Technical University of Munich | University Library
Arcisstrasse 21 | 80333 Munich

Max Mustermann
Street Number
Zip Code City

Place, Date

**Billing Reference (BKZ) xxxxxx xxxxx-x**

**First Request for the Return of Borrowed Items
to the University Library of the Technical University of Munich (TUM)
pursuant to § 18 para. 3 sentence 1 of the General Regulations
on the Use of Bavarian State Libraries (ABOB)**

This translation is provided for your convenience only. The original German letter you received by email is the sole legally binding version. Please refer to the original letter for all details regarding due dates, fees, and billing reference.

Dear Sir or Madam,

The TUM University Library requests, pursuant to § 18 para. 3 sentence 1 of the General Regulations on the Use of Bavarian State Libraries (Allgemeine Benützungsordnung der Bayerischen Staatlichen Bibliotheken, ABOB), that you return borrowed library items within one week from the date of the original letter sent to you by email. The items to be returned are listed in the annex to this letter.

If you fail to return the respective library items properly and within one week from the date of the original letter sent to you by email, the TUM University Library will issue a second return request, subject to additional fees, pursuant to § 18 para. 3 sentence 2 ABOB. All resulting costs will be borne by you.

**A fee of €7.50** is charged for this return request, payable within four weeks from the date of the original letter sent to you by email.

Your library account will remain blocked until the respective items have been returned and all outstanding fees have been settled.

**Technical University of Munich**
University Library
Public Service
Media Reclaim
Arcisstrasse 21
80333 München
media.reclaim@ub.tum.de

**Payment Options**
By providing
the billing reference (BKZ)

- via www.epay.bayern.de
- or by bank transfer

**Bank Details**
Account Holder: Freistaat Bayern
IBAN: DE 1070 0500 0000 0002 4866
BIC: BYLADEMMXXX
Bayerische Landesbank
Tax No.: 143 / 241 / 80037
VAT ID: DE811193231

**Bank Details**
Account Holder: Freistaat Bayern
IBAN: DE 1070 0500 0000 0002 4866
BIC: BYLADEMMXXX
Bank: Bayerische Landesbank
Reference: BKZ as indicated on the original letter sent to you by email.
Please always state the billing reference (BKZ).

**Further payment options**
https://www.ub.tum.de/en/mrf

## Reasons

The due dates for the respective items are indicated on your loan receipts. The loan periods for the items listed in the annex to the original letter have expired.

Although, pursuant to § 18 para. 1 ABOB, you are obligated to return borrowed items on time, no later than on the respective due date, you did not meet the return deadlines known to you.

Therefore, the TUM University Library requests, pursuant to § 18 para. 3 sentence 1 ABOB, that you fulfill your obligation to return the respective items within one week from the date of this letter.

The charging of the above-mentioned fees is based on § 12 para. 5 ABOB in conjunction with Art. 1 para. 1 sentence 1, Art. 2 para. 1 sentence 1, Art. 5 para. 1 sentence 2 no. 4, and Art. 6 para. 1 sentence 1 of the Bavarian Costs Law (Kostengesetz, KG) in conjunction with tariff no. 3/III.2/6 of the Bavarian Schedule of Costs (Kostenverzeichnis, KVz).

The blocking of your library account is based on § 18 Para. 8 ABOB.

Best regards,

gez. i. A. Dr. Christoph Mitscherling

## Annex

For the list of overdue items, please refer to the original letter you received by email.