

GOETHE-INSTITUT JAKARTA LIBRARY TERMS AND CONDITIONS OF USE



The Goethe-Institut Jakarta Library is accessible to the general public.

Library membership is required for the borrowing of materials. Membership is issued by the local Goethe-Institut, and personal data of members will be stored in the Goethe-Institut database in Germany, to be used solely for purposes related to library lending. Personal data will not be shared with third parties. Members may access their personal data at any time

1. **MEMBERSHIP AND REGISTRATION**

To borrow materials (books, DVDs, CDs, CD-ROMs, magazines, media packages, board games, and objects), membership is required. **An annual fee of IDR 50,000 applies, permitting the member to borrow up to 10 items at once, with specific limitations: a maximum of 4 DVDs, 1 board game, 2 objects (e.g., bags or umbrellas), and 1 item from the Library of Things collection. Goethe-Institut Jakarta course participants are exempt from the membership fee for the duration of their course enrolment.**

Registration can be completed through the [BibToGo application](#).

Membership Eligibility:

- Minimum age: 17 years. Applicants under the age of 17 may apply for membership with parental consent.
- Must reside within the Jakarta, Bogor, Depok, Tangerang and Bekasi (JABODETABEK) area.
- Must present an identification card (KTP or passport with KITAS/KITAP for foreign nationals).
- Course participants must show proof of enrolment (only valid for Goethe-Institut course participants).

Members are responsible for any loss or damage arising from the misuse of their membership.

2. **BORROWING**

- Only individuals holding valid library membership are permitted to borrow materials.
- Library membership is non-transferable and will be suspended if found to have been transferred to another person
- Members are fully responsible for the care, proper use, and timely return of borrowed materials.
- **Materials should be inspected by the borrower prior to borrowing. Any pre-existing damage must be reported to library staff. The member is liable for the cost of replacement for any materials lost or damaged during their possession, with costs determined by the value of the item.**
As long as the cost is not paid yet, the member is not allowed to borrow another media.

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.



Loan Periods and Renewals

- **2 weeks for magazines and board games**
- **4 weeks for books, objects, media packages, CDs, and DVDs**

Loan extensions may be requested through the library's online catalogue or the BibToGo application, provided that the material has not been reserved by another member.

Items may be renewed up to two times, **with the exception of board games, magazines, Library of Things collection, and exam preparation materials (438.3), which may only be renewed once.**

Items marked with a **YELLOW sticker are not eligible for borrowing.**

Materials may be reserved through the library's online catalogue or the BibToGo application.

Media may be returned by handing it directly to the circulation desk, placing it in the Media Return Box (excluding items from the collections of the Library of Things, or by giving it to the security guard at the entrance of the Goethe-Institut Jakarta (excluding items from the collections of the Library of Things).

Returns not made directly at the circulation desk are the sole responsibility of the member, who must ensure that the media has been properly received by the library.

Late Fees and Warnings

A fine of IDR 500 per day per item will be imposed for late returns or failure to renew borrowed materials in a timely manner. Until all outstanding fines are settled, the member will be prohibited from borrowing additional items. If items remain unreturned after three warnings, the member will be charged the replacement cost of the materials.

3. GAMING ROOM & MINI KINO

The Gaming Room, which offers console play (PS4, PS5, Nintendo Wii) and Virtual Reality experiences (PlayStation VR, HTC Vive Pro, and Meta Quest), can be reserved by phone, WhatsApp, or email. Reservations must be made up to 7 days in advance.

The Gaming Room is only used to play the library's game collection and can be occupied by a maximum of 3 people.

The Mini Kino is for watching the library's film collection. No other activity is permitted in this room.

4. PHOTOCOPYING/COPYRIGHT

Books and magazines in the library collection can be photocopied for personal use in limited amounts (up to 20 pages per day). Photocopies are subject to a fee.

Users must respect the copyright of materials, and therefore, photocopying entire books or magazines is not allowed. Copying CDs or DVDs is also prohibited.

The Goethe-Institut Jakarta Library is not responsible for any unauthorised duplication or misuse by library users.



5. DISCLAIMER

The Goethe-Institut Jakarta Library is not responsible for the opinions or views expressed, the quality, or the functionality of library materials, equipment, or information provided, nor for any damage resulting from their use.

6. LIBRARY VISITATION RULES AND CONDUCT

Consumption of food is not permitted within the library. However, beverages in sealed containers are allowed.

The use of mobile phones or other devices for phone calls, online courses, or online meetings is strictly prohibited.

Quiet discussion and group study is permitted in the library, provided that noise levels do not disturb other users.

The library may occasionally host events, such as Game Day (Spieletag) every Friday, which may result in higher noise levels than usual.

Library users are responsible for safeguarding their personal belongings. **The library assumes no responsibility for lost or stolen items.**

7. WIFI USAGE

WIFI access is provided free of charge within the Goethe-Institut premises. Users are required to adhere to the relevant regulations of the Government of the Republic of Indonesia and Germany. The Goethe-Institut Jakarta Library assumes no responsibility for misuse of the WIFI service.

All library users are bound by these Terms and Conditions. The Head Librarian, or their designated representative, reserves the right to impose sanctions on individuals found to be in violation of these rules, including, but not limited to, the suspension of library privileges. In the event of a suspension, the membership will be deemed void, and any membership fees paid will not be refunded.

Jakarta, 16 May 2025

Nathalie Sugondho

Head Librarian

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.