

# Fees and Charges

In its meeting held on 8 May 2013 the City Council of the City of Potsdam has decided the following Fees and Charges:

For the use of City and State Library Potsdam the following fees are charged:

## 1. Library Card

(See subsections 1.1 to 1.3 including free use of Internet and wireless network service for two hours daily)

1.1 The library card is issued to different user groups for the period of 12 months for the following fees:

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|--|----------------|
| a. adults  | € 19.00        |
| b. institutions, organisations etc.  | € 29.00        |
| c. pupils 18 years or older, apprentices and college students on presentation of a corresponding ID card   | € 11.00        |
| d. participants of a voluntary social year and members of the German federal volunteer services upon presentation of proof   | € 11.00        |
| e. recipients of unemployment benefits (ALG I) upon presentation of proof  | € 11.00        |
| f. recipients of unemployment assistance (ALG II) on the basis of the SGB II, recipients of cost of living assistance and basic financial security recipients based on the SGB XII, recipients of benefits under the Asylum Seekers Benefits Act and housing benefit recipients upon presentation of proof | free of charge |
| g. educational facilities in the city of Potsdam, Ministries of Brandenburg, authorities of the State Capital Potsdam for official purposes  | free of charge |
| h. children under 18   | free of charge |

1.2 for the period of 6 months € 11.00

1.3 for a day ticket € 2.50

1.4 for the issue of a replacement card in case of loss of the valid card:

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|---|--------|
| a. persons under 18, recipients of unemployment and cost of living assistance on the basis of the SGB II, recipients of assistance for livelihood and basic security recipients based on the SGB XII, recipients of benefits under the Asylum Seekers Benefits Act and housing benefit recipients | € 2.75 |
| b. all other users  | € 5.50 |

1.5 access to the E-Ausleihe (e-borrowing) for one year € 11.00

## 2. Late Fees

2.1 Fee for exceeding the loan period:

- a. for video games, DVDs, Blu-Ray Discs per library working day and medium € 1.50
- b. for all other media per week and medium € 1.00
- c. users under 18, educational institutions in the City of Potsdam ½ of No. 2.1 a and b

2.2 Each commenced week will be counted as a week. When exceeding the loan period, a grace period of one day will be granted.

2.3 The late fee is limited to a maximum of 26 € per medium; for users under the age of 18, the late fee will be limited to 13 € per medium.

2.4 The obligation to pay the late fee(s) becomes effective with the excess of the loan period, without the need for a reminder or a reminder for return.

### 3. Computer and Internet Use

3.1 Use of computers at coin-operated terminals per ½ hour or part thereof € 1.50

3.2 Internet use with a valid library card in excess of two hours a day per ½ hour or part thereof € 0.50

### 4. Prints and Copies

4.1 Making a copy on the photocopier see notice

4.2 Computer prints:

- a. black & white per A4 page € 0.10
- b. four-colour prints per page € 0.30

4.3 Microfilm scanner prints

- a. black & white per A4 page € 0.50
- b. black & white per A3 page € 1.00

### 5. Fax Fees

5.1 per page within Germany € 0.50

5.2 per page to other countries € 1.00

### 6. Loan of Bestselling Books or Media:

fee per medium € 2.00

### 7. Processing Fees

7.1 for the determination of one address € 5.50

7.2 for each second return reminder or each payment reminder € 2.00

7.3 for each replacement for unreturned or damaged items € 5.50

7.4 for commissioned copies from microfiches per order and each commenced 15 minutes (in addition to 4.3) € 8.25

7.5 for research services for unregistered users per each commenced 15 minutes

€ 8.25

### 8. Compensation for Damages

8.1 Loss of game instructions or cover per item € 5.50

8.2 Loss of key to locker € 20.00

8.3 Loss or damage of a medium per item replacement value

### 9. Postage Costs

Postage costs incurred are payable for each return or payment reminder, pick-up notification, for ordered media, sending of copies, printouts or media by post, and the use of the external lending system.

### 10. External Lending

10.1 per ordered medium or copy € 2.00

10.2 reimbursement of expenses as stated in the bill from the lending library

10.3 The fees of Nos. 9 and 10 also apply in case of non-collection.

### 11. Books in Demand and Reservation

For reservations and orders between the different library locations, the fee per order is  
€ 0.50

The fee is also produced by non-collection of the ordered medium.

### 12. Deferment and Waiver

12.1 Charges may be wholly or partially deferred, if their recovery at maturity would be a significant hardship for the debtor and the claim does not appear threatened by the deferral. The deferral will be granted only upon request.

12.2 Charges may be waived in whole or in part, if their collection would be unjust in the individual case.

### 13. Other Matters

Changes to the fees will be posted in the City and State Library.

### 14. Entry into Force

The new Fees Charges and Fees of the City and State Library Potsdam take effect on 7 September 2013.

Jann Jakobs  
Lord Mayor

Peter Schüler  
Chairman of the City Council