

English Infos

Neumarkt 10, 41460 Neuss

Tel: 02131 / 90 – 42 42, Fax: 02131 / 90 – 2471

e-mail: bibliothek@stadt.neuss.de

www.stadtbibliothek-neuss.de

Tram: Niedertor

Nearest car park: Rheinstrasse 11 (2 min away from the library)

How to join the Library

To register with Neuss public library please bring a valid identity card or Personalausweis or drivers' license plus proof of address. You may only borrow from the library with a valid membership card. The membership card remains the property of the library and may not be transferred to another person.

Adults from 21 years on pay a fee of 27 € for 12 months, children and young people under the age of 21 are not charged an annual fee. Please enquire about our special offer for couples (45 €).

Registration

You will be asked to sign the registration form before you receive a membership card. With your signature you accept the lending conditions of the library. Please bring your card with you any time you wish to borrow media.

The following information will be kept on the library database:

- Your full name
- Your address
- Your date of birth

The number of books you have borrowed from the library during the course of one year. Please inform us of any change of your name or address. In case of loss of your membership card please inform us immediately. A fee of 10 € will be charged for a replacement.

How to borrow Books and other Media

Your membership entitles you to borrow books, audiobooks, magazines, children's books and CD-ROMs free of charge. Please bring the media you wish to borrow to the self check („Ausleihe“) on the ground floor. Any time you borrow items you will be given a receipt listing all items by their media number, their short title plus the return date. You should keep this receipt for 8 weeks. You may reserve a book which is out on loan. There is a fee for this service. Books marked „Reference“ with a yellow sticker („Nicht entleihbar“) may only be used in the library and may not be taken home. On the day of return (or earlier) please return all media to the self check return on the ground floor marked „Rückgabe“. The self check return is also available outside the library opening hours.

Loan Period

Media must be brought back within the following times:

- books, audiobooks, documentary films: 28 days
- Magazines, Video-Games as well as CD-ROMs: 2 weeks
- Music-CDs, movies: one week

You may renew your media if no one else has reserved them. You can renew them a maximum of 3 times. Please remember to return them or to renew them on time either by phone, fax or e-mail or by accessing our homepage and your individual account on the internet. If books or other media are returned late, you have to pay a fee. There is no grace period.

Responsibilities

You are responsible for the items you have borrowed. Please handle them carefully. Do not give them to a third party. Should you lose an item you will be asked to pay the original price plus a processing fee.

Reservation

You may reserve all media that are on loan or available on the shelves. Each reservation in person, by telephone, by e-mail or fax will be charged.

Fees

Reservation of media 2.00 € per item

Fines

On books, magazines and CD-ROMs prior to sending out a reminder

- From day 1 to 7 after due back date 1.50 € per item
- From day 8 to 14 3.20 € per item
- from day 15 and beyond 6.00 € per item
- Books returned damaged or stained equivalent of internal costs.

Interloan

You may order books (non-fiction) from other libraries in Germany through the interloan section of our library. For each order you will be charged 2 €.

Orders are placed through the 'Digitale Bibliothek'. This service allows you to order from home directly at the chosen library.

Catalogue

Our catalogue is fully electronic and can be accessed through the PCs located on each floor of the library. The catalogue is also available on the web. The address is

<https://opac-neuss.itk-rheinland.de/>

You can browse through the catalogue and search for items you want to take out. Additionally you can check your own account and extend the loan period for all media. These services are also available for smartphones.

Internet

A number of PCs are located on the first floor. They can be used free of charge. If you wish to print out anything, we ask you to bring your own paper.

You can download data by using a USB stick. But under no circumstance may the computer set-up be changed. Please note that a number of chat addresses are not available.

WiFi is available free of charge throughout the whole building.

Onleihe Neuss

Neuss public library offers you a the service borrow digital media (E-Books, E-Papers, E-Magazines, E-Musik and E-Videos) very easily.

This service is available 24 hours per day from the Library Homepage. Hardware and software conditions for the use are described there. The service is available for all owners of a valid library card. If you want to merely use this service but have no library card, you can receive access data at a rate of 27 € per year. Please fill in the appropriate form on the web, if you wish to participate:

Anmeldung

Digitale Bibliothek (Digital Libraries) – Project

The Digitale Bibliothek (DigiBib) is an internet portal that provides library services to internet users. It allows you to search and cross-reference a vast amount of information world-wide for free.

Catalogues, full-text databases including e-journals and academic information are available via internet on any device. Interloan is also possible either from home or from any internet-PC on the first floor. Please ask our librarians for further information.

Job-Kabinett

The „Job-Kabinett“ on the first floor, our special collection for work-related and education-oriented titles.

Newspapers and Magazines

You will find a selection of daily and weekly German papers and current magazines on display on the first floor. We keep popular magazines such as Süddeutsche Zeitung, test, FinanzTest and ÖkoTest at the information desk on the ground floor. They are for reference only. We stock copies of NEWSWEEK in the journal section on the first floor.

Collection of English Language Books

Neuss public library stocks numerous fiction titles and DVDs in English. You find the section on the second floor. You can also find a selection of books in other languages, for example in Russian and Turkish. We offer a wide range of German as well as international newspapers and magazines online for our customers.

How to learn German – Deutsch für Anfänger

Interested in learning German? Please check relevant titles on the second floor in the area „Deutschland verstehen“.

Further Rules

You may not smoke, eat or drink in the library outside the marked area on the ground-floor where the coffee-machine is located. Please avoid any behaviour that may disturb other customers. The authority of the staff of the library must be respected. The library cannot accept responsibility for any articles lost or stolen in the library. Any person who breaks the house rules may be excluded from the library.

Readings, Book Presentations and Literary Events

Please visit our Homepage for further informations.

Any more questions? Drop us a line on bibliothek@stadt.neuss.de or come in and ask!