

Terms of use for the Pfalzbibliothek of the Bezirksverband Pfalz

§ 1. General

- 1) The Pfalzbibliothek Kaiserslautern is a public institution of the Bezirksverband Pfalz. Its collection focusses on information and media relating to the Palatinate, history and art. A "Bibliothek der Dinge" (=library of things) supplements the range of service with additional items that can be borrowed in the spirit of participation and sustainability.
- 2) Every person is entitled to use the Pfalzbibliothek on a private law basis within the framework of these terms of use.
- 3) Use of the Pfalzbibliothek is generally free of charge. Fees for late returns, replacement purchases, and special services are specified in the fee schedule, which is part of the terms of use.
- 4) By using the Pfalzbibliothek and its services, the user agrees to the terms of use.
- 5) In individual cases, the management of the Pfalzbibliothek may lay down specific provisions.

§ 2. Opening hours

- 1) The opening hours of the Pfalzbibliothek are announced by notice and on the website.
- 2) The Pfalzbibliothek may be temporarily closed for compelling reasons.

§ 3. Registration and library card

- 1) Use of the Pfalzbibliothek and its services is only possible with a valid library card. It is issued upon registration and must be brought along on each visit.
- 2) New registrations or changes to account details can only be made upon presentation of a valid official document with a photo and proof of address. Changes of name or address must be reported to the Pfalzbibliothek immediately.
- 3) By registering, you agree to the current version of the Pfalzbibliothek's terms of use and fee schedule.
- 4) Registration constitutes consent to the storage and processing of personal data required for use.

- 5) Minors require the written consent of a legal representative to register. The legal representative thereby accepts the terms of use and undertakes to be liable for any damage and to pay any fees incurred.
- 6) The library card is non-transferable.
- 7) The cardholder is liable for all media borrowed on the respective library card, even if they are not at fault. Its loss must be reported to the Pfalzbibliothek immediately.

§ 4. Loans

- 1) With the exception of reference materials and works marked "Einsicht im Lesesaal" ("for reading room use only"), all media and objects may be borrowed. All media and objects may be consulted in the reading room. The circulation of highly requested works may be restricted to the reading room.
- 2) For works that are not suitable for unrestricted use due to statutory or other regulations, lending may be made dependent on credible proof of a scholarly purpose or other legally recognized purposes of use and may be subject to further conditions.
- 3) Lending by third parties is possible if the person has a power of attorney and the library card of the account holder.
- 4) Borrowed media and objects may not be passed on to third parties.
- 5) The loan period is generally four weeks. In special cases, a different period may be set. Borrowed media must be returned unsolicited by the end of the loan period at the latest. The Pfalzbibliothek is not obliged to remind users to return borrowed media. If the loan period is exceeded, a late fee must be paid in accordance with the fee schedule. Renewals and borrowing of further media will only be possible after payment of the fee.
- 6) The loan period can generally be renewed three times upon request before it expires, provided there are no reservations for the respective media. The renewal period is calculated from the day of the renewal.
- 7) Borrowed media can be reserved.
- 8) The number of media that can be borrowed may be limited. The total number of loans in the library account is decisive.
- 9) Ordered and reserved media and items will be held for two weeks.

§ 5. Loans for institutions

- 1) The management of the institution or an authorized representative may apply for a library card for the associated institution.

- 2) It is possible for several persons to borrow media from the holdings of the Pfalzbibliothek in the name of the institution. The names of the persons must be recorded with the Pfalzbibliothek. Persons authorized to borrow must prove their identity at each loan by presenting the library card and id.
- 3) Institutional library accounts may not be used for private purposes.
- 4) The institution is liable for damage and loss.

§ 6. Bibliothek der Dinge (library of things)

- 1) With the "Bibliothek der Dinge" service, the Pfalzbibliothek makes objects available for loan. These objects are called "BibDing."
- 2) The available BibDings can be borrowed upon presentation of a valid library card. The loan period is generally four weeks. Individual items may have a shorter loan period.
- 3) The Bibliothek der Dinge may be used by persons aged 14 and over. Minors may only borrow BibDings that are appropriate for their age. The Pfalzbibliothek determines which BibDings these are.
- 4) Fees and deposits are listed in the fee schedule.
- 5) The use of all BibDings is at the user's own risk. Users are liable for any damage caused by themselves or third parties through use, unless the damage is due to the BibDing being in an improper condition.
- 6) All BibDings must be used properly, with care, and in accordance with their intended purpose. Users are obliged to observe and comply with operating and safety instructions. Transfer to third parties is not permitted.
- 7) All BibDings must be checked for cleanliness and functionality before return.

§ 7. Use of the internet and technical devices

- 1) Websites with illegal, racist, pornographic, violence-glorifying content, as well as content that violates the fundamental rights of Article 1 of the Basic Law for the Federal Republic of Germany may not be accessed via the Pfalzbibliothek's internet connections.
- 2) No changes may be made to the electronic software and hardware provided by the Pfalzbibliothek.

§ 8. Interlibrary loan

- 1) Media that are not available in the holdings of the Pfalzbibliothek can be ordered for lending from other libraries (interlibrary loan). The Interlibrary Loan

Regulations (LVO) apply. The rules, conditions, and requirements of the library providing the media apply to the loan.

- 2) The interlibrary loan service is subject to a fee (see fee schedule). This processing fee must be paid in all cases.
- 3) Media ordered via interlibrary loan will be held at the lending desk for users until the end of the loan period. If the media are not collected during this time, the Pfalzbibliothek will return them to the lending library.
- 4) Loans from the holdings of the Pfalzbibliothek Kaiserslautern are only made to libraries approved for German interlibrary loan and within the framework of international interlibrary loan.

§ 9. Handling of media and equipment

- 1) Users must handle all media, BibDings, devices, and furnishings with care.
- 2) Users must check media or items for damage when borrowing and report such damage immediately. Otherwise, it will be assumed that they were handed over by the Pfalzbibliothek without such damage. Users must not repair damage themselves or have it repaired.
- 3) Users are liable for damage to or loss of library property. In the event of damage or loss, the user is obliged to pay compensation. Damage and/or loss must be reported to the Pfalzbibliothek immediately.
- 4) Users are responsible for complying with copyright regulations.

§ 10. Compensation for damages

The type and amount of compensation are determined by the Pfalzbibliothek. It decides whether reproduction, replacement, or repair is appropriate. In the case of irreplaceable works, full compensation may be demanded in addition to the costs for producing the reproduction. In addition, processing fees are charged to users (see fee schedule).

§ 11. Liability of the Pfalzbibliothek

The Pfalzbibliothek is generally not liable for personal injury, property damage, or non-material damage arising from:

- a. violations of the terms of use
- b. non-compliance with instructions of staff
- c. improper use of media and BibDings
- d. hygienic deficiencies
- e. damage caused by incorrect, incomplete, omitted, or delayed services

§ 12. Conduct in the library, house rules

- 1) Users must behave in such a way that other persons are not disturbed or inconvenienced.
- 2) Smoking is prohibited.
- 3) Animals may only be brought into the Pfalzbibliothek if they are verified assistance animals.
- 4) Large bags and backpacks must be locked in the cloakroom lockers for the duration of the library visit. In the event of non-compliance, library staff are entitled to carry out a bag check. Upon leaving the Pfalzbibliothek, the cloakroom must be emptied.
- 5) The Pfalzbibliothek accepts no liability for lost, damaged, or stolen items.
- 6) House authority lies with the library management or the library staff entrusted with its exercise.

§ 13. Exclusion from use

- 1) Users who seriously or repeatedly violate these terms of use may be excluded from use of the Pfalzbibliothek in whole or in part, either permanently or for a limited period of time, or may be restricted in their borrowing privileges.
- 2) After exclusion, all obligations arising from these terms of use remain in effect.

§ 14. Data protection

In some contexts, personal data is collected. The user may consent to or object to this. In the event of objection, certain services of the Pfalzbibliothek cannot be used. The data will be deleted upon termination of the user relationship once all obligations toward the library have been fulfilled.

§ 15. Entry into force

These user regulations enter into force on November 17, 2025.

Kaiserslautern, on ...

Hans-Ulrich Ihlenfeld

Chairman of the Bezirksverband Pfalz

Definitions:

Autograph: a handwritten document written by hand by a well-known individual.

Bibliothek der Dinge / library of things: In addition to traditional library media (e.g., books, magazines, etc.) devices and objects can also be borrowed (e.g., toolboxes, educational games, DVD drives, etc.)

Interlibrary loan: a service offered by libraries. A medium or a copy can be ordered from another library in Germany or worldwide.

Manuscript: a handwritten book.

Loan period: This is how long one can keep the books or other items. If the book is returned after this date, overdue fees will be charged.

Overdue Fees: money you must pay if you have exceeded a loan period.

Media: a collective term meaning all items collected by the Pfalzbibliothek (books, magazines, newspapers, articles, manuscripts, videos, CDs, DVDs, files, etc.)

Extension: extends the duration of the loan period.