



## Library of the Goethe-Institut Myanmar - User Regulations

The library of the Goethe-Institut Myanmar is available to all visitors free of charge.

A valid library card is required to borrow library materials. The library card will be issued upon presentation of a valid identity card at the Goethe-Institut. The user data is stored in a database of the Goethe-Institut in Germany and used solely for the purpose of establishing, implementing and terminating the library loan agreement. The stored data will not be passed on to third parties. Users will also have the opportunity to view their stored data at any time.

### **1. Membership and Registration**

In order to borrow library materials (books, magazines, and board games), as well as to access Wi-Fi and PS5 gaming facilities, a valid library card is required. There is an annual fee of 60,000 MMK (for Myanmar Nationality) and 120,000 MMK (for Foreigner). Users can borrow up to 5 items at the same time, These may include a maximum of 3 Books/Magazines and 2 DVDs/CDs or Board games. Current Goethe-Institut course participants are entitled to free library membership.

#### **Requirements**

- For under-12s, one parent can apply for membership for free.
- The applicant must reside in Myanmar.
- Adults and non-course participants must present a valid ID card or passport.
- Goethe-Institut course participants must present a valid Student Card.

Please notify us immediately if your address changes or you have lost your library card. In case of loss, 5000 MMK fee will be charged for the issuing of a new library card. Moreover, you are liable as the user for any damage resulting from the loss or misuse of the library card.

### **2. Lending**

- Lending is only possible upon presentation of the library card.
- The library card is not transferable to other persons.
- You as the user are responsible for the careful handling of the borrowed items and the timely return.
- All library materials must be checked by the borrower before borrowing. Any visible damage must be reported to the library staff. In the case of loss or damage to a borrowed item during the borrowing period, the user is required to provide a replacement copy of equal value or to cover the replacement cost (retail price) of the item.

#### **Lending Periods and Extensions**

- **Loan Period: 2 weeks (Books)**

Renewals can be made via the online library catalog, in person at the lending desk, or by email, provided that the borrowed item has not been reserved by another user. Materials may be renewed twice, except for exam preparation materials (Signature 438.3) and magazines, which may only be renewed once. Board games cannot be renewed.

Items marked with a green label are reference materials and cannot be borrowed.

Library materials and the mini-cinema (PS5) can be reserved in person at the lending desk or by email.



### **Overdue fines and reminders**

Please note that a fine will be charged for late extension or late return of items (1000 MMK per day and per item). As long as overdue fine has not yet been paid, you cannot borrow anymore items. If any borrowed items have not been returned after a third reminder email, the user's library account will be restricted.

### **3. Copies / Copyright**

The copyright prohibits the copying of complete books. Also, copying AV material is prohibited. Commercial or public use is not allowed. If breached, the library will be exempt from all liability and charges.

### **4. Liability**

The library accepts no liability for content, quality and functioning of items, devices and information that were given access, as well as from any damage occurred during the usage.

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

Please refrain from eating, drinking and smoking as well as from telephoning and making noises. All visitors to the library can deposit their bags, plastic bags and backpacks in the pocket cabinet at the entrance. Please be careful not to leave valuables in the pocket cabinet. The library is not responsible for personal items that are lost, stolen or damaged in the library premises.

### **6. Use of the Wi-Fi**

The use of Wi-Fi in the Goethe-Institut Myanmar is free of charge for the library members. This permission to use is not transferable. As a user of the Wi-Fi you are obligated to comply to the legal regulations of Myanmar and the Federal Republic of Germany (no illegal download, no call of blocked pages). If breached, the library will be exempt from all liability and charges.

These policies will be recognized and agreed by your signature on the registration form or via clicking the link of the confirmation email (for the online registration). The policies may also be followed by all the visitors and guests to the library. In case of violations of our policies, the user can be excluded from the use of the library by Administrator or Representatives of the library. The library card becomes invalid. In this case, the annual membership fee will not be refunded under any circumstances.