



## Policies of the Goethe-Institut Thailand's Library

The Library is open to the public and can be used without a library card.

A valid library card is required to borrow books and audio-visual materials. All user information will be stored in the Goethe-Institut's database in Germany and will only be used for the purposes of establishing, implementing and terminating the library's lending contract. The stored data, under no circumstances, will not be passed to a third party. Users will also have the opportunity to view their stored data at any time.

### 1. Membership and Registration

To borrow library materials (Books, DVD/CD, magazines, board games, baking utensils), a valid library card must be shown. **There is an annual fee of 700 Baht for adults and 300 Baht for students/school students/children.** For the current language course participants of the Goethe-Institut Thailand, the membership fee is included in the course fee.

The application is to be completed using the [online form](#).

### Conditions

- The applicant must reside in Thailand
- Under 17 years of age. Parents can complete the application on behalf of the child.
- Adults and non-course participants must present a valid ID card, driving license or passport. School pupils/students present a valid student ID card.
- Goethe-Institut course participants must present a valid course certificate

### 2. Lending

- To borrow library materials, a valid library card is required
- Borrow up to 5 items at a time
- Library cards are not transferable
- Library members are responsible for materials borrowed, and for returning items on time.
- Any visible damage before borrowing must be declared to the library staff. In the case of loss or damage to borrowed items, the user must provide a replacement copy of the same value – otherwise the library will be forced to replace the item at the user's expense (retail price of the item)

#### *Loan Periods and Extending a Loan Period*

- Loan period for all media: 4 weeks

Materials can be renewed by using the online library catalogue of Bangkok (OPAC). Loan periods can be extended one time only, (with the exception of language books, which cannot be renewed) providing the borrowed item in question has not been reserved by another user. All items with red labels cannot be borrowed from the library. Library materials can be reserved by using the online library catalogue of Bangkok (OPAC).



### *Overdue fines and reminders*

Please note that a fine will be charged for late extension or late return of items **(10 Baht per day, per item and 30 Baht per day, per kitchen ware)**. All overdue fines must be paid before any new material can be borrowed. If any borrowed items have not been returned after a third email reminder, the user's library account will be restricted.

### **3. Copyright**

Copyright prohibits copying of the entire books and/or magazines. Copying of audio-visual materials is also not permitted. If breached, the library will be exempt from all liability and charges.

### **4. Liability**

The library accepts no liability for problems regarding content, quality and functionality of items, devices and information accessible to library members and the public. In addition, the library assumes no liability in the event of damage, destruction or theft of any library material.

### **5. Rules of conduct**

Users must behave in a manner which does not disturb others or interfere with the normal daily business of the library. Users are to refrain from eating and/or using mobile phones in the library at all times. Drinks are permitted for entry so long as they are properly sealed in a container.

### **6. Usage of Wi-Fi**

The usage of Wi-Fi in the Goethe-Institut is free of charge for the library members. This authorization is not transferable. All users are obligated to comply to the statutory provision of Thailand and the Federal Republic of Germany (no illegal downloads, no openings of blocked web pages). If breached, the library will be exempt from all liability and charges.

By submitting the online registration form, users agree to our policies. These policies are also to be followed by all visitors and guests to the library. In the case of violation to our policies, users may be excluded from borrowing items or using the library altogether. In addition, the user's library card could become invalid. In that case, the annual membership fee will not be refunded under any circumstances.

The Library reserves the right to change the policies at any time. Those changes will effect upon publication on our Websites.