

Billing Code (BKZ) xxxx.xxxx.xxxx

Munich, Date

Return Request – 2nd 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 2 of the General Terms of Use of the Bavarian State 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 third return request by registered mail with proof of delivery, subject to fees pursuant to § 18 Para. 4 Sentence 1 of the ABOB.

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

The fee for this repeat return request amounts to 10.00 euros, payable by DD MONTH YYYY.

Your library account will remain 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 been 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 has, thus, requested that you return the media listed above, for which media reclaim charges shall be levied pursuant to § 18 para. 3 sentence 1 of the ABOB:

Return request - 1st notice was issued on DD MONTH YYYY, Billing Code (BKZ): xxxx.xxxx.xxxx

You have not complied with this request. The TUM University Library therefore repeats its request, in accordance with § 18 Para. 3 Sentence 2 of the 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