

## **BASIC INFORMATION ON THE NETWORK OF MUNICIPAL PUBLIC LIBRARIES**

### **GENERAL RULES OF USE**

The Library is a public place where users must show an appropriate behaviour and follow the ordinary rules of use for this kind of facilities and services. Any person who does not behave in a correct manner will be asked to leave the Library.

- Smoking, eating and drinking inside the Library is forbidden, except for bottled water.
- The use of mobile phones is not allowed inside the Library.
- Laptops may be connected to the electricity network of the Library provided the Library has an adequate infrastructure for that purpose.
- Minors under 8 years old must be accompanied by an adult that will take care of them at all times.
- The Library is a dynamic and open space, where various activities related to the promotion of reading are carried out. We need the cooperation, understanding and respect of all users.

### **LIBRARY CARD**

The library card for the Network of Municipal Public Libraries of the Madrid City Council is a personal and non-transferable document that grants its holder the right to access and use the lending, hold and Internet access services as well as to take part in activities requiring prior registration.

- These services may not be accessed unless a user card is provided.
- Users must notify the Library of any changes in their address or telephone number.
- Users with a temporary address in Madrid must also provide the details of their permanent address.
- In case of loss, users must warn the Library without delay, being liable for any transactions made with their library card until the loss thereof is notified.
- Applying for a user card entails the acceptance by the applicant of the rules governing the operation of the Public Libraries of the Madrid City Council.
- In case a user had any disability, illness or sick leave or could not access the lending services of the Library for other labour-related reasons, said user may request to apply for and use his/her library card through another duly authorised person.

## LENDING SERVICE

- An adult library card entails the right to borrow any type of items available for loan at the Library.
- Users may not use the lending services with the adult library card of a different user, regardless of the degree of kinship between them, unless in duly authorised cases.
- A child's library card entails the right to borrow exclusively items included under the children's and juvenile collections.
- Adult users will be allowed to borrow materials intended for children with the child's library cards of their own children.
- Each user may borrow:

6 books: during 30 days.

6 audiovisual items: during 7 days.

3 magazines: during 7 days. The last issue received is never available for loan.

- Materials on loan must be duly taken care of and returned within the established term. The penalty for delays will be equal to the number of days of delay for each item.
- Users are responsible at all times for the materials they have on loan. Therefore, users will always be subject to the obligation to replace the relevant item in case of loss or damage.
- It is possible to place a hold on items on loan through the library catalogue. Holds will be kept for a maximum of 48 hours, after the person who placed the hold is notified by phone. Users who have their lending services suspended or materials pending to be returned will not be able to place holds.
- In order to place a hold on an item online, please visit: [bibliotecas.madrid.es](http://bibliotecas.madrid.es), access the "Online Catalogue" and enter your card number and password.

You will be able to search the materials in the catalogue, and when an item is on loan, the button "Place a hold" will be shown at the side. Users who have their lending services suspended or materials pending to be returned will not be able to place holds. You will have the chance to check your borrowed items by clicking on "My library".

## ELECTRONIC BOOK LENDING SERVICE

**eBiblio Madrid** is a free-of-charge online electronic book lending service that the libraries and public reading services located in the Region of Madrid have made available to

citizens. *eBiblio Madrid* offers an electronic platform that allows users to access the catalogue and borrow works in digital format in order to read them in different devices: tablets, smartphones, personal computers or e-book readers that support Adobe DRM.

This service is available at <http://madrid.ebiblio.es>. The e-book lending service is also available through the eBiblio Madrid app for iOS and Android.

To become a user, you only need to be the holder of a card of any library of the region of Madrid and sign up for this service at your library.

### **INTERNET ACCESS SERVICE**

- With the library card, users will also have Internet access. Each session lasts 60 minutes.
- Terminals may only be used by one person at a time.
- All underage users, that is every user under 18 years old, must bring an authorisation for the use of Internet signed by one of their parents or their guardian.
- In order to establish a wi-fi connection, you will be asked to enter your library card number and password after accessing the "Bibliomadrid" network.

### **ACCESSIBLE LIBRARY**

- The Library offers various devices to make reading easier to users with sight problems. There is a magnifying glass lending service (for 30 days) and a discman lending service along with an audiobook lending service (for 7 days).

### **DISCOUNTS WITH THE LIBRARY CARD**

Users of public library services will obtain a 15% discount when purchasing tickets at the theatres and performance spaces of the Department of Arts, Sports and Tourism of the Madrid City Council.

Just by showing the library card at the relevant ticket office, a discount will be applied on the tickets for the shows of the following venues: Teatro Español, Las Naves del Español at the Matadero, Teatro Fernán Gómez, Teatro Circo Price and Conde Duque, as well as on the paying activities of CentroCentro, Intermediae and Medialab (excluding courses). The discount is applicable to library card holders.

Besides, for the performances previous to the premiere, with the purchase of a ticket and showing another ticket of any of the five municipal theatres, the library card holder will obtain another ticket for free. These special offers may not be combined with other offers.

This new policy on the access to municipal theatres is subject to the availability of seats, since there is a limited number of tickets available for these offers in every performance or show, and the offers do not include special shows where the production is not entirely up to the Department of Arts, Sports and Tourism or where the show is carried out in full or in part by third parties.

**Teatro Circo Price:** discounts only available for own productions (circus shows or theatre plays), advertised as such on the details of each activity at their website.

**Teatro Español:** discount valid for Friday, Saturday and Sunday performances (on Mondays, Tuesdays and Wednesdays there is already a 25% discount).

## OPENING HOURS

From Monday to Friday from 8:30 a.m. to 9:00 p.m.

Libraries that are open during the weekend: Saturday from 9:00 a.m. to 6:00 p.m. and Sunday from 9:10 a.m. to 1:50 p.m. Bank holidays closed.

Opening hours during the San Isidro week: from Monday to Friday from 9:00 a.m. to 8:30 p.m.

Libraries that are open during the weekend: Saturday from 9:00 a.m. to 5:00 p.m. and Sunday from 9:00 a.m. to 1:00 p.m.

## FURTHER INFORMATION AVAILABLE ON THE WEBSITE AND SOCIAL NETWORKS

Website: [bibliotecas.madrid.es](http://bibliotecas.madrid.es)

Facebook: <https://www.facebook.com/bpmmadrid>

Twitter: <https://twitter.com/bpmmadrid>

Pinterest: <http://www.pinterest.com/bpmmadrid/>

Youtube: <https://www.youtube.com/user/bpmmadrid>