

First request for the return of borrowed works to the library of Technische Hochschule Rosenheim

Dear XXX,

the library of the Technische Hochschule Rosenheim (hereinafter: TH Ro) requests pursuant to Section 18 para. 3 sentence 1 of the general regulations governing the use of Bavarian public libraries ("Allgemeine Benutzungsordnung Bayerischer Bibliotheken" - ABOB) that you return the works borrowed by you to the library of TH Ro within two weeks of the date of this letter.

The works to be returned are listed in the attachment to this letter.

If you do not return the aforementioned works to the library of TH Ro properly and on time within two

weeks from the date of this letter, the

library of TH Ro will then send you a new,

chargeable request for return in accordance with Section 18 para. 3 sentence 2 ABOB.

All costs incurred as a result shall be borne by you.

A fee of **€7.50** will be charged for this return request.

The reminder fee must be paid within four weeks of the date of this letter, stating the transaction reference.

Payment options

- **On Site**

Payment is possible with your university card on site.

OR

- **By bank transfer**

Recipient: Hochschule f. angew. Wissensch. Fachhochschule Rosenheim

IBAN: DE49 7115 0000 0000 2156 32

BIC: BYLADEM1Ros

Verwendungszweck / Transaction reference: Vorgangsnummer, first name last name

The account can be unblocked immediately upon presentation of the transfer receipt.

Otherwise this is only possible on receipt of payment.

Guest readers please only use the option of bank transfer to the specified account.

Your library account will be blocked until the aforementioned items have been returned and the outstanding fees have been paid.

Yours faithfully,

TH Rosenheim library

Reasons

According to Section 18(1) of the General Regulations for the Use of Bavarian State Libraries (ABOB) of 18 August 1993 (GVBl p. 635), borrowed items must be returned without being asked when the loan period expires. If the user does not fulfil the obligation to return the items, the library must request the return of the borrowed items. It can repeat this request. The decision on costs is based on Articles 1, 2, 5, 6 and 8 of the Costs Act of 20 February 1998 (GVBl. p. 43) in conjunction with the Ordinance on the Enactment of the Schedule of Costs under the Costs Act

of 12 October 2001 (GVBl 2001, 766). The blocking of your library account is based on Section 18 para. 8 ABOB.

Enclosed: List of works to be returned