



# Ludothek Aesch: Toys and games library      The rules

The Ludothek in Aesch is a non-profit organization. All staff members of the Ludothek work for a small acknowledgement from the community. Income from lending games is reinvested in new games, and upkeep.

## **Opening hours**

Thursday afternoon from 15:00 to 18:00 h (3 pm – 6 pm), except during school holidays.

## **Borrowing and fees**

The customer deposits the completed and signed Customer Card in the Ludothek Aesch.

**This is to ensure that the conditions (rules) of the Ludothek Aesch are known and accepted.**

The lending period is 4 weeks. (This may be also longer over the summer holidays.)

A fee is charged for each game / toy. This varies depending on the value of the game / toy from Fr. -.50 to Fr. 8.--. The corresponding amount is noted in each game / toy box.

## **Return**

The **latest** return date is listed on the time card.

Please, return the game / toy clean, arranged in the appropriate order, complete and on time - exactly as you want would like to borrow from the Ludothek. The staff is grateful!

## **Extension**

The lending period can be extended once in the Ludothek by paying an additional borrowing fee.

This can take place at the Ludothek by paying the borrowing fee in cash.

When you extend the deadline online, the new borrowing fee is due when you return the games at the Ludothek.

## **Late fee and late notice**

If a game is not returned on time, a late fee is charged. This is calculate per game / toy and increases each week not returned. A comment can be found on each game, or on the time card.

In addition to the late fee a fee of CHF 2.- can be charged for the late notice.

Games kept during summer holidays, although they should be returned before the holiday, automatically receive **an extension** and the **full lending fee** is again charged (rather than a late fee).



### **Control**

When returned, the game/toy is checked by Ludothek staff. By borrowing from the Ludothek, the customer agrees to the condition of the game/toy and that all parts are included. Any discrepancies must be reported **as soon as possible** to the Ludothek.

The games /toys may be checked for its completeness directly in the Ludothek. Complaints or objections must be made on the spot or within 48 hours to Mrs. A. Hässle, Tel: 061 751 27 85 or by e-mail [info@ludothek-aesch.ch](mailto:info@ludothek-aesch.ch).

### **Damage / Loss**

The customer is responsible for the careful use of the borrowed game / toy.

Parents are responsible for the media checked out by their children.

In case of damage, the Ludothek requires appropriate compensation. Lost or no longer playable games/toys have to be replaced or reimbursed. The age, value and wear of the games will be considered.

**-> Please do not attempt to repair the damaged game / toy yourself!**

### **Battery Games**

Battery-powered games are basically lent without batteries.

### **Missing Small Parts / game manuals**

Incomplete games can no longer be lent. Therefore the Ludothek Aesch reserves the right to charge a reasonable fee for lost small, removable parts and for missing game manuals.

Games / toys with a separate time card without an accompanying plastic bag are considered incomplete (e.g., Outdoor Games / Toys, etc.)!

If the time card is not returned in a plastic bag within one week, a fee of Fr. 2.- will be charged for the accrued inconvenience.

### **Liability**

Ludothek Aesch accepts no responsibility for accidents and damages caused by borrowed games/toys.

### **Address changes**

Address changes should be reported to the Ludothek as soon as possible, but within 4 weeks at the latest.