

„German as a foreign language“ in the public library Ingolstadt at Herzogskasten

Hallstraße 2 - 4, 85049 Ingolstadt
Tel. 0841/305-3839
Mon. - Fri. 10 a.m. - 6 p.m., Sat. 10 a.m. - 3 p.m.



Registration and fees

You need a library card to borrow items from the library.

You can get this library card at the information desk on the second floor. There you have to show a valid passport or identification card which includes your present address.

Children and young adults under the age of 18 need a consent form signed by their parents or guardian.

For unaccompanied minor asylum seekers the signature of their group leader will do (please name the caretaking company/organisation and its address as well).

The library card is free.

Only if you want to borrow books for adults, DVDs or music CDs you have to pay a fee. For one year the fee is 18 euros for asylum seekers or unemployed who are over 18 years old. People under the age of 18 have to pay 13 euros. Once you have paid this fee, you can borrow everything from the library within one year (see "How can you borrow items?").

Free items and services

In the library at Herzogskasten there are many items which can be borrowed without a fee:

- In the group „O“ on the second floor you can find language courses with CDs, grammar books and dictionaries to learn the German language.
- On the first floor there are 'easy to read' books and newspapers. They are written in especially easy German words.
- In the children's library on the ground floor there are many easy German books as well as learning books for pupils from classes 1-4.
- Books for young adults and learning books for classes 5-10 can be found in the basement in the youth library.

Everyone who has a library card can borrow these items without paying anything. You can borrow as many items as you like.

There are computers with internet access and wifi at the library.

Everyone is invited to come to the library to read and learn there. For this you do not need a library card.

You can use the tables and seats on the second and third floors.

You can listen to CDs from language courses on the first floor or in the music library on the fourth floor.

There is a CD player at the information desk on the second floor, which can only be used in the library. You need a library card to use this player.

Items in other languages

In the library at Herzogskasten there are many items in languages other than German. You can find them on the third floor. For example there are novels, audio books and magazines in English, French, Italian, Spanish, Russian, Arabic, Persian, Chinese and Turkish.

To borrow these items you have to pay a fee. Only books for children and young adults in other languages are free. They can be found on the ground floor and in the basement.

How can you borrow items?

When you want to borrow something from the library you have to use the self check-out stations on the ground floor. Please ask our staff, if you need help.

After that you can take them home for 28 days (4 weeks).

You will get a piece of paper with the due date. Please pay attention to this date, because a fine will be charged if you do not bring back the items in time.

If you want to keep your borrowed items longer than four weeks, you can renew them two times. To do so, you have to tell us before the due date or renew by yourself via the internet.

Hinweis für Betreuer: Dienstausweis

Betreuer von Gruppen mit unbegleiteten, minderjährigen Flüchtlingen können für diesen Zweck einen Dienstausweis in der Stadtbücherei beantragen.

Beachten Sie hierzu:

Dieser kostenlose Ausweis berechtigt zur Ausleihe von allen Medien für die betreute Gruppe.

- a) Private Ausleihen auf diesem Ausweis sind nicht zulässig. Ausleihen für private Zwecke erfordern einen persönlichen Büchereiausweis, für den eine Ausleihgebühr anfällt.
- b) Eine Weitergabe des Ausweises an andere Personen außerhalb der Einrichtung ist nicht zulässig.
- c) Säumnis- und Mahngebühren sind in voller Höhe nach der Gebührensatzung zu bezahlen, wenn Medien nicht pünktlich zurückgegeben werden.
- d) Beschädigte und verlorene Medien sind ersatzpflichtig.

Die Stadtbücherei behält sich vor, im Einzelfall durch Nachfrage in der Einrichtung, auf die der Ausweis ausgestellt wurde, die dienstliche Notwendigkeit der Ausleihe einzelner Medien zu klären.

Ein Missbrauch führt zur sofortigen Sperrung des Ausweises.

Nähere Informationen erhalten Sie in der Bücherei.