Library Guidelines

Circulating and Borrowing Guidelines: are defined in the official Library Regulations of the Stadtbibliothek and the fee table accompanying it. You will find these at the registration desk or on our internet website via http://www.stadtbibliothek.darmstadt.de

Loss of library card: Please report the loss of a library card immediately (Phone (06151) 13 27 59 or in the library itself) since its misuse can cause you great damage. You are able to get another library card upon presentation of your identity card. The price is 3,00 €.

Library card: is valid for one year and not transferable. You can borrow material in the main library and all branch libraries belonging to the Stadtbibliothek Darmstadt. Borrowing is limited to 50 items.

Loan of e-media: as holder of a valid library card you are able to download and borrow digital media for free and use it on your computer for a limited period of time.

Loan Periods:

14 Days: movies (DVD and Blu-Ray), movies for children, console games, music-CDs, music-DVDs, magazines
28 Days: books, CDs for children, audio-books, documentaries, CD-ROMs, board games, city maps, maps

You will find the due dates of your items on the receipt or in your online-account.

Renewal: The loan period for an item can be renewed up to two times before the extension of the loan period or at the date the material is due.

On the internet

Online-catalog: www.stadtbibliothek.darmstadt.de
Number of your library card + password (date of birth) (DD.MM.YYYY)

Online-Account

1. For the renewal of the loan period mark the item and click the ,Medien verlängern' (, Renewal loan period of media') button.
2. Important: You have to click the button ,Verlängerung bestätigen' (,Acknowledge of renewal'
3. You get the message: Your renewal is carried out – acknowledge with ,ok'

To check the extension of the loan period, leave your account and log yourself in another time. We would like to advice you to make a printout of your account as a record and reminder.
If you are not able to extend the loan period in your online account because of technical problems, please use one of the other options to renew your items:

**E-Mail:** stadtbibliothek@darmstadt.de

**Phone:** Main library in the Justus-Liebig-Haus during the opening hours (06151) 13-2759 or (06151) 13-3111 | outside the opening hours (06151) 13-34-22 (answering machine) – Please note that only a general renewal of all items is possible!

Branch libraries: please look for the phone numbers on your library card or on our website

**SMS:** 0176/29 57 58 88 (give your name and the number of your library card)

**Fax:** (06151) 13-2550

**In the library building:**
- at the research computers
- at the self-check machines (in the branch libraries)
- through our staff

The extension of the loan periods is carried out in our working hours yet items are extended according to their respective loan periods starting from the day of the incoming call, sms, or e-mail.

The extension of the loan period is impossible for:
- media of the Extra-Service
- items which have already been renewed two times
- items requested by another reader
- „Medienboxen“
- via the online catalog and the research computers in the library for items of which the loan period is already transgressed. Please make use of our other options of renewal in these cases.
- media of the “e-Ausleihe”
- blocked or expired library cards (please speak to us)

**Research:** You are able to research for books and other kinds of media both at the research computers in the library or at your home computer via: www.stadtbibliothek.darmstadt.de.

Our staff at the reference desks is willing to help you with all of your research requests.

**Lockers:** You can borrow keys for our lockers upon presentation of your library card at the circulation desk for the duration of your stay in the library. Damages will have to be paid in case of loss.

**Fines and fees for material overdue:** After the extension of the loan period, fees incur: per item and week started 2,00 €.

They can be paid at the cash machine in the main library building or in all branch libraries.

You may also transfer the fee:
Sparkasse Darmstadt
BIC: HELADEF1DAS
IBAN: DE28 508501500000710458
Reference: [Name], [Number of library card], [Reason, e.g. annual fee]

Please note that it might take several days until your payment will have been registered by us.

**Requests:** You can reserve borrowed items for a fee of 1,50 € via the computers in the library, via our online-catalog, via phone: (06151) 13-2759 or 13-3111 or at the reference desks.

Media of the Extra-Service cannot be reserved.

We will inform you by letter or e-mail upon return of the requested item. The item will be reserved for you for ten days at the circulation desk.

You receive them at the circulation desk either with your library card or with the letter or e-mail notification of the holder of the library card.