

# Kath. Öffentliche Bücherei Oedekoven



Jungfernpfad 17, 53347 Alfter-Oedekoven, Tel. 0228 - 747442

Ausleihe: Mo / Mi / Sa 16.00 - 18.00 Uhr, Do 9.30 - 12.00 Uhr

## User's Guide to the Library

In the Catholic Public Library of Oedekoven, books, magazines, games, audio books, CDs, cassettes, and DVDs can be checked out at no cost.

The Library is open to all.

To apply for a library card, you will need to show identification such as a German *Personalausweis*. To receive a card, children and youth also need a signature from a parent or guardian.

Please bring your library card whenever you wish to check out or return materials. The library card is not transferable.

The application fee for a library card is 2 Euro.

Please notify the library immediately of any change of address, name change or if the library card is lost or stolen. In case of loss, the fee for a replacement library card is 2 Euro.

You can find the due date for library materials on the receipt you receive at the check-out desk.

Books, cassettes, CDs and games can be checked out for 4 weeks. DVDs and magazines can be checked out for 1 week.

With your library card, materials may be renewed twice for a maximum of 8 weeks, as long as another library patron hasn't reserved them. When the library is open, you can renew materials in person or by phone. You can also renew materials online at [www.bibkat.de/oedekoven](http://www.bibkat.de/oedekoven). Materials cannot be renewed by postal mail.

Materials checked out on your library card may not be given to third parties.

Overdue materials incur fines. The late fee for overdue materials is 30 Cent per item per week. If a written warning is necessary, the library patron will also be responsible for any postage and handling costs.

Damaged, soiled or lost materials must be replaced. A fee of 1 Euro will be charged for small lost items, such as game pieces, CD-covers, inserts etc.

Please see the supplement to the User's Guide to the Library for information about the loan of DVDs.

Checked-out materials can be reserved and books not in the library collection can be obtained by interlibrary loan. If you have any questions or requests, please feel free to approach any member of the library team. We would be happy to assist you.

(Getrud Schmidt)

(Dipl. Bibl. Erika Mager)