
Library regulations

Welcome to the Tübingen city library

With this short guide we would like to welcome you to the Tübingen city library and help you find your way around. You are welcome at the library any time, not just when you want to borrow a book. The library is intended to be a place to read and to find out information. You are also very welcome in our branch libraries. Please return items at the branch where you borrowed them.

Layout of main library

On the ground floor

- Registration and returning desk
- Self service check out points
- Self-return machine
- Online catalogue terminals
- Children and young adult collections (including games, magazines, CDs, children's DVDs)
- Nonfiction books for adults on gardening, housekeeping, sports and games
- Paperbacks (fiction)
- Cloakroom and toilets
- Lockers
- Coffee dispenser
- diaper changing table
- Information desk

On the first floor

- Information desk
- Adult collections (non-fiction, fiction, large print, foreign language literature, magazines (latest issues of magazines are not for loan))
- Daily newspapers (newspapers are not for loan)
- Language course materials
- CDs (music, language, audio books)
- DVDs
- Online catalogue terminals
- Internet access
- Coin-operated photocopier (10 cents per page)

1. Within the library you may use the collection free of charge. However to borrow items you must become a member. A library card costs 4 € for 2 months, 10 € for 6 months or 18 € for a year. In order to obtain a library card you must present your personal identification card, your passport or your driver's licence. Your personal information will be stored electronically on the library database. The library card is only valid for the person in whose name it is registered. It is not transferable. When you sign the library card, you agree to the library borrowing conditions. Please let us know of any change of address immediately.

Children and young adults under the age of 16 need the signature of a parent or guardian in order to register. There is no membership fee for children and young adults under 18 years. In order to issue a library card to your child, you need to sign the letter of consent with a declaration of liability in the event of damage or payment of fees due.

Please inform us immediately if your card is lost or stolen. You will be liable for all items and charges on your card unless you have reported your card lost or stolen.

2. Please check all items and report damaged or incomplete items to our staff before borrowing. You will be held responsible for the condition in which items are returned.
3. The standard loan period is four weeks. Children's and drama DVDs may be borrowed for two weeks. You may renew items beyond the standard loan period. You can do this at the registration desk, by telephone, at one of the catalogue terminals or at our internet site. You need your card number if you want to renew your items. If an item has been reserved by another reader, it is not possible to renew it. If any material is not returned within the time allowed, a fee will be charged for the overdue period.

It is not permitted to lend borrowed items to anyone else. Lost and/or damaged media have to be replaced.

4. You can reserve library items. The charge per item is 1€. You will be informed by post or by e-mail when the reserved item becomes available. You can collect requested items at the registration desk. Please collect your item within one week; otherwise the reservation will be cancelled.
5. On our website www.stadtbuecherei.tuebingen.de, you can search the library online catalogue, reserve items, check what's on your card and renew borrowed items. To enter your borrower's details click on "Konto" and type in your card number and password. Your password is your birthday, for example 05.02.1970. By using the search mask of the catalogue you have also access to the library's stock of e-books and other electronic media as well as the "Munzinger" databases.

City Library Tübingen

Main Library:

Information and advice (about the library)

E-Mail:

Opening hours

Nonnengasse 19, 72070 Tübingen, Telephone 07071- 204 1403

Telephone 07071 - 204 1428

stadtbuecherei@tuebingen.de

Tue – Fri 10.30 – 19.00h – Sat 10.30 – 14.00h

Branch: Waldhäuser-Ost

E-Mail:

Opening hours

In the Geschwister-Scholl-School, Berliner Ring 33,

Telephone 07071- 968 134

buecherei.who@tuebingen.de

Mon, Wed 09.30 – 17.30h, Tue, Thurs 09.30 – 16.00h, Fri 09.30 – 14.00h

Branch: Derendingen

E-Mail:

Opening hours

In the school complex Feuerhägle, Primus-Truber-Str. 37

Telephone 07071- 763777

buecherei.derendingen@tuebingen.de

Mon, Wed 09.00 – 12.00h, Tue 09.00 – 14.00h, 15.00 – 17.00h

Thur 09.00 - 14.00h, 15.00 - 18.00h, Fri 15.00 – 17.00h

Branch: Wanne

Opening hours

In the Grundschule Wanne, Eduard-Spranger-Straße 69

Telephone 07071- 610716

Tue, Thurs 15.00 – 19.00h

The German version of the instructions to users is authoritative.