

## Registration

1. Welcome to the library!
2. The library is very pleased to receive your visit. You have free access to all of the media in the library during opening hours.
3. You can borrow the following media from our library:
  - Books
  - Newspapers
  - Large print editions
  - Maps
  - CD-ROMs
  - Music CDs
  - Cassettes
  - Videos
  - DVDs
4. Lending conditions
  - For an annual fee of CHF ... you can borrow books/media.
  - Borrowing is free.
  - Borrowing is free for those under ... years.
  - Borrowing books is free.
  - For non-books there is an additional fee of CHF ... per year.
  - For non-books there is a fee of CHF ... per loan.
  - 4.1 Reservation of books/media is possible for a fee of CHF ... per item. You will be notified as soon as your reserved item is available.
  - 4.2 For registration we require valid photo identification with name, address and photograph.
  - 4.3 The signature of parent or guardian is required for those under the age of 16.
  - 4.4 Please take care of the books/media that you borrow. The library will levy a charge in the case of lost or damaged media.
5. Return
  - 5.1 You can keep the media/books until the specified return date.
  - 5.2 You can keep the media/books for four weeks.
  - 5.3 You can keep books for four weeks and other media for ... weeks.
- 5.4 Please bring the books/media back punctually or extend the borrowing period. The library will levy a fine on overdue media.
6. We hope that our selection appeals to you. And we would be very happy if you inform your friends and clubs about us.
7. Thank you for your visit!

### **Parental consent to use the library**

1. Your child wishes to borrow books/media from our library. For this we need your permission.
2. Borrowing from the library is in principle free for children under the age of .... However, if your child does not return the books/media by the due date, a reminder will be sent and we will have to make a charge for this. Please take care that your child looks after the books/media that have been borrowed. In case of loss or damage the library will have to make a charge.
3. Please sign this card and give it to your child to bring it on the next visit to the library.

We would be very pleased to welcome you to the library as well.