



Karlstad University Library

## Rules at Karlstad University Library

The University Library is a library open to everyone. Collections and services are primarily set up for students and staff at Karlstad University. The University Library also has a unit at the Ingesund School of Music.

In this document, the concepts of "book" and "books" include other common types of media, such as magazines, CDs, DVDs, music, etc.

### Opening hours

#### § 1

The opening hours of the library are announced by signage and on the respective library's website.

### Home loans

#### § 2

When you borrow a book at the university library, you automatically agree to follow the rules and regulations. For a student or employee at Karlstad University a valid KAU card functions as a library card. Other borrowers can apply for a library card at the library upon presentation of valid identification.

Anyone who meets one or more of the following criteria can apply for a library card:

- a minimum of 16 years of age and can show Swedish identity document
- has a valid foreign passport together with documents proving that he/she is enrolled as an employee / student at a Swedish university. Guest Researcher / exchange students can get a library card during the time they are linked to the Swedish university and will in addition to their address in Sweden also indicate the address of the home
- newly arrived immigrants who can produce valid documentation from the Migration Board or equivalent

Name, Swedish personal identity number, address, email address and telephone number will be registered in the library management system. The library processes personal data under the Personal Data Act (SFS 1998: 204).

If a KAU card or a library card is lost or stolen, this must be reported immediately to each library so that the card can be blocked. Lost cards are replaced for a fee.

### **§ 3**

Lending periods are indicated on each library's website. In cases with open loan terms, the book can be claimed if it has been reserved by another user.

### **§ 4**

Most books are available for home loans, but there are some exceptions. Contact library staff for more information.

## **Lending Rules**

### **§ 5**

The borrower is obliged to respect the specified lending period. Claimed books must be returned immediately regardless of the loan period specified. Penalties can be levied in accordance with § 13th.

### **§ 6**

Borrowers are responsible for the loan until the book is returned, i.e. is de-registered in the library management system. Drop-offs are done in the return machine, at the circulation desk, or when the library is closed in the box for returned books. Returns can also be done in an another library in Värmland, or sent by post, but will not be registered as returned until de-registered in the library system.

### **§ 7**

Borrowers who are away are responsible for borrowed books being returned no later than the loan's due date, or when the respective library claims it.

### **§ 8**

Renewals are allowed unless the book is reserved by another borrower. The University Library has the right to limit the number of renewals per copy. Renewal can be made by the borrower in the library management system which is accessed via the local library website.

### **§ 9**

Borrowed books must never be transferred to another person.

### **§ 10**

The library has the right to limit the number of loans to the same borrower.

## **Interlibrary loans**

### **§ 11**

The University library provides interlibrary loans from Swedish and foreign libraries and archives in accordance with the rules applicable to this activity. In some cases a fee will be charged. Information regarding this is available on the library website.

For books borrowed via interlibrary lending applies the lending library's regulations. If claimed books are not returned, the borrower is liable and is blocked from both local and interlibrary loans until the debt is settled.

## **§ 12**

Exceptions to the above lending rules may be granted by the library director in consultation with the activities coordinator at each library.

Claim procedures and compensation for damage or loss

## **§ 13**

The borrower may have to pay overdue fees after the lending period. The University Library does not undertake to send out reminders, but does so only as a service. Current overdue fees are indicated on each library's website. If borrowed books have not been returned after two claims, an invoice on an amount decided beforehand by the library director will be sent. This amount will also include an administrative fee.

After the invoice has been sent, the borrower has the following options:

- pay the full invoice
- return the book and pay only the administrative fee
- replace billed book with a new copy and pay the administrative fee

The University Library reserves the right to, through legal actions, demand payment of overdue invoices. The borrower will then also pay all charges incurred in connection with this. After such payment the ownership of books not returned will in general be transferred to the borrower. If such books were found by the borrower after the payment to the library, he or she cannot be refunded, unless another agreement is reached with the library director. Borrowers who have a debt to the University Library can be blocked from further loans. The block is canceled if the debt is settled.

## **§ 14**

University library books are to be handled with care and protected from harm. It is forbidden to make notes or do other damage on the book. The borrower is liable for any damage. Repair of damaged books is handled by the University Library. The borrower agrees to follow the library's assessment of the damage and the amount of compensation. Exceptions may be granted by special agreement with the library director. The borrower pays in such cases an administrative fee to the library.

## **Use of information resources**

### **§ 15**

Under the Copyright Act (1960: 729), copying and downloading of protected works is limited, exceptions are made for private use. This applies both for printed and digital materials. As a user, you are obliged to respect the license terms for the University Library's electronic resources. Printing and downloading of books, magazines and other sources may only be made for personal, non-commercial, study or research purposes.

## **Conduct**

### **§ 16**

The University Library is primarily a workplace for students and staff at Karlstad University. In the libraries, there are different environments for different purposes. It is important that certain comfort rules are followed. The comfort rules that apply are available on the University Library website.

## **Computing**

### **§ 17**

Registered students at Karlstad University automatically receive a student account. The account provides access to library computer workstations and the university's wireless network. The use of those is covered by the university's rules for computer use and Sunet regulations. Students at Karlstad University are presumed to know these rules, which are posted on the university website. Temporary library visitors can after presentation of identification obtain a guest account.

## **Privacy Policy**

### **§ 18**

Users of the University Library are protected under the provisions of Chapter 40. Section 3 of the Public Access to Information and Secrecy Act (SFS 2009: 400).

## **Suspension**

### **§ 19**

Anyone who violates these regulations or otherwise behave in such a way that the library environment is disturbed or hindered, may be suspended from borrowing rights and access to university library for some time. Students can be suspended according to the rules on disciplinary proceedings, in Chapter 10 of the Higher Education Ordinance (SFS 1993: 100). With regard to university staff, employment legislations can in some cases be applicable. When it comes to borrowers other than students or employees, the decision is made by the Library Director.

## **Appeal**

### **§ 20**

Borrowers who are dissatisfied with a decision taken by the library official pursuant to these rules, shall submit this in writing. Borrowers have the right to raise the issue to the university director level.

## **Adjustments to the rules**

### **§ 21**

Adjustments to these rules are made by the library director. The borrower is required to follow the regulations in force. Existing conditions are published on the respective library's website.

Approved by the library director 1 August 2016