

## **Important Information**

### **Registration**

A library card is required to take out items. This is not negotiable. To register please bring a valid I.D. (personal identification card) or a Passport with a proof of residency or address. Children and teenagers between the ages of 7 and 18 years old are required to sign a written borrowing agreement that is signed by a parent or guardian. In the event that a library card is lost or misplaced, please notify us immediately. As well, please update your name and address when changes occur.

### **Loan Information**

The maximal amount of items that can be checked out is limited to 30 at one time. Within these 30 items there is no lending restriction. Newspapers, Journal Issues, and Reference Books cannot be borrowed.

### **Ausleihgebühren - Fees for Service**

Annual Library card fee	14, - Euros
Heilbronn-Franken Library card	22, - Euros
Fee per/item/day	0,50 Euros

There are no fees for those under 18 years old. As well, there are no fees for adults choosing children and teenager items/materials.

### **eBook-Reader**

There is no fee to borrow an eBook-Reader for up to 4 weeks. Details of this are governed by a separate agreement.

### **Late Fees**

General: 0,10 Euro per item/day (that the library is open)  
eBook-Reader: 0,50 Euro per item/day (that the library is open)

Further fees for additional services, please refer to our user policies which can be found at our registration desk or by inquiring directly to one of the librarians.

### **Loan Period**

DVD, Blu-ray 1 week  
All other items 4 weeks

### **Opening Hours**

Mon: 14:00 – 18:00  
Tues: 10:00 – 18:00  
Wed: Closed for special events or functions  
Thurs: 10:00 – 19:00  
Fri: 14:00 – 18:00  
Sat: 10:00 – 13:00

## **Online**

With your valid library card you have the possibility to borrow and download online items such as e-Books, e-Papers, e-Audio, and e-Video's from the comfort of your home. The Internet address and further information can be found under [www.onleihe.de/heilbronn](http://www.onleihe.de/heilbronn).

## **Free Wi-Fi**

Make use of free Wi-Fi during the opening times.

## **Events**

From crawling babies to adults, we offer a variety of events. You can find further information in our events brochure and on our Homepage.

## **Heilbronn-Franken Library Card (Verbundausweis)**

This library card can be used within the Heilbronn Landkreis (region) and therefore includes the policies and regulations in those regions. The card is valid for a 12 month period. The annual fee is 22,- Euros. More information about this can be found in our user policies.

## **Loan Renewals**

You can renew an item two consecutive times if it has not been reserved. The e-Book and seasonal items that correspond with seasons such as Christmas and Easter cannot be renewed. An item can be renewed by telephone during our opening hours, by E-mail, or through the Internet address [www.mediathek-moeckmuehl.de](http://www.mediathek-moeckmuehl.de).

For the Internet site, click on the icon 'Katalog' and then type in your number for the loan period. This must be done before the loan period deadline. The number can be typed in as follows:

Your Library Card number (Ausweisnummer): OOOXXXXX

Password (Your birthdate): DD.MM.YY

Once logged in, change your password immediately to secure your account from unauthorized access.

Items in the library can also be searched with the Internet 'Catalogue' function.

## **Loan Reservations**

Items that are currently lent out can be placed on hold for a fee of 1,- Euro. Once returned, these items will be placed on hold for you.

## **How to reach us:**

Seckachtorgasse 1  
74219 Möckmühl

Telephone: 06298/202-44 or 06298/202-45

Fax: 06298/202-46

E-Mail: [mediathek@moeckmuehl.de](mailto:mediathek@moeckmuehl.de)

Internet: [www.moeckmuehl.de/mediathek](http://www.moeckmuehl.de/mediathek)