



Library Rules and Regulations

To maintain a safe and welcoming environment for reading, learning, and other library activities, all visitors to the Goethe-Institut Namibia Library (hereafter referred to as "the Library"), including children and teenagers, are required to comply with these Rules and Regulations. Failure to comply may result in a warning, restriction or termination of library privileges, immediate removal from the Library, and, in serious cases, a permanent ban. By entering the Library or using its materials and services, users acknowledge and accept these Rules and Regulations.

1. Access and General Policies

- The Library is open to the public and may be accessed and used without a library membership. Membership is required only for borrowing items and using certain equipment, such as gaming consoles and other digital devices. Laptops are excluded from this.
- The Library premises are monitored by video surveillance.
- The Library is not responsible for personal items that are lost, stolen, or damaged on its premises. Personal belongings should not be left unattended.
- Any form of photography, filming, or recording on Library premises requires prior approval from the Library and may also require the consent of any person being photographed, filmed, or recorded.
- Library furniture and equipment may not be moved from their designated locations without prior permission from a staff member of the library.
- Groups and visitors requiring specific services, such as staff presentations or guided tours, must arrange their visit in advance.
- Opening hours, services, programmes, and access to facilities may be changed, suspended, or cancelled by the Library at any time without prior notice.

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2. Rules of Conduct

- Users must behave in a manner that does not disturb other users or interfere with the operations of the Goethe-Institut Namibia.
- The Library may host events that result in higher noise levels during normal operating hours.
- Users must follow all instructions issued by Library staff.
- Food and beverages may not be consumed in the Library.
- Library materials and technical equipment must be handled with care and protected against loss, contamination, or damage.
- Phone calls and online meetings are not permitted in the Library.
- Smoking and vaping are strictly prohibited in the Library.
- All Library materials and equipment are intended for private use only. Commercial or public use is prohibited.
- Users may not copy, reproduce, re-record, or duplicate Library media unless permitted by library staff.
- Users must immediately inform Library staff if any used or borrowed item is lost or damaged.

3. Membership

- A Library card may be obtained by completing a digital registration form. Membership is valid for one year and may be renewed upon request.
- Library cards are not transferable. The use of another person's Library card is strictly prohibited unless expressly authorized by the Library.
- New members must present a valid identity document or passport during registration.
- Annual membership fees are N\$150.00 for adults and N\$75.00 for university students and pensioners (60 years of age and older). Students and pensioners must provide proof of status.

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- Participants enrolled in courses at Goethe-Institut Namibia are entitled to free Library membership for the duration of their studies. Proof of course registration is required.
- Members are responsible for informing Library staff immediately of any changes to their personal details.
- Personal data collected for Library membership is stored and processed within the Goethe-Institut's central database infrastructure. Personal data is used exclusively for the administration of Library memberships, lending transactions, and related Library services.
- Members may request information regarding their stored personal data and obtain access to such data at any time by contacting the Library.

4. Lending, Loan Periods, Returns, and Compensation

- To borrow Library materials, users must present a valid Library card at the lending desk.
- Borrowed items may not be transferred or distributed to third parties. The cardholder remains responsible for all items borrowed on their account.
- Users may borrow a maximum of ten (10) items at any one time.
- The loan period for books and board games is three weeks. The loan period for magazines is one week.
- Loan periods may be extended up to two times, provided that the item has not been reserved by another user.
- Extensions may be requested in person at the lending desk, via email, or through the BibToGo app.
- Borrowed items must be returned by the due date. Users will receive up to three reminders for overdue items. If, after the third reminder, the user fails to return the item, does not respond to Library communications, or cannot provide a valid reason for the delay, the Library may charge the full replacement value of the item and suspend the user's borrowing privileges.

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- Reference and teaching materials are not available for loan. These are marked with a red R or T on the book spine.
- All borrowed materials must be returned on or before the due date.
- If borrowed items are lost or damaged, users are responsible for providing a replacement copy of equal value or covering the replacement costs incurred by the Library. If replacement is not possible, compensation must be paid in accordance with applicable legal regulations.

5. Children's Safety Regulations

- Parents, guardians, and caregivers are responsible for the children in their care.
- Children under the age of 14 may not use the Library without adult supervision.
- The Library is not responsible if children leave the premises unattended.
- Parents, guardians, and caregivers are responsible for ensuring that children know what to do if they must leave the Library.
- Library staff may contact the appropriate municipal authorities if a child appears to be unattended, is left at the Library when it closes, or otherwise appears unable to care for themselves.
- Children's areas are intended for children aged 12 years and under. Adults may use these areas only when accompanying a child.

6. Internet and Digital Device Use Policy

- The Goethe-Institut Namibia Library provides free public access to the Internet.
- To use digital devices such as gaming consoles or 3D glasses, users must present a valid Library membership card at the lending desk.



- Users of Library digital devices, including laptops, gaming consoles, and 3D glasses, may not install software, applications, or internet browsers other than those provided by the Library.
- Users may not attempt to alter, damage, or interfere with Library hardware or software and will be held financially responsible for any deliberate damage.
- The Library accepts no responsibility for damage to users' storage media, devices, or data arising from the use of the Internet or Library equipment.
- The Library is also not responsible for any loss, damage, or liability resulting from the disclosure of personal, financial, or other confidential information while using the Internet.
- Internet use must not be offensive, abusive, or create an intimidating or hostile environment for others.
- Users must comply with local and German laws while accessing the Internet through Library facilities.
- Failure to comply with this policy may result in the loss of Internet and technology access privileges. Illegal activities may be reported to the relevant authorities and may result in prosecution.

7. Violations of Rules and Regulations

- In cases of serious or repeated violations of these Rules and Regulations, users may be temporarily or permanently prohibited from borrowing materials, accessing certain services, or using the Library.

These Rules and Regulations are subject to amendment by the Goethe-Institut Namibia at any time. The most current version will be made available by the Library.

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