

**European School RheinMain GmbH**  
**Terms of use of the School Library**

**§1 General provisions**

- 1 All members of the school community are allowed to use the library.
- 2 The terms of use, the opening hours and the rules for borrowing books will be published on the notice board and on our website.

**§2 Registration**

- 1 All members of the school community automatically become members of the school library and thereby acknowledge the terms of use. A separate written confirmation is not required.
- 2 Personal data is saved taking into account the applicable data protection provisions. The users agree that their check outs are saved for internal purposes. The library is not allowed to transfer user data to third parties.

**§3 Scale of fees**

- 1 The use of the library is free of charge. Other fees will be posted on the notice board.

**§4 Loans and use**

- 1 Loan period: the loan periods and fines vary depending on the grade level and the media type and are published on the notice board and on the school's home page.
- 2 Extension: if needed, the loan period can be extended prior to its expiry, provided that there are no advance orders.
- 3 Reservation: borrowed materials can be reserved. The user will be notified as soon as the reserved materials are available for collection.
- 4 The library is at all times entitled to recall borrowed materials and to limit the number of loans and reservations.
- 5 Separate provisions apply to loans of devices (e.g. e-book readers and Ting audio pens).
- 6 All users undertake to comply with the provisions applicable to the various materials.
- 7 Borrowed materials and/or devices must be returned on or before their due date. If not, the user may be prohibited from further borrowing. The same applies in case of unpaid fees.
- 8 Upon graduation and when leaving school early, all borrowed materials and devices must be returned.

## **§5 Treatment of the materials, damages and loss, liability**

- 1 The user must treat all materials and devices in a careful manner and to protect them against loss and damages. The user is responsible for the proper return of borrowed materials and devices. Detected damages and loss must be reported immediately.
- 2 It is not allowed to transfer materials to third parties. Should this occur anyway, the borrower is liable to the extent that he is liable for his own actions.
- 3 In case of damages, loss or no return after three reminders, the library may require the user to replace the materials. This can be done by submitting comparable materials or by paying the costs for a new acquisition. Separate provisions apply to devices.
- 4 The library reserves the right to issue special terms of use for computer workstations or to limit their use in time.
- 5 Additional terms of use will be communicated to the pupils, respectively published on the home page.

## **§6 Library visits**

- 1 In the library, all users must behave in such a manner that the other users are not disturbed. As for the rest, the school regulations apply.
- 2 The library staff's orders must be obeyed.

## **§7 Exclusion from library use**

- 1 Users who do not comply with the terms of use or who do not obey the library staff's orders can be excluded from loans and/or library visits on a continuing basis or temporarily.

## **§8 Exemption of liability**

- 1 The library is not liable for any damages caused by the use of the library's own materials (e.g. CDs, CD-ROMs, DVDs and other information and data carriers) to data files, data carriers and devices (hardware).
- 2 The library is not responsible for the contents, the availability and the quality of third party offers, accessed through the provided lines and access to the internet workstations or other devices in the library.
- 3 The library is not liable for the consequences of commercial transactions carried out at the internet workstations.
- 4 The library is not liable for violations of intellectual property rights committed by the users.

**§9 Entry into force**

The present terms of use become effective on 01.09.2012.



\_\_\_\_\_  
*Directorate*

\_\_\_\_\_  
*Library*