

# Terms and Conditions

## Goethe-Institut Hongkong Library



The library of the Goethe-Institut Hongkong is open to the public. Anyone can visit the library and use the materials free of charge. The library provides information on contemporary Germany and the German language. Our materials are mainly in German. We do also offer some media in English or Chinese translation.

### 1. Library Card

In order to borrow books and audio-visual materials, you require a valid Library Card. You can obtain a Library Card from the Goethe-Institut Library during counter service and lending hours by filling in the application form and presenting proof of address in Hong Kong as well as Hong Kong ID card or a valid passport. Annual membership fees apply as follows and are due upon registration:

Individual member: 150 HKD

Full-time students: 100 HKD

Teachers of German: 60 HKD

GI Language Students: FREE

**Goethe-Institut Hongkong**  
14/F HK Arts Centre  
2, Harbour Road, Wanchai  
Hong Kong

Library  
Tel. +852 2829 9917  
[library-hongkong@goethe.de](mailto:library-hongkong@goethe.de)

The details you submit will be stored in a database held by the Goethe-Institut in Germany, and will be used exclusively for the legitimization, implementation and completion of the library loans agreement.

The stored data will not be passed on to third parties. Library users have the right to view the data kept about them at any time.

The library card is not transferable. All library users are responsible for informing the library of changes to their contact details or the loss of their library cards. A replacement for lost library cards will incur a fee of 20 HKD. The card holder is liable for all damage done through loss or misuse of the library card. The library user accepts the Terms and Conditions of the library of the Goethe-Institut Hongkong upon receiving the library card.

### 2. Lending

You can borrow up to a maximum of 10 items. Library members are responsible for taking care of the items they borrowed and for returning borrowed items on time. If items are lost or damaged while being borrowed, the library member is responsible for providing suitable compensation to the library. Depending on the type and loss or damage to materials sustained, the library will determine the amount and type of compensation.

The loan periods are: 2 weeks

Items can be renewed for the original loan period up to three times if they are not reserved. Renewals are possible through the OPAC of the Goethe-Institut Hongkong Library (registration required), via email, phone or in person during counter service and lending hours.

Overdue items incur a fine of 1 HKD per item per day.

Notifications, receipts and reminders regarding library loans are sent by email. This agreement with the Goethe-Institut Library can be cancelled at any time by informing the library staff in writing.

Items which are on loan to another reader may be reserved. We will inform you when the reserved item has been returned to the library. Reserved items will be held for one week.

### **3. eLibrary and OPAC**

To use the service of our eLibrary Onleihe, members have to register separately. Instructions relating to the registration and use of the Onleihe can be found on our website at [www.goethe.de/hongkong/onleihe](http://www.goethe.de/hongkong/onleihe)

Our stock can be researched through the OPAC (Online Public Access Catalogue) of the Goethe-Institut Hongkong Library. Access to the OPAC is available under <https://hongkong.bibliothek.goethe.de>. Library members will also have access to their personal account there to renew, reserve or rate items.

### **4. Use of the Internet**

Library visitors are entitled to use the library's computer and iPad for research using the OPAC and the internet. Wi-Fi codes are available upon request.

The relevant legislation relating to the use of the internet, copyright and data protection applies. The use of internet to view websites, which promote racism, political extremism, violence, or pornography, is strictly prohibited.

### **5. Copyright**

Copies can be made of books and magazines for personal use. Copies incur a fee of 1 HKD per page (A4, B&W). The Copyright forbids copying complete books or magazines. Furthermore, copying of AV media is prohibited. DVDs may be borrowed for personal and educational use only.

### **6. Code of Conduct in the Library**

All library users should behave with due care and consideration towards other visitors of the library. Instructions from the library staff must be followed.

Personal laptops and other mobile electronic devices can be used but headphones must be worn to prevent noise disturbing other library visitors. Non-alcoholic drinks can be consumed in the library. Smoking in the library is forbidden.

The library is not liable for personal items lost on its premises. Furthermore, the library takes no liability for content, quality or functionality of the provided media, devices or information as well as damage caused by using them.

The library reserves the right to exclude individuals who violate the Code of Conduct or Terms and Conditions from using the library.

The library reserves the right to amend the terms and conditions at any time. Any changes will be published via our website.