



Goethe-Institut Glasgow Library

Terms and Conditions

Our library is open to everyone.

Anyone can visit the library and use the materials free of charge.

In order to **borrow** materials, you require a **valid membership**. To obtain membership you will need to either visit the Goethe-Institut library or fill out the **registration form** online.

Please provide **current proof of address** (i.e. driving licence, utility bill, etc) and, if applicable, **proof for concessionary* rate**. We will send out an invoice to you with the appropriate membership fee and ask for payment within 14 days by bank transfer.

Library Membership	Fee
12 Months	£20
12 Months, Concession*	£14
GI Language Students, Teachers of German	FREE

**school pupils, students, OAPs, unemployed, library members at Alliance Française*

The details you submit will be stored in a database held by the Goethe-Institut in Germany, and will be used exclusively for the legitimization, implementation and completion of the library loans agreement.

The stored data will not be passed on to third parties. Library users have the right to view the data kept about them at any time.

All library users are responsible for informing the library of changes to their contact details or the loss of their library cards.

BORROWING ITEMS

You can borrow up to a **maximum of 10 items (10 books, 3 CDs / DVDs / Magazines or 2 board games)** at any given time. The latest editions of newspapers/magazines are not available for borrowing.

Loan periods:

4 weeks for **books, CDs and magazines** (3 extensions possible)

2 weeks for **DVDs and games** (3 extensions possible on request)

Overdue items incur a fine of **25p per day, per item**.

Extensions can be made in the Online catalogue goethe.de/glasgow/library or by contacting the library.

Notifications, receipts, and reminders regarding library loans are sent by email. This agreement with the Goethe-Institut Library can be cancelled at any time by informing the library staff in writing.

continued overleaf...

Goethe-Institut Glasgow
3 Park Circus
Glasgow G3 6AX

Library and Information
T +44 141 332 2555
library-glasgow@goethe.de

www.goethe.de

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.



... continued

It is also possible to **reserve items**, which are out on loan.

For library members living outside the Central Belt area we might be able to send items via the **postal service**. Return postage costs will have to be paid by library members.

Library members are responsible for taking care of the items they borrow. If items are **lost or damaged** while being borrowed, the library member is responsible for providing suitable compensation to the library. Depending on the type of loss or damage to materials sustained the library will determine the amount and type of compensation due. A flat fee of £15 will be charged for items which are lost and cannot be replaced because they are out of print / no longer available.

Instructions relating to the use of the online **eLibrary** can be found on goethe.de/glasgow/elibrary.

OPENING HOURS

Current Self-Service and Service Hours can be found on goethe.de/glasgow/library

ADDITIONAL SERVICES

Free Wi-Fi is available in our library – please ask a member of the library staff for the login details.

CODE OF CONDUCT IN THE LIBRARY

All library users should behave with due care and consideration towards other visitors of the library. Instructions from the library's staff must be followed.

Personal **laptops and other mobile electronic devices** can be used but headphones must be worn to prevent noise disturbing other library visitors. Non-alcoholic drinks can be consumed in the library. Smoking in the library is forbidden.

The library is not liable for personal items lost on its premises.

The library reserves the right to exclude individuals who violate the code of conduct or the terms and conditions from using the library. The library reserves the right to amend the terms and conditions at any time. Any changes will be publicised on the website of the Goethe-Institut Glasgow.

www.goethe.de

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.