



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.

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 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 legitimisation, 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.

Visitors are asked to leave contact details for **Test & Trace** at reception on the ground floor. This data will be deleted after 21 days.

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.

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Glasgow G3 6AX

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

www.goethe.de

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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.

At the moment access to the library is restricted to members of **one household** at a time. All visitors are asked to wear a **face mask** during their visit and to **disinfect** their hands on entering the building.

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.

www.goethe.de

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