

# Regulations

## **Right to borrow – library card**

The library is public, and using the library and borrowing of material are free of charge.

In order to borrow, you must be registered as a borrower. The Danish health insurance certificate serves as library card. An alternative library card can be issued against presentation of valid identification.

Change of address shall be notified to the library. Lost health insurance certificate or library card shall be reported to the library immediately, after which the card will be blocked for further borrowing.

Loan granted by a borrower to a third party is not permitted.

## **Loan period**

The loan period is usually two weeks. The loan period will always appear from the call slip. If no other borrower has ordered the material it can be renewed.

For material borrowed from other libraries the loan period of these libraries shall apply.

## **Registration**

All loans are registered on computer and a slip is printed with information of the deadline.

## **Reservation**

Borrowed material can be reserved and notice will be given when the material is in.

## **Service**

If you need information on a certain subject we will be happy to help you find the literature.

The library also borrows material from other libraries. The loan is on the conditions of the lending library and the loan period shall be observed strictly.

## **Responsibility for the borrowed material**

The borrower is responsible for the borrowed material. If the material is ruined or lost, damages shall be paid.

**Recall**

If the loan period is not observed a recall is issued. The library will send out three recall notices for material not returned in due time. After the third recall notice, the library will send a bill to cover the replacement costs and an administration fee of DKK 150 per bill. In lack of a price statement, an average price of DKK 250 per unit will be charged. If the material is not returned or if the material is lost the library is entitled to replace the material at the loaner's expense.

**Exclusion from use of the library**

Borrowers can be excluded from lending at the library if borrowed material has not been handed in or has been damaged on several occasions. Borrowers who do not respect peace and order or do not follow the recommendations of the staff can be excluded from the library.