

Articles of Association of the Regional Library of the Town of Neubrandenburg

§ 1

Legal form

- (1) The regional library is a public institution of the town of Neubrandenburg.
- (2) A public usage agreement is being established between the town of Neubrandenburg and the users of the regional library. This comes into effect when the library is made use of.
- (3) The town of Neubrandenburg levies fees for the use of the services of the regional library and expiry of the loan periods for partial coverage of the operator costs.
- (4) These Articles of Association regulate the usage and loan of media, as well as usage services.

§ 2

Purpose

- (1) The Regional Library of the city of Neubrandenburg, with headquarters in Neubrandenburg, exclusively and directly operates for charitable causes as defined in the section "Tax-deductible causes" of the German Tax Code. The purpose of the Regional Library of Neubrandenburg is to promote education, art and culture. The purpose of the statutes is particularly realised by the library providing media and information to satisfy the basic and greater needs of all residents of the city and the region, as well as by holding events and lectures on topics such as encouraging people to read more.
- (2) The Regional Library of the city of Neubrandenburg is a charitable organisation. It is primarily a non-profit organisation.
- (3) The funds of the Regional Library may only be used for the purposes defined in the statutes. The members shall not receive any payments from the funds of the Regional Library. In the event of the dissolution of the Regional Library or the cessation of operations for tax-deductible purposes, the city of Neubrandenburg shall be reimbursed no more than the fair market value of their contributed assets in kind.
- (4) Nobody may be favoured by expenses that are not in line with the purpose of the Regional Library or by disproportionately high remuneration.
- (5) In the event of the dissolution or foreclosure of the Regional Library or the cessation of operations for tax-deductible purposes, the assets of the Regional Library shall be transferred to the city of Neubrandenburg, which shall use them exclusively for charitable, benevolent or religious purposes.

§ 3

User group

- (1) The usage is generally permitted to everyone.
- (2) A minor can be a user at age seven and with the declaration of consent of their legal representative.
- (3) Even non-natural persons of public and private law can make use of the services of the regional library.

§ 4
Opening hours

The opening hours are announced by a notice on the premises and/or on the homepage of the regional library.

§ 5
Registration

- (1) The user personally registers by presenting their personal identification card or another official ID with proof of their primary place of residence. Minors must present the written consent of their legal representative. The latter must also accept liability for damages and settlement of any incurred fees.
- (2) All non-natural persons must register with the written application of an authorised representative and submit up to three signatures from authorised persons who are using the library for the applicant.
- (3) To fulfil these tasks the users are obliged to provide personal data of surname, forename, date of birth and primary place of residence. Minors must also provide personal data of their legal representative.
- (4) With their signature the user and/or legal representative acknowledges the Articles of Association and/or Fee Articles of Association and consents to the electronic storage of their personal data in accordance with the State Data Protection Act. These data are exclusively for processing the library loan.

§ 6
Library card

- (1) On registration every user is given a library card. The library card remains the property of the regional library. It is personal and non-transferrable. The library card is valid for no more than one year.
- (2) The user is obliged to immediately notify the library of changes to their personal data, as well as the loss of the library card.
- (3) On application of the user, a replacement card shall be provided for a fee regulated in the respective Fee Articles of Association.
- (4) The user and/or legal representative accepts liability for misuse of the library card.

§ 7
Usage of loan media

- (1) On presentation of the valid library card the media can be loaned out for up to four weeks. For certain media other loan periods may be determined.
- (2) In the digital library, digital media shall be offered as downloads irrespective of the opening hours.
- (3) The number of media that can be simultaneously loaned out on one library card may be limited.

- (4) Before taking them with them, the user must properly record and release the media they have selected to loan out. They are obliged to check that the media are complete.
- (5) The user may extend the loan of the media once free-of-charge if the media are not reserved. The extension application must be submitted prior to the expiry of the loan period.
- (6) Loaned out media may be reserved by other users for a fee.
- (7) For media not returned after expiry of the loan period, a late fee shall be charged, irrespective of whether a written warning has been issued.
- (8) If the warning of the media is unsuccessful, the fees shall be collected through legal action.

§ 8

Usage of media not available for loan

- (1) Media not available for loan may be used on the premises of the regional library.
- (2) For the usage of these media workplaces are provided in the study area.
- (3) For protection of media not available for loan, deviating and/or supplementary usage conditions may be determined.

§ 9

Interlibrary loan system

- (1) Media not in the collection of the regional library can be ordered by application of the user via the interlibrary loan system in accordance with the respective Loan System Ordinance for a processing fee.
- (2) For the use of media provided by the interlibrary loan system, the regulations of the loan library apply, as well as the provisions of these Articles of Association.
- (3) Applications for extension of the loan period must be made to the regional library.

§ 10

Treatment of media, liability

- (1) The user is obliged to treat the media carefully and protect them from loss and damage.
- (2) Passing on loaned out media to third parties is not permitted. The user and/or legal representative accepts liability for any resulting damages.
- (3) For loss or damage of the media the user and/or legal representative must pay compensation plus a processing fee.
- (4) Three months after expiry of the loan period the right to return the media expires. At this point the media must be replaced.
- (5) The type of compensation can be determined by the regional library.
- (6) The regional library is not liable for damages caused by use of the loaned out media.
- (7) The regional library shall press charges for any theft.
- (8) The user is obliged to observe the copyright stipulations. The user and/or legal representative is liable for third party claims with regard to copyright, which result from violation of this stipulation.

§ 11
Internet usage

The regional library provides its users with networked computer stations and reserves the right to define conditions of use for Internet accesses.

§ 12
Photocopiers

The self-service photocopiers can be used for a fee. The regional library shall not accept liability for faulty photocopiers.

§ 13
House rules

The notice of house rules applies in the regional library. The staff practices the house rules.

§ 14
Usage ban

A user who grievously or repeatedly violates the stipulations of the Articles of Association and/or Fee Articles of Association may be banned permanently or for a limited time from using the library. Any obligations resulting from the usage agreement remain unaffected by this.

§ 15
Linguistic forms

Insofar as designations are used in the male or female form in these Articles of Association, these also apply to the other gender.

§ 16
Enforcement

- (1) The Articles of Association of the Regional Library of the Town of Neubrandenburg come into force on the day of their public announcement.
- (2) At the same time, the Articles of Association of the Regional Library of the Town of Neubrandenburg of 21 June 1996 in the second version, published in Stadtanzeiger No. 7 from 02 June 2004, shall become defunct.

Neubrandenburg, 24.07.2015

Silvio Witt
Lord Mayor

Insofar as the decree of these Articles of Association constitutes a violation of procedural and formal regulations, this claim can no longer be asserted pursuant to § 5 Sec. 5 of the municipal code after one year has passed since the public announcement. This limitation does not apply to the violation of notification, consent or announcement regulations.