



## RULES OF USE OF THE LIBRARY OF THE GOETHE-INSTITUTE ÄTHIOPIEN

### Enrollment

- Enrollment is required to use the library.
- The user data will be stored in a database of the Goethe-Institut in Germany and only for the purpose of implementation, establishment, and termination of the library loan agreement. The stored data will not be passed on to third parties.
- Children and young people under the age of 16 cannot become members of the library.

The fees for library services are: -

- Pupils, students from 16 years on 800 ETB / year (subject to change)
- Course participants at the Goethe-Institut 0 ETB / course
- The library must be notified immediately of the loss of a user card. immediately and without being asked. Replacement card costs 300 ETB.

### Borrowing

- The loan period for borrowable media is 3 weeks. For this a maximum of 10 items can be borrowed at the same time. For special lending conditions apply to certain media.
- Books and CDs can be renewed 2 times, provided that the loan period has not been exceeded and there is no pre-order.
- Reference books and all specially marked media are excluded from loans.
- Borrowed media can be reserved (also by telephone or E-mail). After their return, a notification will be sent by e-mail, and the media will be reserved for 5 days.
- If the loan period is exceeded, a late fee will be charged per day and per Media.
- Late fee five Birr/ Per Media/ per day
- Fee for damage or loss of media: replacement value of the media
- Borrowed audio and video media may only be used for private purposes. It is not allowed to copy them.
- Borrowed books and media must be handled with care. The borrower is liable for damage or loss. He is required to check the condition of the media when borrowing or before use and, if necessary, to inform the library staff about it.
- It is not allowed to take media from the library without the consent of the Goethe-Institut Äthiopien Library staff without the consent of the library staff.
- It is the responsibility of the user to observe copyright laws.

### Multimedia Studio

- Our studio has lights, a white and green screen, a projector, speakers, and podcast equipment like mixers and microphones. Upon request, we can also provide a laptop and video camera.
- A membership fee of 1000 ETB must be paid to utilize the studio (subject to change).
- If you wish to use the studio after becoming a member, you must reserve it for a certain day and time.

### Use of technical equipment

- The internet workstations within the library rooms are reserved for members of the library.
- Films from the library's collection can be viewed at the DVD workstations provided for this purpose.
- Audio CDs from the library's collection can be played on the CD players provided for this purpose.
- Scanning workstation is available in the library. The use is subject to approval by the staff of the Goethe-Institut Äthiopien Library staff.
- The use of the technical equipment and the room can be limited in time.

### Behavior in the library

- The library equipment and media are to be treated with care
- The Goethe-Institut Äthiopien assumes no liability for the loss of personal property.

[www.goethe.de](http://www.goethe.de)

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