

Billing Code (BKZ) xxxx.xxxx.xxxx

Munich, Date

## Return Request – 1<sup>st</sup> Notice

*This translation is provided for your convenience only.  
The original German letter you received by mail shall be the sole legally binding version.  
Please note the details and legally binding due dates stated in the original letter.*

Dear Sir or Madam,

Pursuant to § 18 Para. 3 Sentence 1 of the General Terms of Use of Bavarian Public Libraries (ABOB), the University Library of the Technical University of Munich (TUM) requests that you return the following borrowed media no later than DD MONTH YYYY. The shelfmarks and item numbers of the media to be returned are as follows:

*Item Number / Shelfmark*

*Author*

*Title*

*Due date: DD MONTH YYYY*

If you do not return the above media to the TUM University Library in a proper and timely manner, no later than DD MONTH YYYY, we will issue a second return request, subject to fees pursuant to § 18 Para. 4 Sentence 2 of the ABOB.

All costs related to the issuance of this and further requests shall be charged to you.

The fee for this initial return request amounts to 7.50 euros, payable by DD MONTH YYYY.

Your library account will be blocked until you have returned the media listed above and payed the associated media reclaim charges.

## Reasons

Due dates for the respective media are indicated on your loan slips.

The loan periods for the media listed above have expired.

Although pursuant to § 18 Para. 1 (ABOB) you are obligated to return borrowed media on time no later than the day of expiry of the (respective) loan period, you did not comply with the (respective) return dates known to you.

The TUM University Library therefore requests, in accordance with § 18 Para. 3 Sentence 1 ABOB, that you fulfill your obligation to return the above media no later than DD MONTH YYYY.

The charges indicated above will be levied pursuant to Art. 1 Para. 1 Sentence 1, Art. 6 Para. 1 Sentence 1, Art. 10 Para. 1 No. 2 of the Bavarian Costs Law (*Kostengesetz – KG*) in conjunction with Tariff No. 3/III.2/8 of the Regulation on the Adoption of the Costs Index (*Kostenverzeichnis – KVz*).

Your library account will be blocked pursuant to § 18 Para. 8 of the ABOB.

Sincerely,

Media Reclaim Team