

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

**Free State of Bavaria ./ [Debtor]
regarding a claim for damages
by the Technical University of Munich (TUM), University Library,
in the amount of € xxx,xx pursuant to § 8 para. 3 ABOB**

This translation is provided for your convenience only. The original German letter you received by postal mail is the sole legally binding version. Please refer to the original letter for all details regarding due dates, fees, and billing reference.

The Technical University of Munich (TUM), University Library, acting as an authority of the Free State of Bavaria under Art. 4 para. 5 sentence 2 no. 6 of the Bavarian Higher Education Innovation Act (BayHIG), issues the following

Administrative Order

1. The debtor is obligated pursuant to § 8 para. 3 of the General Regulations on the Use of Bavarian State Libraries (Allgemeine Benützungsordnung der Bayerischen Staatlichen Bibliotheken, ABOB) to compensate the Free State of Bavaria for damages in the amount of € xxx.xx for the items not returned to the TUM University Library. The affected media are listed in the annex to the original letter sent by registered mail.
2. Costs are charged for this order: € 42.00 in fees and € 5.50 in expenses. The debtor is obligated, as part of the total claim (including fees for previous return requests amounting to € xxx.xx), to transfer the total amount of € xxx.xx to the account of the Freistaat Bayern at Bayerische Landesbank Munich no later than DD.MM.YYYY, stating the booking reference xxxxxx xxxxx-x.

The University Library of the Technical University of Munich will also file a criminal complaint for the misappropriation of items belonging to its holdings if the total damage exceeds €50.00.

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

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**I.**

By letters dated DD.MM.YYYY (1st return request), DD.MM.YYYY (2nd return request), DD.MM.YYYY (3rd return request), and DD.MM.YYYY (administrative notice) pursuant to § 18 paras. 3 to 5 ABOB, the TUM University Library unsuccessfully requested the debtor to return the items listed in the annex to the original letter sent by registered mail, after the loan period expired.

The debtor did not respond to the return requests despite deadlines being set.

Due to the unsuccessful return requests, the TUM University Library is authorized pursuant to § 18 para. 6 ABOB to consider the items listed in the annex to the original letter sent by registered mail as lost and to demand compensation for damages from the debtor in the amount of € xxx.xx pursuant to § 8 para. 3 ABOB.

II.

The decision on costs in item 2 of this order 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.2/1 of the Bavarian Schedule of Costs (Kostenverzeichnis, KVz).

The attached information on legal remedies is part of this order.

Best regards,

on behalf of

[signed by the issuing person]

Information on Legal Remedies

You may file an opposition to this decision **within one month after its announcement** with

Bavarian Administrative Court Munich
Bayerischer Verwaltungsgericht München in 80335 München
Postal address: Postfach 20 05 43, 80005 München;
Street address: Bayerstraße 30, 80335 München

The appeal can be submitted in writing, electronically in a form approved as a substitute for written form*, or in person, declared for the record of the court.

Notes regarding legal remedies:

* Filing an appeal by ordinary email is not permitted and has no legal effect. For detailed information on electronic filing of legal remedies, visit the website of the Bavarian Administrative Jurisdiction (Bayerische Verwaltungsgerichtsbarkeit) at <https://www.vgh.bayern.de>.

Under German federal law, a procedural fee is incurred in proceedings before administrative courts as a result of the filing of an action.

Annex

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