



Stadtbüchereien
Landeshauptstadt Düsseldorf

Stadtbüchereien
Düsseldorf
Library Regulations
1 January 2013



Regulation amending the Library Regulation of the Stadtbüchereien Düsseldorf

On 8th November 2012 the Municipal Council of Düsseldorf, the capital of North Rhine-Westphalia, adopted the following regulations on the base of § 41 of the Municipal Regulations for the Land North Rhine-Westphalia (GO NW) in the version of the publication dated 14th July 1994 (GV NW p. 666/SGV NW 2023):

Article 1

The Library Regulations of the Stadtbüchereien Düsseldorf dated 28th November 1974 (Ddf. Official Bulletin No. 15 dated 19th April 1975), last amended by the council resolution dated 16th December 2010, are amended as follows:

§ 1 Legal form

The municipal libraries (Stadtbüchereien) are a public institution of the city of Düsseldorf; the German Civil Code governs their use and in particular the borrowing of material. A yearly fee is charged in accordance with § 8 No. 1 for the usage of the Stadtbüchereien.

§ 2 Registration

- (1) Any user must register personally by proving their identification card or passport together with the „Meldebescheinigung“. Children and persons under the age of 16 must also present a declaration of consent and the identification card or the passport together with the „Meldebescheinigung“ of a legal guardian.
- (2) By signing the registration form the user recognises the Library Regulations and the special instructions for use. Children and persons under the age of 16 additionally require the signature of a legal guardian.

(3) As provided in the law on protection against the misuse of personal data processing (Data Protection Law North Rhine-Westphalia GV NE 1988, p. 160), the Stadtbüchereien are entitled to process the following personal data:

- Designation of the borrowed media
 - Name
 - Date of birth
 - Address of the user
- in the case of minors, also the corresponding data of a legal guardian.

§ 3 Library card

(1) Every user receives a library card, that is not transferable and remains the property of the Stadtbüchereien. For persons over the age of 16 the library card is only valid in combination with their identification card or passport. Loss of the library card must be reported immediately to the Stadtbüchereien. A fee is charged in accordance with § 8 No. 1 for reissuing a library card.

(2) The Stadtbüchereien are to be notified immediately of any change of address and other personal data.

(3) The library card is to be returned if persons are excluded from the usage of the Stadtbüchereien in accordance with § 10, or when the Stadtbüchereien demand its return for other reasons. This applies, in particular, when the user has outstanding debts with the Stadtbüchereien (outstanding fines or exceeding of the borrowing periods, etc.).

§ 4 Borrowing

(1) The library card allows to borrow all kinds of media free of charge. Reference books, which may only be used in the Stadtbüchereien, cannot be borrowed.

(2) Media already borrowed by another person can be reserved on payment of a charge in accordance with § 8 No. 3. Certain media can only be reserved in special cases.

- (3) Books and journals which are not on stock in the library can be ordered free of charge by the internal library loan service, or by inter-library loan (§ 5) on payment of a charge in accordance with § 8 No. 4.
- (4) The number of media a user wishes to borrow can be restricted by the Stadtbüchereien.
- (5) The user is obliged to registered all and to return all media on time and without notice.
- (6) The regular loan period is 28 calendar days. Before expiry it can be extended: personally, by written application or via the Stadtbüchereien online catalogue on the internet, provided there is no reservation for another user. For the renewal transaction the numbers of the borrowed media and the number of the library card need to be quoted. The maximum loan period is 84 calendar days.
- (7) The loan period for certain media can be shortened by the Stadtbüchereien. In this case, a renewal as in para. 6 is not possible.
- (8) The Stadtbüchereien are entitled to demand the return of borrowed media at any time.

§ 5 Inter-library loan

Users over the age of 16 and holding a valid library card can obtain books and journals which are not on stock at the Stadtbüchereien by inter-library loan according to the applicable guidelines (lending service regulations for German Libraries as decreed by the responsible Ministry for Cityplanning and Housing, Cultural Affairs and Sports dated 8th May 2004 – MBl. NW 2004 p. 362). A fee in accordance with § 8 No. 4.1 and No. 4.2 is charged for this service.

§ 6 Handling of the borrowed media, liability

- (1) The user is obliged
1. to handle the borrowed media with care and to make sure they are not altered, dirtied, damaged or misused.
 2. to check the media before borrowing for intactness and visible defects and to inform the library staff of these defects.

2) The Stadtbüchereien are not liable for damage arising from the use of the borrowed media.

(3) The user must not use the borrowed media for public performances. The user or his legal guardian is liable to the city for the claims of third parties under the laws of copyright arising from an infringement of these regulations. He must indemnify the city against the claims of third parties.

(4) Borrowed media must not be passed on to third parties.

(5) Users in whose home a notifiable infectious disease has occurred must not use the Stadtbüchereien while there is a risk of infection. Any media which have already been borrowed must first be disinfected before being returned. The user is responsible for their disinfection.

(6) The Stadtbüchereien must be notified immediately of the loss of borrowed media.

(7) The user is responsible for the replacement of borrowed media that were lost or damaged in such a way that their proper use is impaired. This normally entails substitution of the lost or damaged item by a new copy. If the user is not able to procure a replacement within three months of reporting the loss or damage, the Stadtbüchereien are entitled to demand a sum of money equal to the replacement value or, in substantiated individual cases, to have a bound copy made at the expense of the user. In accordance with § 8 No. 7 an additional processing fee has to be paid for a replacement by the Stadtbüchereien.

In the case of children and persons under the age of 16 the legal guardian is liable for the return as well as the replacement of lost or damaged media borrowed by them.

(8) The registered user is liable for damage arising from the misuse of the library card. In the case of children or persons under the age of 16, the legal guardian is liable.

(9) If the user does not return the borrowed media on expiry of the borrowing period despite a request to do so, the Stadtbüchereien are entitled to demand compensation instead of the return of the borrowed media.

§ 7 Collection, fines

- (1) A fine is to be paid for media which are not returned on date of expiry.
- (2) The fine is laid down in § 8 No. 2 and No. 6 and will, if necessary, be recovered by legal process.
- (3) Borrowed media will also be recovered by legal process after date of expiry.

§ 8 Fees

The following fees will be charged:

1. For issuing a library card for the municipal libraries (valid for a year) for adults as well as for the replacement of a lost library card **EUR 20,00**
Holders of the Düssel-Pass may use the municipal libraries free of charge.
For the replacement of a lost library card for children and people under age **EUR 2,50**
2. For exceeding the borrowing period per item and week commenced **EUR 1,00**
3. For each reservation **EUR 1,00**
- 4.1 For each order by inter-library loan **EUR 1,50**
- 4.2 For each order by international inter-library loan the user has to consent to pay all incurred costs (for insurances, extensive reproductions, etc.).
5. For using the music-studio per hour commenced **EUR 5,00**
6. For the replacement of a lost item by the Stadtbüchereien **EUR 10,00**

§ 9 Rules for the Stadtbüchereien

- (1) The Stadtbüchereien decline any liability for missing clothes.
- (2) Smoking, eating, drinking, the use of mobile phones, and disturbing behaviour are prohibited on the library premises.
- (3) Animals, guide dogs excepted, bicycles and other bulky goods are not allowed in the library.
- (4) Any object found is to be handed to the staff of the Stadtbüchereien.
- (5) The staff of the Stadtbüchereien is entitled to refuse admittance.

§ 10 Exclusion from use

Persons who infringe the provisions of these regulations may be excluded from using the Stadtbüchereien.

Article 2

These regulations come into effect on 1st January 2013.



Landeshauptstadt Düsseldorf

Kontakt

Internet www.duesseldorf.de/stadtbuechereien
Facebook www.facebook.com/stadtbuechereien.duesseldorf
E-Mail stadtbuechereien@duesseldorf.de
E-Mail Verlängerung medien.verlaengern@duesseldorf.de
Postanschrift Postfach · 40200 Düsseldorf

Zentral- bibliothek



Bertha-von-Suttner-Platz 1 (am Hauptbahnhof)
Telefon 0211.89-94399
Kinder- und Jugendbibliothek Telefon 0211.89-92970
Musikbibliothek Telefon 0211.89-94394
Mo-Fr: 11-20 Uhr; Sa: 11-14 Uhr

Benrath

Urdenbacher Allee 6 (in der Orangerie Schloss Benrath)
Telefon 0211.89-97187 Telefax 0211.89-29210
Mo+Do: 14-19 Uhr; Mi+Fr: 11-13 / 14-17 Uhr, Sa: 11-13 Uhr

Bilk



Friedrichstraße 127 (im Stadtteilzentrum Düsseldorf Arcaden)
Telefon 0211.89-99290 Telefax 0211.89-29020
Mo+Do: 14-19 Uhr; Mi+Fr: 11-13 / 14-17 Uhr, Sa: 11-13 Uhr

Derendorf

Blücherstraße 10
Telefon 0211.89-24108 Telefax 0211.89-29425
Mo+Do: 14-19 Uhr; Mi+Fr: 11-13 / 14-17 Uhr, Sa: 11-13 Uhr

Eller

Gertrudisplatz 16-18
Telefon 0211.89-24129 Telefax 0211.89-29323
Mo+Do: 14-19 Uhr; Mi+Fr: 11-13 / 14-17 Uhr, Sa: 11-13 Uhr

Flingern

Hoffeldstraße 69
Telefon 0211.89-24114 Telefax 0211.89-29324
Mo+Do: 14-19 Uhr; Mi+Fr: 11-13 / 14-17 Uhr, Sa: 11-13 Uhr

Garath



Fritz-Erler-Straße 21 (in der Freizeitstätte)
Telefon 0211.89-97571 Telefax 0211.89-29325
Mo+Do: 14-19 Uhr; Mi+Fr: 11-13 / 14-17 Uhr, Sa: 11-13 Uhr

Gerresheim

Heyestraße 4
Telefon 0211.89-24122 Telefax 0211.89-29427
Mo+Do: 14-19 Uhr; Mi+Fr: 11-13 / 14-17 Uhr, Sa: 11-13 Uhr

Hassels Kinderbücherei

In der Donk 66 (im Kinderhaus)
Telefon 0211.746700 Telefax 0211.7488131
Mo, Mi-Fr: 14-17 Uhr

Kaiserswerth

Kaiserswerther Markt 22
Telefon 0211.89-94110 Telefax 0211.89-29286
Mo+Do: 14-19 Uhr; Mi+Fr: 11-13 / 14-17 Uhr, Sa: 11-13 Uhr

Oberkassel

Luegallee 65
Telefon 0211.89-94108 Telefax 0211.89-29326
Mo+Do: 14-19 Uhr; Mi+Fr: 11-13 / 14-17 Uhr, Sa: 11-13 Uhr

Rath

Westfalenstraße 24 (im Westfalen-Center)
Telefon 0211.89-94151 Telefax 0211.89-29152
Mo+Do: 14-19 Uhr; Mi+Fr: 11-13 / 14-17 Uhr, Sa: 11-13 Uhr

Unterbach

Breidenplatz 8
Telefon 0211.202360 Telefax 0211.2550852
Mo+Fr: 14-19 Uhr; Do: 11-13 / 14-19 Uhr, Di+Mi+Sa: geschlossen

Unterrath

Eckenerstraße 1
Telefon 0211.4230473 Telefax 0211.427341
Mo+Do: 14-19 Uhr; Mi+Fr: 11-13 / 14-17 Uhr, Sa: 11-13 Uhr

Wersten

Liebfrauenstraße 1
Telefon 0211.89-24136 Telefax 0211.89-29426
Mo+Do: 14-19 Uhr; Mi+Fr: 11-13 / 14-17 Uhr, Sa: 11-13 Uhr

Autobücherei

Worringer Straße 140 (Büro)
Telefon 0211.89-94348 Telefax 0211.89-29327