



Karlstad university library

Library regulations

General conditions

The University Library is a lending library open to the public. The University Library also has a unit at the Ingesund School of Music.

Collections and services are primarily meant for students and employees at Karlstad University.

Existing borrowing rules and other current information, including opening hours, are advertised on the Library's websites.

Most books are available for borrowing, although there are some exceptions. Contact library staff for more information.

In this document, the terms "book" and "books" also include other resources available through the Library, such as printed and electronic media.

Borrowing Rules

§ 1

By borrowing a book from the University Library, you agree to the Library's existing borrowing rules.

Personal liability applies for all borrowers, including employees at the University. Special approval is required from the staff member's immediate supervisor if costs incurred in connection with loans made by the staff member in the course of his or her duties is to be debited internally.

§2

For students and employees at Karlstad University, a valid KAU card also counts as a library card. Other borrowers may also apply for a library card.

A person 18 years or older may apply for a library card if he/she:

- has a Swedish personal identification number and is able to show a Swedish ID card;
- has a coordination number from the Swedish Tax Agency or equivalent and is able to show valid documentation;

- has recently arrived in Sweden and can present valid documentation from the Swedish Migration Agency; or
- holds a valid foreign passport in combination with documents showing that he or she is an employee or student at a Swedish university.

A person between the ages of 16 and 18 who meets any of the above criteria may apply for a borrowing card with the consent of a parent or guardian. Special application forms are available on the Library's website as well as at the Library's information counters.

§3

When applying for a library card, the following information must be stated: name, personal identity number, address, e-mail address and telephone number. Visiting scholars and students must, in addition to providing an address in Sweden, also provide an address in their home country. The Library is to be notified as soon as possible of changes in details. In cases where university staff borrow books for private use, private contact information should be provided in order to maintain confidentiality (See § 22.)

§4

The Library handles personal data in accordance with current data protection legislation. The Library records personal data in its lending system in pursuance of its agreement with borrowers on access to library resources. Further information about the Library's handling of borrowers' personal data can be found on the Library's websites.

§5

KAU-cards and library cards are valuable documents. As the cardholder is responsible for books that are borrowed on his or her card, lost cards must be reported immediately to the Library so that the card can be cancelled. Lost cards will be replaced for a fee.

§ 6

Borrowers are required to return borrowed books by the end of the specified loan period. In some cases, borrowers may be asked to return books before the loan expires. If a book borrowed on open-loan terms is reserved by another borrower, the Library will ask for the book to be returned. When requested by the Library, books must returned immediately. Books that are not returned on time may incur a fee in accordance with § 15-17.

§ 7

The University Library's books must be treated with care. The borrower undertakes to look after borrowed books and to return them undamaged. Making notes in library books or causing any other form of damage to library resources is prohibited.

§ 8

Books to be returned are to be placed in the automatic returns machine at the information desk or in the returns box when the Library is closed. Returns can also be made to another library in Värmland or sent by post. Borrowers are responsible for the loan until the book has been marked as returned in the University Library's lending system. When returning a book via an automated returns machine or at the information desk, the borrower is entitled to ask for a receipt.

§ 9

If a borrower is away travelling, he or she is responsible for ensuring that any books borrowed are returned either by the due date or when the Library requests their return.

§10

It is possible to renew loans, unless the book has been reserved by another borrower. However, the Library has the right to limit the number of renewals on a given item. Borrowers can renew loans in the University Library's lending system which can be accessed through the Library's websites.

§11

Library loans are not transferrable.

§12

The Library reserves the right to limit the number of loans to the same borrower.

§13

The University Library provides interlibrary loans from libraries and archives in Sweden and abroad. In certain cases, this may incur a fee. Such loans are subject to the regulations of the library lending the book.

§14

Exceptions from the above borrowing rules may be granted by the Library Director in consultation with the responsible officer at each library.

Reminders, late fees and replacement for damage or loss

§15

If a borrowed book is not returned on time, the borrower may be required to pay a late fee. Current fees are listed on the Library's websites.

The University Library is not required to send out reminders, although it does so routinely as a service either by e-mail or by post to the address the borrower has stated in accordance with § 3.

If a book is not returned within a reasonable time after the stated loan period expires, the borrower will be invoiced for an amount that includes the cost of a replacement copy as well as an administrative fee. After the invoice has been sent, the borrower has the following options:

- to pay the invoice in its entirety;
- to return the book and pay only invoiced fees; or
- after consultation with, and approval by, the Library, to replace the book with a new copy and pay only the invoiced fee. The replacement copy must then be the same edition, or a later one, and be in good condition.

§16

Borrowers are liable for any damage to borrowed books. Any necessary repairs are to be undertaken by the University Library and not by the borrower. Borrowers undertake to

comply with the Library's assessment of damage and compensation due. The cost is billed to the borrower at the address stated in accordance with § 3.

Exemptions from the obligation to pay compensation as mentioned above may be granted by the Library Director. However, invoiced reminder fees and administrative charges must always be paid.

§17

In the case of the borrower's failure to pay an overdue invoice, the University Library reserves the right to file the matter for debt collection. The matter will then be handed over entirely to the debt collection agency, with all associated fees to be borne by the borrower. After payment has been made to the debt collection agency, ownership of lost, unreturned books will in general be passed on to the borrower. Certain exemptions apply.

If the borrower finds the original copy at a later date, the borrower will not be reimbursed for payments made. Exceptions may be made by the Library Director. Invoiced reminder fees and administrative fees must, however, always be paid.

§18

In the event of a dispute as to whether a book has been returned, the borrower must be able to show receipt of return.

Use of information resources

§19

The copying and downloading of copyright-protected works is limited by the Swedish Copyright Act (Swedish Code of Statutes 1960:729). The Act applies to both printed and electronic resources.

As a user of the Library's electronic resources, you are obliged to respect the licensing terms pertaining thereto. Printing and downloading of books, magazines and other sources may only be done for personal or non-commercial use and for study or research purposes. Students and staff who copy or share copyright-protected material within the University are required to comply with the copying agreement drawn up by Bonus Copyright, which can be found on the Library's website.

Rules of conduct

§20

The University Library is a workplace for students and staff at Karlstad University. In order to maintain a good working environment, it is important that existing rules and instructions be followed. As a visitor to the Library, you agree to follow the rules of conduct found on the Library's website.

Use of computers

§21

Occasional visitors to the Library can obtain a temporary user account on presentation of ID. Students enrolled at Karlstad University automatically receive a student account. The account provides access to the Library's computer-workstations and the University's wireless network, the use of which is covered under the University's regulations for

computer use and Sunet's regulations. Students at Karlstad University are assumed to be aware of these regulations, which are posted on the University's website.

Privacy Policy

§ 22

Access to information about library users is regulated under Section 3, Chapter 40 of the Public Access to Information and Secrecy Act (Swedish Code of Statutes 2009:400). Under this Act, confidentiality applies to records kept by libraries of an individual's loans, reservations or other orders. Confidentiality also applies to information about the use made by an individual of information technology, unless it is clear that the information can be disclosed without causing the person concerned, or any related person, to suffer.

Protected information includes an individual's loans and reservations as well as a particular book's borrowers. Information regarding which websites a person has visited, or what searches a person has made on the Internet via one of the library's computers, is also covered.

However, public servants, such as university staff, who borrow books in the course of their duties, are not covered by the confidentiality provisions as described above.

§23

Users of the University Library with outstanding fines may be suspended from further borrowing. Decisions about suspension are made by a library officer. Suspension is lifted once the debt has been settled.

As regards outstanding fines on interlibrary loans, the library user will be suspended from further borrowing from the University Library as well as from access to interlibrary borrowing until the debt has been settled.

§24

An individual breaking these rules or acting in such a way that disturbs those around or disrupts the smooth running of the Library may be denied access to the Library for a certain period of time. Students may be suspended by the University Disciplinary Board in accordance with the rules on disciplinary measures in Chapter 10 of the Swedish Higher Education Ordinance (Swedish Code of Statutes 1993:100). University staff may be subject to measures under existing labour laws. In the case of borrowers other than students or staff, decisions regarding suspension of borrowing rights are made by the Library Director.

§25

Borrowers who wish to question a decision made by a library officer to suspend their borrowing rights must make their submission in writing. Borrowers have the right of appeal to the University Director.

Changes to the regulations

§26

Amendments to these regulations are to be made by the Library Director.

Approved by the Library Director, 1 March 2019.