

Welcome to the City Library of Reutlingen

With holdings of over 300,000 items, the City Library of Reutlingen offers you a wide selection of media: books, newspapers and magazines, language learning programs, sheet music, CDs, LPs, DVDs, CD-ROMs, DVD-ROMs, maps (only Baden-Württemberg), games, picture book slide shows and eMedia.

Besides using these materials in the library, you may also borrow most items for use at home.

Registration

- * To borrow library items you need a **library card**. You can apply for one at the lending desk in the main library or any one of the branch libraries.
- * Please bring along your **identification card** or **passport**.
- * **Children under the age of 14** must have written permission of a parent or guardian. **Application forms** are available at the lending desk.
- * For **adults the annual fee is 15,00 €**. There is **no registration fee** for **children or youth under the age of 18**.
- * A fee of **3,00 €** will be charged for a **one-time loan**. This does not allow renewals or reservations.

Library card

- * By signing your library card you acknowledge the rules and regulations of the City Library of Reutlingen.
- * Your personal data will be stored in accordance with the **current legal regulations on data privacy**.

- * The library card is **non-transferable** and expires if not used for six years.
- * In case of a **lost library card** please inform the library promptly.
 - There is a fee of **5,00 €** (children and youth under the age of 18: **2,50 €**) for replacement.
- * Please notify us of **changes in your name or address**.
 - In case the library must **trace a new address**, a fee of **1,50 €** will be charged.
- * The library card is **valid** for the main library and all branch libraries.

Lending policy

- * Items can be borrowed only upon **presentation of a library card**.
- * You may borrow up to a total of **70 items**.
Please note the **restrictions** for specific types of media.
→ see page 9
- * The following items are **not available for loan**:
newspapers, latest issues of magazines, encyclopedias and reference works.
- * **Self-booking terminals** are available on the ground floor and the first floor of the main library.
- * All loans from the main library and from those branch libraries which are automated will be shown on your **library account**.
- * You may return all borrowed items in the **automated book return units** on the ground floor of the main library and outside the library.
- * Please notify us promptly if any library item has been **damaged** or **lost**. Replacement fees for damaged or lost items will be applied according to the fee schedule in the user guidelines of the City Library of Reutlingen.

Lending period

- * The lending period **for all tangible items** is **4 weeks**.
- * The **due date** for each item borrowed can be found on the account slip you receive with each transaction.
- * Due dates for **eMedia** vary by type. They can be found on the library website's eLending section.

Renewal of due date

- * For certain types of media the lending period of 4 weeks can be renewed up to **three times**.
→ see page 9
- * There are several ways to renew the lending period
 - at a **catalog terminal** by logging in to your account
 - on our **website**: www.stadtbibliothek-reutlingen.de
 - at the **lending desk** with your library card
 - by **postcard** or **letter**
 - by **telefax**: **07121 303-2831**
 - by **email**: stadtbibliothek@reutlingen.de
- * The lending period can be renewed no earlier than **two weeks prior to the due date**.
- * Items which have been **reserved** for another user **cannot be renewed**.

Overdue items

- * If you do not return items by the due date or renew the lending period, an **overdue fee** will be charged.
- * The overdue fee **per item** and **per week** is:
 - adults: **2,00 €**
 - children and youth under the age of 18: **1,00 €**

Reserving items already on loan

- * If an **item** you **wish to borrow** is already on loan, you can **reserve** it:
 - at one of the information desks
 - at a catalog terminal in the library
 - on the library website
- * As soon as the reserved item is available, you will **receive a written notice**.
- * From the date the notice is mailed, each item will be **reserved for 1 week** in your name.
- * It will be available at the lending desk in the library which you have designated when placing your request.
- * When **picking up** reserved items, please bring the **library card** with which the reservation was made.
- * Upon pick-up of reserved materials, a fee of **1,00 € per item** will be due.
- * **Cancellation** of a reservation **at no charge** is only possible **before the pick up notice has been issued**.

Intra-library lending

- * If an item you wish to borrow is available at a different branch of the Reutlingen library system, you can request it be **sent to a branch library of your choice** at an information desk.
- * As soon as the reserved item is available, you will **receive a written notice**.
- * From the date the notice is mailed, each item will be **reserved for 1 week** in your name at the lending desk in the library which you have designated when placing your request.
- * When **picking up** reserved materials, please bring the **library card** with which the reservation was made.
- * Upon pick-up, fee **of 1,00 € per item** will be charged.

Desiderata

- * You are most welcome to **recommend new items** for the library to purchase.
- * For a fee of **1,00 €** we will notify you when your request has been fulfilled.

Interlibrary loan

- * **Books, journal articles and sheet music** which the library does not hold can be requested from other libraries through the interlibrary loan system.
- * Order forms and further details can be obtained in the main library at the information desk in the **reference library**.
- * The fee for an interlibrary loan is **1,50 € plus delivery charges**. In certain cases additional fees for photocopies will be applicable.

Library catalog

- * The library catalog offers you following functions:
 - **search** the collection
 - **reserve** items currently on loan, or cancel a reservation
 - view and print-out your **user account**
 - **renew** loan periods
 - view your personal **user details**
 - renew the **annual fee**

Information services

If you have difficulty **finding your way** about the library, need some **reader's guidance** or seek **specialized information**, please consult the library staff at the information desks.

How things work

- * We can show you how to make use of the library and its services. **Dates** for library orientation are announced in the monthly events program.
- * We will be happy to schedule tours for **school classes** and other **groups**.

Events and exhibitions

- * Our monthly calendar provides details about a variety of events and exhibits.
- * Early ticket sales and reservations can be made at the music library, telephone 07121 303-2847 or in the branch library where an event is scheduled.

A few closing remarks

- * While visiting the library, please lock up **purses, carrying bags,**

backpacks etc. in the **2,00 €** coin **deposit lockers**. At the lending desk you may purchase **cotton carrying bags** for **1,50 €** and **plastic bags** for **0,10 €**.

- * **Food** and **drink** are permitted only on the ground floor of the main library.
- * A **terminal** for **paying fees** and a **coin changing machine** is located on the ground floor of the main library.
- * A **photocopier** is available in the reference library and in the second floor of the main library as well as in the branch libraries in Betzingen, Orschel-Hagen and Rommelsbach.
- * **Internet** access is available in the youth library, in the reference library, in the adult section, in the music library as well as in the branch libraries in Betzingen, Orschel-Hagen, Rommelsbach and Sondelfingen. **Internet usage** costs **0,50 €** for **15 minutes**. With a valid library card you may use the internet for **15 minutes** a day at **no charge**.
- * There are **five desktop computers** with internet access available in the reference library.
- * **PCs with computer games** are available in the Children's Library and in the branch libraries in Betzingen, Orschel-Hagen, Rommelsbach and Sondelfingen. For teenagers there is a **Playstation** with rotating games in the youth library.

Further information about library use can be found in the **User Guidelines of the City Library of Reutlingen**, which is available at the lending desk of the main library and at the branch libraries.

If you have any further questions, please consult our library team. We welcome your suggestions, criticism and praise and wish you an enjoyable stay in your City Library of Reutlingen.

Loans, renewals and reservations

Summary of options

	Maximum Number of Items	Renewal Possible
Books, sheet music, language learning sets, audio books	70	yes
Magazines	10	no
Children's CDs	20	yes
Youth CDs and Music CDs	20	no
DVDs	10	no
CD-ROMs	10	yes
DVD-ROMs	5	yes
Maps (Baden-Württemberg)	10	yes
Games	10	yes
eMedia	20	no

Fee schedule

Lending privileges

For persons 18 years and older (annual fee)15,00 €

For persons 18 years and older (one-time fee).....3,00 €

Replacement of library card

- Adults5,00 €
- Children and youth under the age of 182,50 €

Overdue fines

Per item and per week

- Adults2,00 €
- Children and youth adults under the age of 181,00 €

Reservation notice and desiderata notice1,00 €

Interlibrary loan from an external library.....1,50 €
(not available in branch libraries)

Photocopies

- DIN A40,10 €
- DIN A3 0,20 €
- DIN A4 in color 1,50 €
- DIN A3 in color 3,00 €

Internet Access

- 15 minutes..... 0,50 €
- Printouts see above prices of photocopies

Main Library

Spendhausstraße 2
72764 Reutlingen

Opening hours

Tuesday through Friday 10:00 a.m. – 7:00 p.m.
Saturday 10:00 a.m. – 1:00 p.m.

Telephone numbers

07121
Main office/Director 303-2859
Lending desk 303-2841
Information desk first floor 303-2846
Reference library 303-2845
Children's library 303-2844
Youth library 303-2850
Music library 303-2847
Events 303-2855

Telefax

Loan renewals 303-2831
Administration 303-2821

E-Mail

stadtbibliothek@reutlingen.de

URL

www.stadtbibliothek-reutlingen.de

Betzingen Branch Library

Im Wasen 5
72770 Reutlingen

Telephone 07121 580208
Telefax 07121 576910

E-Mail stadtbibliothek.zw-betzingen@reutlingen.de

Opening hours

Tuesday 10:00 a.m. – 12:00 p.m.

Tuesday through Friday 2:00 p.m. – 6:00 p.m.

Bronnweiler Branch Library

Im Wiesaztal 17
72770 Reutlingen

Opening hours

Tuesday 4:00 p.m. – 7:00 p.m.

Gönningen Branch Library

Kirchstraße 2
72770 Reutlingen

Opening hours

Tuesday and Thursday 3:00 p.m. – 6:00 p.m.

Telephone 07072 1399767

E-Mail stadtbibliothek.zw-goeningen@reutlingen.de

Mittelstadt Branch Library

Neckartenzlinger Straße 24
72766 Reutlingen
Telephone 07127 972317

Opening hours
Wednesday and Friday 3:00 p.m. – 6:00 p.m.

Oferdingen Branch Library

Mittelstädter Straße 12
72768 Reutlingen

Opening hours
Tuesday 3:00 p.m. – 5:00 p.m.
Thursday 3:00 p.m. – 6:00 p.m.

Ohmenhausen Branch Library

Waldschule
Hornstraße 40
72770 Reutlingen
Telephone school 07121 5147507
Telefax school 07121 509926

Opening hours
Tuesday 3:00 p.m. – 6:00 p.m.

Orschel-Hagen Branch Library

Dresdner Platz 4
72760 Reutlingen
Telephone 07121 630226
Telefax 07121 963006
E-Mail stadtbibliothek.zw-orschelhagen@reutlingen.de

Opening hours
Tuesday through Friday 3:00 p.m. – 6:00 p.m.

Römerschanze Branch Library

Römerschanzschule
Sonnenstraße 70
72760 Reutlingen
Telephone 07121 338825

Opening hours
Wednesday 3:00 p.m. – 6:00 p.m.
Thursday 10 a.m. – 1 p.m.

Rommelsbach Branch Library

Württembergischer Straße 5
72768 Reutlingen
Telephone 07121 965985
Telefax 07121 965987
E-Mail stadtbibliothek.zw-rommelsbach@reutlingen.de

Opening hours
Tuesday and Thursday 10:00 a.m. – 12:00 p.m.
Tuesday through Friday 2:00 p.m. – 6:00 p.m.

Sondelfingen Branch Library

Reichenecker Straße 73
72766 Reutlingen
Telephone 07121 479867
Telefax 07121 4348553
E-Mail stadtbibliothek.zw-sondelfingen@reutlingen.de

Opening hours
Tuesday through Thursday 2:00 p.m. – 6:00 p.m.

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