

## Late Charges

If you return the media items checked out too late, late charges have to be paid as follows:

- after day 3: €0.50 per item
- after day 7: €1.50 per item
- after day 12: €2.50 per item
- bestsellers: €0.50 per day and item

## Returns

- Returns can be made to the circulation desk during the library's opening hours.
- Media items may be returned to any Bergisch Gladbach branch.

## Renewals

Most materials may be renewed twice if there is no reservation on the media items

- by phone
- in person
- online (if your account is not debited)

## Reservations

- We will be happy to make a reservation for you for a fee of €1 per media item.
- We will inform you by email or letter if the media item is available.

## Payment

Fees and charges may be paid by EC-card or cash payment.

## Opening Hours and Branches

### Stadtbücherei im forum

Hauptstr. 250  
51465 Bergisch Gladbach  
Phone: 02202/142281

Monday 10.00 - 18.00 h  
Tuesday 13.00 - 18.00 h  
Wednesday 10.00 - 13.00 h  
Thursday 13.00 - 18.00 h  
Friday 13.00 - 19.00 h  
Email: [info@stadtbuecherei-gl.de](mailto:info@stadtbuecherei-gl.de)

### Stadtteilbücherei Bensberg

Schlossstr. 46 - 48  
51429 Bergisch Gladbach  
Phone: 02204/55357

Tuesday 13.00 - 18.00 h  
Wednesday 10.00 - 13.00 h  
Thursday 13.00 - 18.00 h  
Friday 13.00 - 18.00 h  
Saturday 10.00 - 13.00 h  
Email: [buecherei-bensberg@web.de](mailto:buecherei-bensberg@web.de)

### Bücherei in Paffrath

Borngasse 86 / IGP  
51469 Bergisch Gladbach  
Phone: 02202/51462

Monday 10.00 - 11.30 and 16.00 - 18.00 h  
Tuesday 10.00 - 11.30 and 15.00 - 18.00 h  
Wednesday 10.00 - 11.30 h  
Thursday 10.00 - 11.30 and 15.00 - 18.00 h  
Friday 10.00 - 11.30 and 16.00 - 18.00 h  
Email: [buecherei-paffrath@web.de](mailto:buecherei-paffrath@web.de)

# Welcome to the Bergisch Gladbach Public Library



*Wir danken der Belkaw für die finanzielle Unterstützung.  
Text: Stadtbücherei Bergisch Gladbach in Zusammenarbeit mit  
Birgit Pawelzik, Dipl. Übersetzerin*



## We offer

- **an attractive selection of media for children and adults**
  - Novels and nonfiction-literature
  - Language-courses for self-study
  - Audio books
  - Music-CDs
  - DVDs
  - Newspapers and magazines
  - E-booksand more
- **Internet Use / WiFi**

At our branches in Bergisch Gladbach and Bensberg we provide free use of Internet terminals and free WiFi.
- **Work Places**

You can use computer workplaces with Microsoft Office for free.
- **Information Desk**

We will be happy to help with your questions at the information desk.

## Registration

**If you want to check out material, please get registered for a library card.**

- Adults may register themselves by presenting their ID card or their passport along with their certificate of residency.
- Children and youth under the age of 18 are requested to provide the consent of a parent or legal guardian and his/her signature on the registration form.
- The form is available at the circulation desk or on [www.stadtbuecherei-gl.de](http://www.stadtbuecherei-gl.de)

## Membership Fees

There are different memberships:

### Adults

1 year: €21; ½ year: €12

### Family card

for 2 adults and all children in the same household:

1 year: €35; ½ year: €20

### Partner card

2 adults in the same household:

1 year: €35; ½ year: €20

### Day ticket

€3 for adults

### Reductions are as follows:

Students and trainees, civil servants, etc. from 18-27:

1 year: €10

Social pass (Hartz IV, etc):

1 year: €6

## Library Card

- The library card is valid for 1 year from date of issue.
- Your library card is non-transferable. Please keep it safe so that no unauthorized person can check out material on your name.
- Please inform us about any change in address or in case of loss of card.

## Customer Account

Through the electronic library catalogue you can choose from these functions:

Renewals, reservations and check of account.

[www.stadtbuecherei-gl.de](http://www.stadtbuecherei-gl.de)

## Checkout Periods

If you want to check out material, please get registered for a library card.

You can check out different media items. Please take note of our checkout periods as follows:

### 4 weeks:

Books, audio books, CDs, CD-ROMs, magazines, board games, console games.

Media indicated with "Gebühren" at a price of €1 or €2 per item

### 3 weeks:

E-books

### 2 weeks:

DVDs from the "Bildstelle" (film archive)

### 1 week:

DVDs at a price of €1 per item, bestseller  
DVDs at a price of €2 per item

- Please keep media clean and complete for further use.
- Please take note of the due dates on the receipt printed out at time of checkout.
- Please make sure you return the media items in time, otherwise the library will charge late charges.