

# How to pay fees and fines

## – Bayreuth University Library

Students and employees of Bayreuth University are automatically admitted for the use of the University Library. The Campus-Card (student or employee ID) is also valid as the library card. Other academically interested persons can also use the library and register as users of Bayreuth University Library.

The library card is used to pay any fees and fines:

- Notification fines for overdue materials
- Fees for copying
- Fees for interlibrary loan
- Fees for replacement library cards for external users

## Your personal credit balance on the library card

The library card is not only needed for borrowing books and other media. It also serves as a debit card for the payment of fees and fines. The credit must be charged on the card in advance at machines ("Baraufwerter") by cash payment. These machines can be found in the entrance area of the Main Library and the Departmental Library of Law and Economics. They only accept notes from 5 to 50 EUR. The maximum credit balance is 650 Euros. Please note that amounts topped up there cannot be used in the Mensa and the Cafeteria.

## Information about charges

As a registered library user, your personal library account in our online catalogue will state whether you have been charged any fees or fines and if so, which ones.

## Settlement of fees and fines

Please pay all library fees and fines with the credit on your library card. Use the payment machine installed in the Main Library to pay your fees. This payment machine is the only machine on the campus in Bayreuth with the additional feature allowing you to pay library fees. Another payment machine with this feature is located on the second floor of the Old Spinning Works (Alte Spinnerei) in Kulmbach.

In justified exceptions it is possible, but unsolicited and very inconvenient, to transfer library fees that have been incurred. In the case of a bank transfer there is no immediate direct check with your personal data in our system. Therefore your library account will not be credited immediately after a transfer. Even a block on your library account imposed due to outstanding fees and fines (see below) can only be lifted after a delay.

## Blocked library account

Your library account will be automatically blocked if the sum of outstanding fees and fines exceeds 12.50 EUR. It will also be automatically blocked when you are issued a second overdue reminder note or the second request to return an overdue medium. When your account is blocked you can no longer order,

borrow or reserve media. You also cannot extend loan periods. If you do not pay the fees and fines within 4 weeks, an additional handling fee of 5 EUR will be charged.

After returning all media and paying the outstanding fees and fines, your library account will be unblocked automatically.

## Making photocopies

Photocopies made at the printing stations in the University Library are also paid for with the credit on your library card.

## Remaining balance

Remaining credit balances on your library card can still be used after your exmatriculation. If you no longer wish to use your library card, you can hand it in and have any remaining credit balance paid out to you at the University Administration. Within a certain period of time, the University Administration can also transfer remaining credit balances of lost library cards to replacement library cards.

Pay outs and credit transfers are processed by the "Zahlstelle" from Tuesday to Thursday between 09.30 am and 12.00 pm in building ZUV, level 3, room 3.22 (Kai Sehr (phone: +49 (0)921/55-5326)).

## Data protection

The library card complies with the provisions of the Bavarian Data Protection Act. Contact Axel Pürckhauer from the University Administration (+49 (0)921/55-7668, email: [datenschutz@uni-bayreuth.de](mailto:datenschutz@uni-bayreuth.de)) for questions regarding data protection.

## Further information

For all questions concerning your library card and library fees and fines, please contact the Information Desk (phone: +49 (0)921/55-3420, email: [auskunft.ub@uni-bayreuth.de](mailto:auskunft.ub@uni-bayreuth.de)) in the Main Library.

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