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 books and audiovisual materials, you require a valid
Reader's Card. You can obtain a Reader's Card from the Goethe-Institut
Library by showing proof of your home address, e.g. driving licence, utilities
bill, etc. and paying the membership fee.

<table>
<thead>
<tr>
<th>Library Membership</th>
<th>Fee</th>
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<tr>
<td>12 Months</td>
<td>£20</td>
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<tr>
<td>12 Months, Concession*</td>
<td>£14</td>
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<tr>
<td>GI Language Students, Teachers of German</td>
<td>FREE</td>
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*School pupils, students, OAPs, unemployed, library members at AF

The details you submit will be stored in a database held by the Goethe-
Institut in Germany, and will be used exclusively for the legitimation,
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, 10 CDs, 3 DVDs or
3 magazines, 2 board games) at a time. The latest editions of newspapers and
magazines are not available for borrowing.
The loan periods are:
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.
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.
It is possible to reserve items, which are out on loan.
For library members living outside the Glasgow area we might be able to send
items via the postal service.
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 our
website at www.goethe.de/glasgow.
**Opening Times:**
- Mon - Tue: 4pm – 7pm
- Wed - Thur: 11am – 7pm
- Saturdays: 9:30am - 1:30pm

**Telephone:** 0141 332 2555

**Email:** library-glasgow@goethe.de

**Web:** www.goethe.de/glasgow

### Additional Services

Library members are entitled to use the library’s **computer and iPad** for research using the library’s online catalogue, databases and the internet. The relevant UK legislation relating to the use of the internet, copyright and data protection applies. The use of internet to view websites which promote racism, political extremism, violence, or pornography is strictly prohibited.

### 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 via the website of the Goethe-Institut Glasgow.