



Goethe-Institut London Library Terms and Conditions

Our Library is available 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.

Library Membership	Fee
12 Months	£30
12 Months, Concession*	£20
GI Language Student	FREE

**School pupils, Students, OAPs, Unemployed, Teachers of German and Teaching Assistants*

The details you submit will be stored on 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 books, 5 magazines, 5 CDs, 3 DVDs**

Reference works, newspapers, the latest editions of magazines are not available for borrowing.

The **loan periods** are:

4 weeks for books, CDs, CD-ROMs and magazines (2 extensions possible)

2 weeks for DVDs (extensions possible on request)

Extensions can be made in the [Online Catalogue](#).

Overdue items incur a fine of **10p** per day, per item. For overdue DVDs there is a charge of **20p per DVD** per day.

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 London area we can 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.

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Library and Information
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library-london@goethe.de

www.goethe.de

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Instructions relating to the use of the online **eLibrary** can be found on the website at <http://www2.onleihe.de>.

Opening Times:	Mon - Thu: 1pm - 7pm Study Centre 1pm - 6:30 pm only Saturdays: 1pm - 5pm
Telephone:	☎ 020 7596 4040
Email:	library-london@goethe.de
Web:	www.goethe.de/london

Additional Services:

Library members are entitled to use the Library's **computers and iPads** 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 websites which promote racism, political extremism, violence, or pornography is strictly prohibited.

The Library's **photocopier** can be used to make copies of Library materials at a cost of 10p per A4 copy and 20p per A3 copy. Colour copies are available at 50p per A4 copy and £1 per A3 copy.

German TV channels and DVDs can be watched on the television set in the Library.

Code of conduct in the Library

The **House Rules** of the Goethe-Institut London apply to the Library. Instructions from the Library's staff must be followed.

All Library users should behave with due care and consideration towards other visitors of the Library.

Personal **laptops and other mobile electronic devices** can be used, but headphones must be worn to prevent noise disturbing other Library visitors.

Lockers should be used to store bags, rucksacks, etc. while using the Library.

Non-alcoholic drinks can be consumed in the Library.

Smoking and **eating** in the Library are forbidden.

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

The Library reserves the right to exclude individuals who violate the House Rules or Library Procedures from using the Library.

The Library reserves the right to amend the Procedures at any time. Any changes will be publicised via the Library's web pages on the website of the Goethe-Institut London.

www.goethe.de

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