

# Information in easy language

Office hours:

Mo + Do	07.45 - 16.30 Uhr )	<i>große Pausen:</i>
Di + Mi	07.45 - 19.00 Uhr )	09:20 - 09:40 Uhr
Fr	07.45 - 13.30 Uhr )	11:15 - 11:30 Uhr
Sa	10.00 - 13.00 Uhr	

During school holidays:

Mi.	16.00 - 19.00 Uhr
Sa.	10.00 - 13.00 Uhr

- The library in Markdorf offers a lot of media to be loaned.
- Media are books, audio books, journals, CDs and DVDs.
- To loan media a reader's pass is necessary.
  - ✓ You need your ID card.
  - ✓ The library charges an annual fee of 15€ for the pass.
  - ✓ The signature of the parents will be required by pupil under the age of 16.
  - ✓ There is no annual fee for children.

- The loan periods are :

Books and audio books	4 weeks
Journals, CDs, CD-Roms	2 weeks
DVDs	1 week

- If the loan period is overrun, overdue fines will be charged.
- In case of loss or damage of any media, the object has to be replaced.
- Information about books of the library can be found at one of the reference computers (OPAC) in the library or online at the library's homepage.
- There is a hotspot in the library.
- Every Saturday there is an open reading hour for children from 11 to 11:30am.
- There is also an open reading hour for toddlers (age 2 to 3) every first Wednesday of the month from 4 to 4:30pm.