

# LIBRARY RULES



The library of Goethe-Institut / Max Mueller Bhavan New Delhi is open to the public, for anyone who wants to use its books and media or seeks information related to Germany.

## MEMBERSHIP

- To borrow media from the library, membership is required. The charges are:

Annual membership	INR 1200
6 months membership	INR 700

Children and youngsters less than 18 years old need parental signature upon membership registration.

The library membership is free of charge for the following:

  - Language students of the Goethe-Institut / Max Mueller Bhavan New Delhi for the duration of their courses
  - Participants of online courses of all Goethe-Institut / Max Mueller Bhavan branches in India for the duration of their courses
  - Persons pursuing a German Language degree at the university level in New Delhi for one year upon submission of a student's card.  
Membership is subject to renewal.
  - German teachers at schools and universities (upon submission of a certificate from their school / university)
- A photo identification (e.g., passport, voter ID, driving license, UID/Aadhaar card) must be presented to become a member.
- The members' details are stored in a database of the Goethe-Institut in Germany, and they are used only for the purpose of the establishment, implementation, and termination of the library membership agreement. The details stored will not be disclosed to third parties. Members can see their personal data at any time.
- Registered library users are entitled to a non-transferable membership. They should use the BibToGo App for borrowing media from the library and managing their personal library account.

## LOAN PERIOD

Members are entitled to borrow ten materials (maximum three from language learning materials and maximum three DVDs).  
Loan period for all media types: 3 weeks  
Newspapers and reference copies need to be consulted within the library.

## RENEWALS

All loans (apart from language learning materials) may be renewed either by phone through BibToGo app, e-mail or online member account unless they have been reserved by another member.

## RESERVATIONS

Media issued to other users may be reserved. Readers will be informed when the reserved media is returned, and it will be kept aside for the readers for one week.

## OVERDUES/DAMAGES

- Charges for overdue media: INR 4 per day and per media

A maximum of three reminders are sent for the media not returned in time and after that the library membership is cancelled.

The borrower is responsible for the compliance with the copyright regulations and for lost or damaged materials that are borrowed from the membership card.

For members less than 18 years of age, guardian / parents will be responsible for losses / damages.

Charges for damaged or lost library material are:

- DVD: INR 3000
- All other material: actual price

## MEDIA STATIONS

Computers and laptops are available for internet surfing and language learning purposes. DVD stations are available to watch DVDs from the library. The laptops can be issued at the front desk; they can be used within the library premises only.

The use of personal CDs/DVDs and USB drives is not permitted.

In case of high demand, the library reserves the right to limit the use of media stations including the loan period for laptops.

## GAMING@GOETHE

For using games at the play station, you can collect controllers and other equipment at the front desk in lieu of your library card or photo identification (e.g. passport, voter ID, driving license, UID/Aadhaar card, PAN card). The library reserves the right to download games for these devices.

## BAGS AND BRIEFCASES

Large bags and briefcases must be stored in the lockers at the Goethe-Institut / Max Mueller Bhavan main gate. The library is not responsible for any valuables left unattended.

The library staff reserves the right of admission for members not abiding by the library rules.

## OPENING HOURS

Tuesday–Saturday 09:30–18:00  
Sunday 11:00–16:00  
Closed on Mondays and public holidays

**The library timings are subject to change; please check out our webpage and social media channels.**

## CONTACT

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