



## User Information

The library stocks a large amount of different media for children, youngsters and adults on loan:

- Non fiction
- Fiction
- Fiction and non-fiction for children and youngsters
- Music-CDs and audio-books
- Nintendo DS and CD-ROMs
- DVDs
- Journals
- E-book reader
- Boardgames

All media can be used inside the library – also by non-members. To borrow media and use all service-offers, you need a valid registration.

### The library card

To get registered you need your passport or a registration certificate and a residence permit.

Those who don't have an identity document of their own, need the signature of a legal guardian on the library card.

Children among 18 years old need the signature of a parent or a legal guardian, who have to present their identity card.

The library card is not transferable. You as the named card holder are fully liable for the use of the card. You fill in an application form and you will get your library card at once and you can borrow something immediately.

### Fees

- Annual fee for adults: 16,00€
- Trial card for 3 months: 4,00€
- Children among 18: 0,00€
- Reduced annual fee: 8,50€  
for persons in apprenticeship, students, unemployed persons or persons receiving income support.  
Please show a valid certification.

A onetime-fee of 50ct for being registered.

First replacement-card: 2,50€

Please inform us, if you lose your library card, so that we can block it to avoid a misuse.

### Lending periods

Books, audio-books, CDs, CD-ROMs and Boardgames: 3 weeks

Journals, Nintendo DS and DVDs: 2 weeks

Fee for DVDs: 1,00 €

You will find the day of return on your receipt.

Exceeding the lending period costs money:

DVDs and Nintendo DS: 50ct/day

All other media: 20ct/day

### Extending the lending period

You can extend the media once, by telephone, personally or by internet, if they are not reserved by another user. DVDs, Nintendo DS and board games are exempted from extension.

## Reservations

Media, which are lent, can be reserved by a fee of 50ct. You can reserve personally, by telephone or via internet. We inform you as soon as the media turns up in the library again and it will be kept for 10 days for you to be picked up.

## Interlibrary loan

Media, we don't have on stock can be ordered from other libraries. Therefore a fee of 1,00€ is to be payable. We inform you as soon as the media is delivered. Our staff is happy to help you.

## Catalogue

You can find all media we have in stock in our library-catalogue, the i-Opac. You can research online: [www.kellinghusen.de](http://www.kellinghusen.de) - „Stadtbücherei“ – „Büchereikatalog und Onleihe“ – „Online-Katalog von Library iOpac (externer link)“ and you can also access your personal account. On the left side you find a link “Leser-Konto login”. Get registered by filling in the number on your library card and as the password your date of birth (dd.mm.yy)

## Internet

We do have a free WLAN and an internet workplace you can use. Prints have to be payed by 10 ct. each.

## Onleihe ZWISCHEN DEN MEEREN

By internet you can download e-media around the clock and utilize them on your computer, e-book, or other mobile equipment for a limited period. A returning is not necessary. You only need your valid library card, your password and an internet access to download.

[www.onleihe.de/sh](http://www.onleihe.de/sh)

## Reading support

For kindergartens and schools we offer boxes of books on various topics and we can get boxes via 'Büchereizentrale'. Teachers can order a whole series of the same title they want to read with their pupils. Furthermore the Stadtbücherei takes part in government-funded projects to improve reading, as for instance the "Ferienleseclub", where children read books especially put aside for the 'club-members', 'the weeks of children and juvenile books' or the 'Aktion Lesestart', a project for small children.

## Further offers

- Readings (by the author)
- Exhibitions
- Picture book cinema and kamishibai
- Guided library-tours for school classes, kindergartens or other groups
- Provision of boxes for senior people

## Opening hours

Mondays, Tuesdays and Fridays:

10.00 – 12.30 and 14.30 – 18.00

Thursdays:

10.00 – 12.30 and 14.30 – 19.00

Wednesdays and Saturdays:

10.00 – 12.30

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We are looking forward to your visit!