

## Media and Information Centre

Biberach Public Library



at a glance...

### ■ How to contact us

**By post:** Viehmarktstraße 8, 88400 Biberach

**By telephone:** Information/Renewal 073 51/51-498

**By fax:** 073 51/51-526

**By E-mail:** info@medienzentrum-biberach.de

**Via internet:** www.medienzentrum-biberach.de

**Personally:** Tuesday to Friday 10 a.m. - 7 p.m.  
Saturday 10 a.m. - 2 p.m.

### ■ Registration

A library card is required for borrowing items. **The card is non-transferable.** To register, adults must show a valid **identity card** with official confirmation of residence registration. Children up to 16 years require the written consent of a parent or guardian.

To avoid misuse it is essential that the loss of a library card is reported immediately. Please inform us also of any change of name or address without delay.

### ■ Artothek

A valid library card is required for borrowing works of art. The loan period is 6 months with the option of renewal at our service desk on the ground floor. There is an insurance fee of € 6 per work of art for a six-month period.

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## ■ Period and quantity of loans

### 4 weeks:

Books, maps, comic books

### 2 weeks:

Magazines, CDs, CD-ROMs, DVDs, Blu-rays, games

### 6 months:

Works of art from the Artothek

It is not possible to borrow the latest issues of magazines, newspapers or reference works.

Items must be returned **within the loan period**.

Maximum quantity of loans at a time: **30 items**.

## ■ Loan period reminder

You can avoid overdue fines by using our loan period reminder service via SMS or E-mail. This service is free for customers with direct debit.

## ■ Bestsellers

There will be a charge of € 1.50 per item for a four-week period of loan for bestsellers from the "Spiegel" magazine's bestseller list. Renewals are possible at our service desk on the ground floor.

## ■ Renewals

You may extend the loan period **twice**. Exceptions are magazines and items which have been reserved by another user. To renew loans, please use the library's PC terminals or renew on [www.medienzentrum-biberach.de](http://www.medienzentrum-biberach.de) or by telephone during our opening hours. Postal renewals are not possible.

## ■ Reservations

You can reserve items which are out on loan by using our online catalogue ([www.katalog.medienzentrum-biberach.de](http://www.katalog.medienzentrum-biberach.de)). We will inform you as soon as the items are available and reserve them for you for up to one week (€ 1.50 for notification by post or € 1.00 by E-mail or SMS).

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