Technische Universität München | Universitätsbibliothek
Arcisstrasse 21 | 80333 München

By postal delivery certificate

Max Mustermann
Street Number
Zip Code City

Place, Date

Billing Reference (BKZ) xxxxxx xxxxx-x

**Third Request for the Return of Borrowed Items
to the University Library of the Technical University of Munich (TUM)
pursuant to § 18 para. 4 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 registered mail 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 request, pursuant to § 18 para. 4 sentence 1 of the General Regulations on the Use of the Bavarian State Libraries (Allgemeine Benützungsordnung der Bayerischen Staatlichen Bibliotheken, ABOB), that you return the borrowed library items within one week from the date of the original letter sent to you by registered mail. The items to be returned are listed in the annex to this letter.

If you fail to return the respective items properly and **within one week from the date of the original letter** sent by registered mail, the TUM University Library will, pursuant to § 18 para. 4 sentence 2 ABOB,

a) temporarily suspend your user privileges at the university library, and
b) issue an administrative notice, subject to charges, pursuant to § 18 para. 5 sentence 1 ABOB, ordering the return of the borrowed items and declaring its immediate enforceability, or
c) consider the respective items lost and claim reasonable compensation from you, pursuant to § 18 para. 6 and § 8 para. 3 ABOB).

All resulting costs will be borne by you. Your library account will remain blocked until you have returned the respective items or, where applicable, you have paid compensation for damages.

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

For this return request, **costs in the amount of €25.50** (€20.00 in fees and €5.50 in expenses) are charged, payable within four weeks from the date of the original letter sent to you by registered mail.

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 respective on the due date, you did not meet the return deadlines known to you. Therefore, the TUM University Library previously issued fee-based return requests for the respective items, pursuant to § 18 para. 3 sentences 1 and 2 ABOB.

You did not comply with these previous return requests. Therefore, the TUM University Library issues a third request, pursuant to § 18 para. 4 sentence 1 ABOB, requiring you to fulfill your obligation to return the borrowed items within one week from the date of the original letter sent to you by registered mail.

Notice of further procedures in the event of failure to return library items, the threat of exclusion from the use of the library, and the blocking of your library account are based on § 18 para. 4 sentence 2 and para. 8 ABOB.

The charging of the above-mentioned fees and expenses 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, Art. 6 para. 1 sentence 1, and Art. 10 para. 1 no. 2 of the Bavarian Costs Law (Kostengesetz, KG) in conjunction with tariff no. 3/III.2/8 of the Bavarian Schedule of Costs (Kostenverzeichnis, KVz).

Best regards,

gez. i. A. Dr. Christoph Mitscherling

Annex

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