

Library Card Application and Declaration of Consent in accordance with Data Protection Law

ID number (filled in by the library)

Last Name: _____ First Name: _____

Gender: _____ Date of Birth: _____ Nationality: _____

Address: _____

Zip Code: _____ City: _____

Phone number: _____ E-Mail: _____

- | | | | |
|--|------|---|------|
| <input type="checkbox"/> d.a.i.-member | free | <input type="checkbox"/> Pupil | free |
| <input type="checkbox"/> Adult | 12€ | <input type="checkbox"/> only eMedia | 6 € |
| <input type="checkbox"/> Student | 6 € | <input type="checkbox"/> Trial Card | free |
| <input type="checkbox"/> Reduced | 6 € | <input type="checkbox"/> Cooperation Card | free |

Notification by E-Mail:

I hereby agree that the library of the d.a.i. Tuebingen may use my e-mail address to send e-mail notifications (please tick the appropriate boxes):

- | | | |
|---|------------------------------|-----------------------------|
| • Availability of reserved media | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Upcoming end of the lending period of checked-out media | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Closing times and events at the library | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • News from the institute (newsletter) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • News especially for teachers | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

You have the right to revoke your consent to the use of your e-mail address at any time.

For children under 14 years of age: (to be completed by the legal parent/guardian)

I agree with the above application of my child and will be liable for complying with the regulation of the rules for library use and scale of fees. I have taken note of the rules for library use and the scale of fees.

Gebührenordnung habe ich zur Kenntnis genommen.

Last Name: _____ First Name: _____

Gender: _____ Date of Birth: _____ Nationality: _____

Address: _____

Zip Code: _____ City: _____

Phone number: _____ E-Mail: _____

Data privacy statement

Protecting your personal data is our special concern. We process your data only on the basis of the legal requirements.

In this data privacy statement we inform you about the most important aspects of the data processing in our library.

The data you provide are required for the process of checking out media. Without these data, we cannot lend out any media. Data transmission to third parties takes place only for use of our online services such as the **online catalogue, ebooksusa (e-lending)**:

- Reservations or renewals of media in the online catalogue are processed by the municipal information processing Reutlingen-Ulm [Kommunale Informationsverarbeitung Reutlingen-Ulm (KIRU)].
- Our e-lending is handled by the Overdrive company, which is located in the USA. The only personal data transmitted to Overdrive are your library ID number and your password, which by default is your date of birth. However, at your request, we can change your password at any time.

Please notify us if you want your data to be deleted or modified. After deleting your data you will no longer be able to check out any media, and your library membership is terminated. Your data can only be deleted after all media have been returned and all fees have been paid.

If you no longer use the library, your data will be deleted 5 years after the last medium has been returned.

Data processing is done as part of contract compliance resp. based on your declaration of consent.

Your rights

You have the general rights of disclosure, correction, deletion, restriction, and objection. You have the right to object at any time to the processing of your personal data due to reasons resulting from your particular situation.

If you believe that processing your data violates data protection law or that your data protection rights have been violated in any other way, you can file a complaint with the regulatory board in case we do not react within an adequate period of time.

You can reach us using the following contact information:

Deutsch-Amerikanisches Institut Tübingen, Bibliothek

Karlstraße 3, 72072 Tübingen

Telefonnummer: 07071-795 26-16

E-Mail: Bibliothek@dai-tuebingen.de

I agree to comply with the regulation of the rules of library use and the scale of fees of the library of the German American Institute in their current version. I consent to the automatic storage and processing of my data to fulfill the abovementioned purposes.

Place, Date

Signature

Place, Date

Signature of Parent / Guardian

Bitte Rückseite beachten!