

# GOETHE-INSTITUT KAMERUN

## LIBRARY RULES

### Context

1. The library contains media and information on German culture, history, society as well as on relations between Germany and Cameroon. It is free and open to everyone, and its media resources may be consulted within the institute free of charge.

### Registration

2. A valid membership card is required to borrow resources. This card can be issued to a user upon presentation of an identity document. The user's information is stored in a Goethe-Institut database in Germany. Such information is used exclusively for the purposes of creating, implementing and terminating the contractual relationship between the member and the library and is not shared with third parties. Members may, at any time, access the personal data stored within the framework of this contractual relationship.
3. Children and young people under 18 may only become members of the library upon presentation of an authorisation from their parent(s).

### Fees

4. The cost of the services offered by the Goethe-Institut Kamerun library are provided in the price list.
5. Members should notify the library with immediate effect when they lose their membership card.

### Opening Hours

6. The library is accessible to users during these periods :  
Monday – Friday: 10:00 am – 04:00 pm  
Saturday: 10:00 am – 03:00 pm

### Borrowing and Using Media

7. Eligible documents may be borrowed for not more than 2 (two) weeks. Users may borrow up to two documents at a time for this period. There are special conditions for borrowing certain documents.
8. The loan period may be prolonged once, provided that the initial loan period has not expired, and no one has reserved the resources concerned.
9. Certain resources bearing a red sticker, cannot be borrowed. See our stickers table.
10. It is not allowed to lend documents borrowed from the library to third parties.
11. Users may reserve documents that are already out on loan (with OPAC or with the App BibToGo). You will be notified by email once they are returned to the library and will remain available for you to borrow within 5 (five) days.
12. In case of late returns, you shall be required to pay a fine per day and per document (the amount of the fine is provided in the Goethe-Institut Kamerun library price list).

13. Audio visual and digital resources borrowed shall be used only for private purposes. Making copies of the said resources is not allowed.
14. Books and documents borrowed from the library should be handled with care. The borrower shall be held responsible in case of damage or loss. Users should verify the state of documents before borrowing and using them. Where applicable, they should notify library staff if a resource is in poor condition.
15. It is strictly prohibited to write in the resources.
16. Borrowing documents using another user's membership card is not allowed. Anyone with the mere intent of doing so shall be fined.
17. It is forbidden to take documents out of the library without prior approval from a member of Goethe-Institut's staff. Anyone with the mere intent of doing so shall be fined.
18. Users shall respect copyrights.

### Using IT Resources

19. The Internet terminals within the library are reserved primarily for members.
20. Users shall be liable for any infringement of copyrights, as well as of the data protection and legal provisions in force.
21. A photocopying machine and a scanner are available within the library, for visitors.
22. The time granted for the use of IT equipment may be limited.

### Behaviour Within the Library

23. The library's facilities and media should be treated with care. Eating, drinking (except water), smoking, or using a mobile phone within library premises is not allowed.
24. Workstations cannot be reserved.
25. The Goethe-Institut shall not be responsible for any loss of personal belongings.
26. Goethe-Institut staff shall not be responsible for damage caused due to negligence by users.
27. The library's opening hours may be limited in particular circumstances.
28. Failure to respect library rules may result in a ban from the library and the Goethe-Institut. In addition, we reserve the right to require a processing fee in the event of a sanction.
29. Instructions from library staff shall be respected.
30. These rules shall enter into effect as from June 14th, 2025.

Yaounde, June 4th, 2025,  
The Director

### GOETHE-INSTITUT KAMERUN LIBRARY PRICE LIST

The library levies a fee for its services as follows :

#### Subscriptions<sup>1</sup>

- Goethe-Institut students : CF AF 0 / year
- Children/Young people under 18 years : **CF AF 5.000 / year**
- Students<sup>2</sup> : **CF AF 8,000 / year**
- German language teachers : **CF AF 8,000 / year**
- Adults : **CF AF 10,000 / year**

#### Other Services







- Renseignement bibliographique simple : CF AF 0
- Request for simple specialised information<sup>3</sup> : CF AF 0
- Request for complex information : on request
- Photocopying articles from a library in Germany using subito e.V. : 0 F CF AF<sup>4</sup>
- Guided tour : CF AF 0
- Copy/Scan/Print Services per page (b&w) : **CF AF 50**

#### Other Charges

- Fine for late return, per media and per working day : **CF AF 100**
- Costs in case of damage or loss : **cost of purchase of the media concerned**
- Charge for a new card : **CF AF 1,000**
- Processing fee in case of sanction : **CF AF 20,000**

Yaounde, June 4th, 2025,  
The Director

#### TABLE OF STICKER

 Red : Cannot be borrowed	 Yellow : B Level	 Blue : Resources in French
 Green : A Level	 Orange : C Level	 White : Resources in English

<sup>1</sup>Use of the library is free of charge

<sup>2</sup>50% reduction for German students in higher education institutions

<sup>3</sup>We are not authorised to provide legal and medical information.

<sup>4</sup>Plus subito e.V. charges