

---

## Lending of a notebook

Surname: \_\_\_\_\_  
First name: \_\_\_\_\_  
Matriculation number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Faculty: \_\_\_\_\_

### Contact

E-mail: [bib@fh-dortmund.de](mailto:bib@fh-dortmund.de)  
Homepage: [fh-dortmund.de/bib](http://fh-dortmund.de/bib)

**I would like to check out a notebook from the library in agreement with their lending conditions.**

**[this section will be filled in by library staff]**

damage by the time of check-out

Signatur/code: \_\_\_\_\_  
media number: \_\_\_\_\_  
date of check-out: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Accessories: mouse, network cable, power supply (incl. power cable), notebook bag**

1. Each patron can only borrow one notebook at a time.
2. Notebooks can be borrowed for 120 days. This lending period is automatically extended by 60 days (to 180 days on the whole) provided that no reservation is placed on the notebook.
3. Notebooks can be checked out and returned only during library service times.
4. The library assumes no liability for damage caused by the patron. This concerns both the notebook and the accessories.
5. By signing this form, the patron agrees to the library statutes.
6. The patron is not allowed to pass on the notebook to a third party.
7. The patron is liable for any damage caused by improper use as well as for the loss of the notebook. Any damage detected after the check-out must be indicated to library staff (either in person or in writing) immediately.

date, patron's signature: \_\_\_\_\_