

Fees – charges

- o Our regulations (ordinance) will show you tariff of charges.
- o Reminders we will send out 2 weeks approximately after material became overdue. For second (and following) reminders we have to charge a fee.
- o Borrowers also have to pay for postage.

	below 18 years old	Adults
1. annually subscription		
a) category I (basic-fee)	0,00 €	14,00 €
b) category II (basic- and Video-fee)	7,00 €	28,00 €
c) category III (Family- rate for basic- and Video-fee)	n / a	32,00 €
quarterly subscription		
a) category I (basic-fee)	0,00 €	5,00 €
b) category II (basic- and Video-fee)	n / a	8,00 €
2. Cards		
a) first Library-card	1,00 €	2,00 €
b) each further card	2,00 €	4,00 €
c) Surf-card	3,00 €	6,00 €
3. Inter-library-loan per unit	2,00 €	2,00 €
4. Reservation	1,00 €	1,00 €
5. Delay charges per day per unit	0,10 €	0,25 €
6. From 2 nd reminder on upto return per reminder	3,00 €	3,00 €
7. Use of Internet-PC per hour	1,00 €	3,00 €
8. Use of PC workstation per hour (or part of it)	1,00 €	3,00 €

We offer:

Books

to read, to hear and to inform

Information

from CD, CD-ROM, and Internet

Movies

on DVD and on Videotape

News

Newspapers and Magazines

Games

For table, computer, or games console

Music

On CD, MC, Video and DVD

Übersetzung: Michael Koehn

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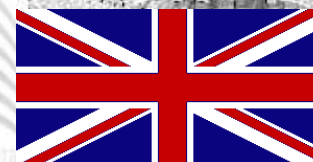
Öffnungszeiten:

Mo u. Do 09.00-12.30 u. 15.00-19.00
Di u. Fr 09.00-12.30 u. 15.00-18.00
Mi u. Sa 09.00-12.30

V.i.S.d.P. Andrea Koehn (Stadtbücherei)

Info in der Bücherei, per Telefon oder unter
www.stadtbuecherei.wedel.de

Flyer Entwurf & Design: www.WET-V.de



Welcome

Welcome
Wedel Public Library

Short overview

We are offering a selection some 70.000 units to choice and a lot of other services. To make it easier for you here are some important informations:

How to join

- o At the information counter you have to fill in an application form for your library card.
- o In that form we ask you for personal details as name, address, date of birth, entitlement to concessions if you are a student or a recipient of social benefit.
- o For your registration we need your passport and a registration certificate of your residence in Wedel, which you get at the resident registration office in the town hall.
- o If you are entitled to a reduction of fees we need to see your students card or your social benefit card.
- o With your signature you confirm that you have got our regulations and accept it.

Loan period

- o The loan period for books, audio books, cassettes, CD-ROMs, maps and games is 4 weeks.
- o CDs, DVDs, magazines and videos are only available for a two-week loan period.
- o Non-fiction is arranged according to special subjects. At the beginning of these subjects you find reference books, which can only be borrowed over the weekend.
- o There is a wide selection of reference books and a number of daily newspapers, which you find near the information counter. These items are not on loan.
- o Please, return all materials in time.

Extensions

- o Most of the items may be extended twice, unless they are not requested by another user.
- o CDs may be extended only once.
- o DVDs, magazines and videos cannot be extended.
- o You can extend personally, by phone, E-mail, fax, or on the internet in our web catalogue.
- o If you extend by phone, fax, or email we will charge you postage for a written confirmation of your extension.

Reservations

- o Our service for library material, that is on loan.
- o You may use that service at the information counter personally or by phone.
- o Reservations may also be placed directly in the library catalogue or in our web catalogue.
- o We will send you a confirmation, when your material is available to collect.
- o Fee for our reserve-service is € 1,00 per unit.

Web catalogue

- o In our web catalogue you can look for books and other library materials we have in stock.
- o In order to find our web catalogue click "Information" on our homepage.
- o If you want to use the web catalogue for extensions and reservations please enter number of your library card and type in your password in next column.

Your password is your date of birth in the form DDMMYYYY.

Computer workstation

- o We offer three computer workstations with access to internet.
- o To work at these PCs you need a surf-card, which is used like a call-card. It is available at the information counter.
- o A computer workstation with standard office software, printer, and scanner is available, too.

Inter-library-loan

- o If you are interested in books or other materials, which we do not have in our stock, we are able to request them from another public library for you.
- o Please ask the librarian at the information counter for assistance.

LiteraTour

- o For disabled and old people we also deliver library materials to their home.
- o For this service, please phone Mrs. Kolz on 04103 / 5516.
- o Mrs. Kolz will then arrange a special appointment with you.

Information counter

- o If there are any questions or if you need assistance, please come to the information counter.
- o The librarian at the information counter will always try to help you.