

## Conditions of Borrowing for Holdings of the Austrian National Library

1. Orders may only be made online directly from the ANL catalogues.
2. The loan period for borrowed works can be checked using the ANL's quick search catalogue under 'My account', via the menu item 'Sign in' (providing your user ID and personal password). The 30-day loan period may also be extended there by an additional 30 days, as long as the work has not been reserved by other users. It is not possible to extend the loan period beyond the validity of the library card.
3. All loan orders are issued centrally at the LS1 book issue desk at Heldenplatz and must be returned here too.
4. Media that do not yet have a bar code entry need to be prepared for borrowing after your order. In such cases, a waiting time of two days must be expected.
5. Users will be reminded by email seven days before expiration of the current loan period to return the work, as well as one day before. Such notification is only possible with a valid user email address.
6. In the event that media are returned late, reminder and late return fees will be charged:

Late return fees / item / day EUR 0.50

10 days after due date (1st reminder by email) EUR 5.00

20 days after due date (2nd reminder by email) EUR 7.50

30 days after due date (3rd reminder by registered post) EUR 10.00

plus postage and fee for registered post.

**If media are not promptly returned or outstanding fees not paid, it shall not be possible to borrow or extend the loan period of any borrowed media, and the user's borrowing rights shall be blocked. If a further request for payment is not fulfilled within 14 days of the third reminder, the user's borrowing rights will be withdrawn and the library card blocked.**

7. The entire deposit will be retained in case of damage incurred during borrowing or if books are definitively lost to cover administrative expenses, regardless of the actual amount of the damage incurred.