


Universitätsmedizin Mannheim  
Bibliothek der Medizinischen Fakultät Mannheim  
der Universität Heidelberg  
Theodor-Kutzer-Ufer 1-3, Haus 42  
68167 Mannheim

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## Library charges

The Library for the Medical Faculty of Mannheim and the lending service can be used free of charge. The fines and charges listed below only apply to overdue notices and special services in accordance with the current statute for Library charges at the University of Heidelberg (Bibliotheksgebührenordnung – BibGebO) as of 01.01.2010.

You can read the entire statute on the Heidelberg University homepage: <http://www.ub.uni-heidelberg.de/allg/profil/jurbasics/gebuehr.html> or view it at the lending desk.

**In using the Library, users acknowledge the BibGebO.**

### Overdue notices after the loan period has expired

(The charges apply to each item borrowed and are added together!)

1st overdue notice	1,50 Euro
2nd overdue notice	3,00 Euro
3rd and each subsequent overdue notice	6,50 Euro

The first overdue notice is due once the loan period has expired. Subsequent overdue notices are sent on a weekly basis. For the overdue notices we send written notifications (1st and 2nd per email, 3rd per mail). The charges for the individual overdue notice levels are added together. The user account is debited with the overdue notice charges.

Last updated: November 2016



## Account lock because of charges

The account is blocked for use (ordering, renewing, reserving, borrowing) if fines are not paid after more than 90 days or if one of the limits for unpaid fines specified by the Library has been exceeded. This limit is currently € 20.

## Interlibrary loans

When using the interlibrary loans service, which is possible via the document delivery service, a charge of € 1.50 is made for each book/item ordered. Faculty and clinic staff is free of charge. In general, the charge covers:

- the costs of procuring a book from and returning it to the other library
- up to 40 pages of copies

The costs of additional copies, possibly also all copies of a book, are calculated by the library lending the book. Additional expenses for special types of delivery (e.g. insured delivery, registered mail) also have to be paid. In the case of international interlibrary loans and express orders using the *subito* delivery service, the person placing the order must cover all the costs.

Postage will be charged.

## Charges in the case of loss or damage

Loss of the Library Card	5,00 €
Library property (media, wheeled containers, keys, ...)	Damages in the amount of the repair or replacement costs

## Deposit for keys

A € 1 deposit is required for keys to the cloakroom cupboards. If you do not return the key within the allocated time, you forfeit the deposit.

## Printing, copying, scanning

You can find information on the costs of copying, printing and scanning at: [http://www.umm.uni-heidelberg.de/bibl/lernort/drucken\\_en.html](http://www.umm.uni-heidelberg.de/bibl/lernort/drucken_en.html)

## Paying fines and charges

You can pay all or part of your fines and charges or build up credit of up to € 20 by paying in (extra) amounts at the Library's payment machine. Users who build up credit consent to having charges debited from their accounts automatically.

You can also pay your fines and charges by bank transfer to the following account

Recipient: Medizinische Fakultät Mannheim  
Bank: Landesbank Baden-Württemberg  
IBAN: DE40600501010004616342  
BIC: SOLADEST600  
**Payment note: Library, user umber 50...\***

\* Please fill the field "Payment note" always with: "library" **and** your user number. The eight-digit user number is printed on the library card.

## More questions?

We are happy to answer any questions you may have!

Information desk: +49 (0)621/383-3700  
Lending desk: +49 (0)621/383-3710  
E-mail: [bibliothek@medma.uni-heidelberg.de](mailto:bibliothek@medma.uni-heidelberg.de)