



Library of the Goethe-Institut Myanmar - User Regulations

The library of the Goethe-Institut Myanmar is available to all visitors free of charge.

Borrowing books and audiovisual materials requires a valid user ID. This will be issued on presentation of the identity card by the Goethe-Institut. The user data is stored in a database of the Goethe-Institut in Germany and used solely for the purpose of establishing, implementing and terminating the library loan agreement. The stored data will not be passed on to third parties. Users will also have the opportunity to view their stored data at any time.

1. Membership and Registration

In order to borrow library materials (books, DVDs, CDs, CD-ROMs, media packages), a valid library card is necessary. There is an annual fee of 5000 MMK (for Myanmar Nationality) and 10,000 MMK (for Foreigners). Users can borrow up to 5 items at the same time, these may include a maximum of 3 Books and 2 DVDs/CDs. Current Goethe-Institut course participants are entitled to free library membership.

Requirements

- For under-16s, one parent can apply for membership for free.
- The applicant must reside in Myanmar.
- Adults and non-course participants must present a valid ID card or passport.
- Goethe-Institut course participants must present a valid Student Card.

Please notify us immediately if your address changes or you have lost your library card. In case of loss, 3000 MMK fee will be charged for the issuing of a new library card. Moreover, you are liable as the user for any damage resulting from the loss or misuse of the library card.

2. Lending

- Lending is only possible upon presentation of the library card.
- The library card is not transferable to other persons.
- You as the user are responsible for the careful handling of the borrowed items and the timely return.
- Please check the library materials for any visible damage before borrowing and declare it to the library staff. In case of loss or damage to borrowed item, user must pay the replacement cost of the damaged item (retail price of the item).

Lending periods and extensions

- **1 Week for Books, AV-Media**

Renewals can be made through the online library catalog, in person at the lending desk or by email, if the borrowed item is not pre-ordered. Materials may be renewed twice, except for exam preparation (Signature 438.3), which may only be renewed once.

All items with green labels cannot be borrowed as they are reference stocks.

Library materials and the mini-cinema (PS4) can be reserved in person at the lending desk or by e-mail.



Overdue fines and reminders

Please note that a fine will be charged for late extension or late return of items (1000 MMK per day and per item). As long as overdue fine has not yet been paid, you cannot borrow anymore items. If any borrowed items have not been returned after a third reminder email, the user's library account will be restricted.

3. Copies / Copyright

A limited number of copies from books can be made for personal use. Copies are chargeable. The copyright prohibits the copying of complete books. Also, copying AV material is prohibited. Commercial or public use is not allowed. If breached, the library will be exempt from all liability and charges.

4. Liability

The library accepts no liability for content, quality and functioning of items, devices and information that were given access, as well as from any damage occurred during the usage.

5. Rules of conduct

Please refrain from eating, drinking and smoking as well as from telephoning and making noises. All visitors to the library can deposit their bags, plastic bags and backpacks in the pocket cabinet at the entrance. Please be careful not to leave valuables in the pocket cabinet. The library is not responsible for personal items that are lost, stolen or damaged in the library premises.

6. Use of the Wi-Fi

The use of Wi-Fi in the Goethe-Institut Myanmar is free of charge for the library members. This permission to use is not transferable. As a user of the Wi-Fi you are obligated to comply to the legal regulations of Myanmar and the Federal Republic of Germany (no illegal download, no call of blocked pages). If breached, the library will be exempt from all liability and charges.

These policies will be recognized and agreed by your signature on the registration form. The policies may also be followed by all the visitors and guests to the library. In case of violations of our policies, the user can be excluded from the use of the library by Administrator or Representors of the library. The library card becomes invalid. In this case, the annual membership fee will not be refunded under any circumstances.

Myanmar, 01. October 2018

May Thu Moe Myint

Head of Information & Library