

Letter to parents

Dear parents,

Overleaf is a registration form for Garching Public Library.

Please enter **your child's details**. Sign with **your own name**.

When the school class visits the library, your child will get a library card. With this card they can borrow media (e.g. books, CDs, films, games) free of charge.

Sometimes library users have to pay:

- if they return media late
- if they damage or lose something
- if they need a new library card
- if they reserve media that is out on loan
- if they print or photocopy something.

When you check out media, you get a paper slip. This slip tells you when you have to return the borrowed media.

If you want to keep media for longer, you can extend the loan period.

Please make sure that

- your child treats our media with care and
- returns media on time.

Only you and your child may use the library card.

If you would like to get the library card at a later date, please come to the library with your child. Please bring with you:

- your ID card / residence permit
- **or** your passport and an official document with your address.

Best regards,

Garching Public Library

Sortier-Nr. rot (filled in by the library)

REGISTRATION

Please write clearly:

child's family name

Nachname des Kindes

child's given name

Vorname des Kindes

male female not specified

M W keine Angabe

address

Straße und Hausnummer

postcode, city

Postleitzahl, Wohnort

child's date of birth

Geburtsdatum des Kindes

phone number

Telefon-Nr.

email

Email

Please include your telephone number and email address. This will make it easier for us to contact you (e.g.: the library card has been found / your child needs to return media).

I agree to

- the Terms of Use of Garching Public Library
- the electronic storage of my data.

I have read the "Information sheet on the collection of personal data".

Find more information here: ->



Garching, (date)

Parent's or guardian's signature

Filled in by the library:

Benutzer-Nummer:

Ausweis-Nummer: