone calls; please use headphones where necessary.
- Treat all visitors with respect. We do not tolerate harassment, provocation or discriminatory, sexist, racist or extremist remarks.
- The library is a neutral space – we ask that religious rituals and political activities be carried out elsewhere.
- Parents and accompanying adults are responsible for supervising children.
- Please do not sleep in the library.

House Rules
- The Mayor of the State Capital of Düsseldorf and the library staff are responsible for enforcing these house rules.
- Visitors must comply with the instructions of the library staff and the security personnel on duty.
- In the event of a breach of the house rules, we reserve the right to expel individuals from the premises.

How to use the facilities
- Please treat media, equipment and furniture with care.
- Please help to keep the premises tidy and clean, and use the bins.
- Please do not move tables and chairs. The number of people allowed in the study rooms is limited.
- The toilet facilities are to be used exclusively for their intended purpose.

Food and drink:
- Small snacks and drinks in sealable containers are permitted – provided they are odourless and do not soil equipment, furniture or floors! Please consume any food you have brought with you in the picnic area.
- Cooking is not permitted; fast food and orders from delivery services are not permitted.
- Eating is not permitted at the internet PCs.

Smoking and Drugs Ban
- Smoking, e-cigarettes, alcohol and drugs are prohibited throughout the building and in the rooftop garden.
- Anyone under the influence of alcohol or drugs will not be admitted.

Wardrobe and valuables
- Please keep an eye on your personal valuables. The municipal libraries accept no liability.
- Please feel free to use the lockers. These are emptied in the evening and any lost property is forwarded to the lost property office.
- Scooters, skateboards and similar items must not be used or left inside the building.

Prohibited items

Carrying weapons of any kind – in particular knives, pepper spray, batons, etc. – is prohibited. This does not apply to police officers, OSD staff or security companies under contract.

Fire and Hazard Prevention
- Always keep escape routes clear.
- In the event of an emergency: Leave the building quickly via the emergency exits – do not use the lifts!
- Luggage brought onto the premises must not be left unattended – this may result in police call-outs, that incur a fee.

Animals
- With the exception of assistance dogs, animals are not permitted in the library.

Protection of Minors
- When using media and the internet, the legal provisions of copyright law, criminal law and the Protection of Minors Act must be observed. Websites containing pornographic, racist, violence-glorifying or otherwise discriminatory content must not be accessed.

Filming an photography
- Private recordings for personal use only are permitted.
- Other visitors and staff may only be photographed or filmed with their consent. Minors must not be photographed or filmed.
- Camera glasses/smart glasses are not permitted.
- Authorisation from the management is required for publication (in digital and print media) and for commercial use.

Miscellaneous
- Surveys, petition or fundraising drives, as well as sales and promotional activities, are not permitted
- Flyers may only be displayed and posters may only be put up with prior authorisation.

In the event of any breach of our house rules, we reserve the right to ban you from the premises or to take further legal action. We hope, however, that this will not be necessary and wish you a pleasant and enriching visit to your Central Library.

Thank you very much for your cooperation and understanding!