



Rules & Regulations

- Library materials can be used by anyone - no card necessary – during opening hours in the library.
- No bags are allowed beyond the circulation desk.
- Please leave your pets at home.
- There is no eating, drinking or smoking allowed in the library.
- Please handle library materials with care.
- When applying for a membership card a passport picture and proper identification are required.
- Loss and damage of items have to be compensated for by the card-holder. Parents/guardians are responsible for the materials borrowed by their children.
- Although only the card-holder may take out materials, anyone can return them.
- Books, magazines and CD roms can be kept for three weeks. Returning the materials later will result in overdue charges.
- DVDs have to be returned within two days or you will be required to pay a daily fee.
- The lending period can easily be extended via telephone or the internet.
- There is a refundable deposit payable upon presentation of the receipt, the return of all books and payment of any outstanding fines.