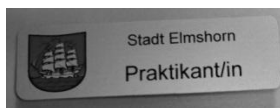


**If I do not know, what to do...**

Ask!

Every member of our staff will be glad to help you.  
Every employee of our library has a name badge.  
It looks like this:



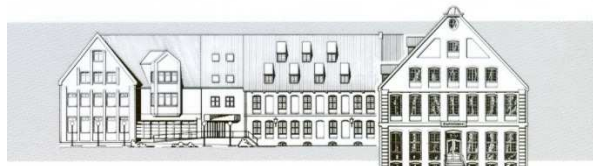
The staff members are to find where you can see this sign:



***Every member of our staff will be glad to help you.  
Do not hesitate to ask your questions!***



**Die Bücherei in „Leichter Sprache“**



**Contact Possibilities und Opening Hours:**

**Stadtbücherei Elmshorn**

- Carl von Ossietzky -  
Königstr. 56  
25335 Elmshorn  
Tel.: 04121 - 293 930  
[info@stadtbuecherei-elmshorn.de](mailto:info@stadtbuecherei-elmshorn.de)

**Opening Hours:**

Mo, Wd, Th, Fr 10:00 – 18:00  
Tu closed  
Sa 09:00 – 13:00

**Stadtteilbücherei Hainholz**

in the building of the School KGSE  
Hainholzer Damm 15  
25337 Elmshorn  
Tel.: 04121 - 4 751 333  
[buecherei@kgse.de](mailto:buecherei@kgse.de)

**Opening Hours:**

Mo, Tu, Wd 08:00 – 16:00  
Th 08:00 – 17:00  
Fr 08:00 – 13:00  
Sa closed  
Closed during the school holidays.

**What is it, a Library?**

A library is a place, from where you can borrow different media.

You can use this media for your leisure or to study.

As media are regarded:

Books



Audio-Books



Music-CDs



Film-DVDs



Magazins



Console-Games and  
PC-Games



## How can I borrow anything?

To be able to borrow our media you need a library card.



You can get the library card at the loan desk.  
You find the loan desk at the entrance.  
When you borrow something, you get a note with all the information important.

## What do I need to get a Library Card?

You have to present your ID card.



You can also submit your passport or your registration certificate.  
You can get the registration certificate in the local public office of the city hall.

## How much does a Library Card cost?


### **For Adults:**

The annual fee for an adult card is 14,00 €.  
The fee for a 6 months' card for grow-ups is 9,00 €.  
The fee for a 2 months' card costs 4,00 €.

### **For Children:**

There is only annual fee for children.  
The annual fee for a child card costs 5,00 €.  
The annual fee for a family card is 18,00 €.  
The family must run the same household.

## What can I borrow?

You can borrow practically everything.  
BUT: At once you only can borrow 2 Games for Nintendo, Wii and PlayStation.  
BUT: You cannot borrow new magazines.  
The new magazines are always in a hard cover.  
BUT: you cannot borrow books with such a sign:   
BUT: You cannot borrow newspapers.

## How long can I borrow the Media?

You can have books, audio-books and music-CDs 4 weeks long.

The movie DVDs, PC-Games, Console-Games and magazines will be given you for 2 weeks.

## Can I prolong the Loan Period?

Yes.  
Books can be prolonged twice.  
All the other media you can prolong just once.

## How can I prolong the Loan Period?

You can do it personally. Just drop in during our opening hours.  
You can make a phone call during our opening hours.  
You can prolong the media via Internet.

## The Media borrowed are overdue!

If you bring the media borrowed later than indicated in the note, you have to pay.  
You have to pay 0,20 € per medium for each day late.  
We will send you a letter, if you do not bring the media borrowed in due time.  
In that case you have to pay the reminder fine additionally. It will cost 1,00 €.

## Return

You find the return date on the note you get, when you borrow the media.  
You return the media at the loan desk.  
You find the loan desk at the entrance.

## What else is there in the Library?

You can use our Internet free of charge.  
Just present your library card on the first floor to get access to the Internet.

There are PCs on the first floor for you.  
You can use them to write your resumes and letters.  
You can print them too.  
Every page printed will cost 0,20 €.

There is also a copier on the first floor.  
Every page copied will cost 0,10 €.