

GIESSEN PUBLIC LIBRARY

An Overview





3RD



ALT UND JUNG **OLD AND YOUNG**

Novels, Poetry, Biographies, Young Adult, Music, Audiobooks, Movies



ICH SELBST **MYSELF**

Medicine, Psychology, Philosophy, Religion



KREATIVE MOMENTE **CREATIVE MOMENTS**

Art, Craft books, Books on Music and Sheet Music, Theater, Dance



JUNGE FAMILIE **YOUNG FAMILY**

Children's Books, Guidebooks on Parenting, Audiobooks and Movies for Children



LERNEN UND WISSEN **LEARNING AND KNOWLEDGE**

History, Languages, Literary Studies, Science, Mathematics



IM BERUFSLEBEN **IN YOUR CAREER**

Politics, Economy, Law, Education, Technology, Industry, Trades and Skills



WISSEN VOR ORT **IN-LIBRARY USE**

Reference Books



PRIVAT UND FREIZEIT **PRIVATE LIFE AND FREE TIME**

Traveling, Sports, Gardening, Animals, Housekeeping, Agriculture, Regional Topics



PRESSEFORUM **PRESS FORUM**

Newspapers and Magazines

2ND

1ST

Your Gießen Public Library – simply explained

The Gießen Public Library offers many services for you: you can study, work, find information, or simply enjoy your time there.

The library **has three floors**. You will find many different kinds of media, for example books, films, audiobooks, magazines, and games. You can borrow these media or use them directly in the library.

The media are sorted by topics. We call these topics **life phases**. This helps you find media more easily. There are also many digital services in the **Onleihe**. The Onleihe is an online service for e-books and audiobooks.

The best thing is: once you have registered, using the library doesn't cost **anything extra**.

The library is also a place where you can meet other people. You can study, read, or simply spend time together.

We look forward to seeing you!

Ihr Team der Stadtbibliothek

Registration

If you would like to register, you need:

- your **ID card**, or
- your **passport** and **a document showing your address.**

For children and teenagers under the age of 18, a parent or guardian must show their ID card and sign the registration form.

The form is also available online.

Registration costs a small fee. Some people get a discount, for example pupils or students. Please bring proof of this when registering.

You can also register directly through the website:

www.stadtbibliothek.giessen.de



Fees

Using the library is free of charge.

Only a few things cost money, for example:

- **the registration,**
- if you return media **late,**
- or if you place a **reservation.**

The exact prices are listed in the user regulations.

You can pay fees at the library or online.

Loan periods

How long can you keep something?

- magazines and films: **2 weeks**
- books, audiobooks, games, and much more: **4 weeks**

You will receive a slip of paper or an email with the return dates.

You can also see all dates in your library account.



Returns outside opening hours

There are **return drop boxes** at the entrance of the town hall.
You can drop off media there at any time.
We will check them in on the next opening day.

Renewing loan periods

You may renew the **loan period up to three times** – in person, by phone, or online.
This only works if no one else has reserved the item.
Some media cannot be renewed at all, for example Tonies or games for Nintendo Switch and PlayStation.



Reservations

If an item is borrowed, you can **reserve** it.

This can be done:

- in the library,
- by phone,
- or through the online catalogue.

The reservation costs a **small fee**.

As soon as the item is available, you will receive a message.

You then have **one week** to collect it at the **checkout desk**.



Media that you cannot borrow

Some media cannot be borrowed. We call this the **reference collection**.

This includes, for example:

- reference books,
- newspapers,
- current magazines.

Accessibility

The library is **accessible for everyone**. People with wheelchairs or strollers can reach **all three floors**.

We are happy to help you if you need assistance.

Cloakroom

In the entrance area, you will find lockers. There you can store bags or backpacks.



Workspaces

The library has many workspaces:

- computers with internet access,
- tables with power outlets for laptops,
- quiet places for studying.

There is also **free Wi-Fi**.



Behavior in the library

The Public Library should look clean. Everyone should feel comfortable.

Therefore, please note:

- eating is not allowed here,
- only short and quiet phone calls,
- be considerate of others,
- no animals, except service dogs,
- treat furniture and computers with care,
- leave chairs and tables in their place.



Guided tours and media boxes

The library offers guided tours for groups – for example school classes or kindergartens.

There are also media boxes on specific topics. Upon request, the library can put together a box just for you.

Events

The Public Library offers many cultural events for different age groups.

You can find all information and dates on the library's website

The current programme brochure is also available in the library.

Online Catalogue (Web-OPAC)

The **online catalogue** is the library's search tool. You can find it on the **library's website**.

The address is www.stadtbibliothek.giessen.de.

The online catalogue is available **24 hours a day**.

There are also computers available in the library for this purpose when it is open.

With the online catalogue you can:

- search for media,
- check your library account,
- renew your loan periods yourself,
- and complete many other tasks yourself.



Searching the Online Catalogue

At the Public Library you can easily find media using the **search bar**. Enter a search term, for example the **title of a book**, the **name of an author**, or an **ISBN** (the book's number). Then start the search.

After searching, you will see a **list of results**. You can narrow this list further, for example by year of publication, author, or media type.

When you click on a result, you will receive **important information** about the item.

This information is shown in the overview:

- **Media type (Medientyp):** What kind of item is it?
- **Home library (Heimatbibliothek):** Which library does the item belong to?
- **Collection (Sammlung):** Which category does the item belong to?
- **Call number (Signatur):** Where can I find the item on the shelf?
- **Accompanying materials (Beilagen):** Does the medium consist of several parts?
- **Status:** Is the item available or borrowed?
- **Due date (Fälligkeitsdatum):** If it is borrowed, when will it be returned?
- **Barcode:** What number did the library assign to the book?

Browsing

In the online catalogue you can also **browse by topic**.

This feature helps you find suggestions.

For example, you can browse in:

- the children's library,
- the youth library,
- or the adult library.

There you will find media on many different topics, such as picture books about farms, crime novels for teenagers, or non-fiction books about mathematics.



User Services

You need a password for your user account.

When you register, your password is your **date of birth**. You enter it like this: **DDMMYY** (example: 02.11.1975 → **021175**). You should **change your password later**. This is more secure.

In your user account, you can see:

- which items you have borrowed,
- whether you need to pay any fees,
- and how long you may keep your items.

You can also renew and reserve items and make suggestions to the library if an item is missing.

In addition, you can receive emails, for example:

- reminders of due dates,
- notifications about reservations,
- or receipts for borrowing and returning items.

Therefore please enter your email address in your user account.

If you do not want to use these services online, you can also use them in the library during opening hours or by phone.

Contact

Gießen Public Library · Berliner Platz 1 · 35390 Gießen
Telefon: 0641 3062486 · stadtbibliothek@giessen.de
www.stadtbibliothek.giessen.de

Opening hours

Mon closed
Tue - Fri 10:00 a.m. – 6:00 p.m.
Sat 10:00 a.m. – 1:00 p.m.
Sun closed

Telephone service hours

Tue - Fri 9:00 a.m. – 11:00 a.m.



The texts in this flyer were created in cooperation with the Office for Integration of the City of Giessen as part of the GENIUS project ("Joint Development of User-Oriented Integration and Support Structures"). The texts are written in clear and easy-to-understand language. Artificial intelligence (ChatGPT) was used for the translations.

Photo credit: Till Schürmann, Stadtbibliothek, Stadtarchiv