



# LIBRARY & INFORMATION CENTRE

## USING THE LIBRARY

### Physical address:

119 Jan Smuts Avenue  
Parkwood 2193

### Postal address:

Private Bag X18  
Parkview 2122

Tel: +27-11-442 3232

Fax: +27-11-442 3738

Internet: [www.goethe.de/johannesburg](http://www.goethe.de/johannesburg)

### **Opening hours**

Monday – Thursday: 14h00 – 18h00

Saturday: 10h00 – 14h00

### **House Rules**

Please help us to make the visit of the Goethe-Institut library a pleasant experience for everyone! All Library users should behave with due care and consideration towards other visitors of the Library. Keep noise down to a minimum. Mobile phones should be set to vibrate rather than ring. Aggressive and offensive behaviour will not be tolerated. No smoking, eating or drinking in the library. Rubbish should be deposited in the litter bin

If you ignore these house rules, you may be asked to leave the library. Supervising Library and security staff can request visitors, causing inconvenience with their behavior, to abide by the house rules with respect to order and silence. They are entitled to summon anyone who disturbs the peace to leave the Library. They can also deny troublesome persons access to the Library for some time.

### **Library membership**

The library is open to the public. There is no charge for using books and materials within the library. A valid library card is needed in order to borrow books and other materials. A library card can be obtained upon presentation of proof of identity (ID, driver's licence) and completion of the registration form, which is available at the library or can be downloaded from the library's website. Please note that the library card is not transferable.

### **Fees**

Yearly membership:

Adults: R80

Pensioners, students, kids and teenagers under 18, unemployed: R50  
(Please bring proof of concession for registration)

Students of the Goethe-Institut Johannesburg:

Free membership for the duration of the course (Please bring your student card for registration)

Once-off loan (3 weeks): R20



### **Borrowing from the library**

Visitors can take out a maximum of 8 items at a time of which no more than 3 may be DVDs due to high demand. DVDs can be borrowed for 3 weeks, with no renewals possible. All other items can be borrowed for 3 weeks, and may be renewed for a further 3 weeks if the item has not been reserved. After this period, items may only be renewed in exceptional cases. Neither reference works (marked with red dots), nor newspapers, or the most recent issue of any journal/magazine may be borrowed. Items which are on loan to another reader may be reserved at the info desk in the library. However, it is not possible to pre-book items for a particular date. We will inform you when the reserved item has been returned to the library. Reserved items will be held for one week.

### **Overdue, lost and damaged items**

If an item is not returned by the due date, a fine will be levied at the rate of R5 per item per week. Readers are required to handle all library materials with care, and to pay particular attention to adequate packaging if returning items by post. The reader is responsible for any loss or damage.

### **Copyright**

Library users are required to respect the South-African copyright regulations concerning usage of all library material.

### **Computers and Internet-access**

Computers are available for access to the Internet and the library catalogue. Please note that an active library membership is required to use the computers and internet. Visits to websites which are of a violent or pornographic nature are explicitly prohibited.

### **Photocopier / Printer**

There is a photocopier available to copy library material and a printer that is connected to the computers. The charges are R 1,00 for an A3 copy and R 0,50 for an A4 copy as well as printouts.

### **Group visits**

Groups are requested to contact the library before their visit. We can arrange a tour of the library if required.

### **Non-warranty**

The Goethe-Institut is not liable for any damages, losses or cost incurred from using any library materials.

### **Please inform the library of any change of address or if your card is lost.**

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

[www.goethe.de](http://www.goethe.de)

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