

Billing Code (BKZ) xxxx.xxxx.xxxx

Munich, Date

Return Request – 3rd 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. 4 Sentence 1 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, pursuant to § 18 Para. 4 Sentence 2 of the ABOB, we will

- a) temporarily suspend your user privileges at the university library **and**
 - b) issue a notice subject to charges pursuant to § 18 Para. 5 Sentence 1 of the ABOB, ordering the return of the borrowed media with immediate enforceability.
- or**
- c) consider the media listed above lost and claim from you reasonable compensation for the costs of replacement or reproduction (§ 18 Para. 6, § 8 Para. 3 ABOB).

All costs related to the issuance of this and further requests shall be charged to you. Your library account will remain blocked until you have returned the media listed above or, where applicable, until you have reimbursed us for the costs of replacement or reproduction.

The fee for this repeat return request amounts to 25.50 euros (20.00 euros media reclaim charges and 5.50 euros processing charges), payable by DD MONTH YYYY.

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 and processing charges shall be levied pursuant to § 18 Para. 3 Sentences 1 and 2:

- Return request – 1st notice was issued on DD MONTH YYYY,
Billing Code (BKZ): xxxx.xxxx.xxxx
- Return request – 2nd notice was issued on DD MONTH YYYY,
Billing Code (BKZ): xxxx.xxxx.xxxx

You have not complied with these requests. The TUM University Library therefore repeats its request, in accordance with § 18 Para. 4 Sentence 1 of the ABOB, that you fulfill your obligation to return the above media no later than DD MONTH YYYY.

Notice of further proceedings in the event of failure to return media belonging to the library, the penalty barring you from use of the library and the blocking of your library account are governed by § 18 Para. 4 Sentence 2 and Para. 8 of the ABOB.

Media reclaim and processing 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*).

Sincerely,

Media Reclaim Team