

# **BORROWING CONDITIONS for LULEÅ UNIVERSITY LIBRARY/LRC**

## **Access to the collections**

The collections and services of the University Library are primarily intended for studies and research at Luleå University of Technology. However, companies, public authorities, libraries and private persons are also welcome to make use of them. Most parts of the collections are for loan with some exceptions as journals and reference books.

## **Interlibrary loans**

As a complement to the Library's collections, the Library arranges interlibrary loans from other libraries and archives both within and outside Sweden. These loans are governed by the lending periods and conditions of the sending library or archive. For information on prices, see the tariff on the Library's homepage. Special conditions apply to documents borrowed from archives (see the Library's homepage).

The Library does not arrange interlibrary loans for items which belong to the Library's collections but are on loan at the time in question or held as reference book.

## **Borrowers and library account**

For borrowing items from the Library's collections and to utilise the Library's services, a library account is needed. Library account can be issued to those who have come of age (i.e. who are at least 18 years of age) and can give proof of their identity and information about current address and telephone number.

The borrower is responsible for preventing unauthorized individuals from accessing the library account. The borrower is responsible to inform the library about current address, phone number and email address.

The holder of a library account, undertake, by making use of their library account, to comply with loan conditions.

## **Loans**

The borrower register the loans in a self-checkout machine, accessing to the library account. If loans are recorded by the library staff, identity card or library card is used. The holder of a library account is personally and financially responsible for those registered on the account.

## **Lending period**

Different lending periods apply for items borrowed for home reading. Patrons will be informed of the applicable lending period each time they borrow an item. Patrons are responsible to keep loan periods in order. Library is not responsible to send reminders.

## **Returning loans**

Loans are to be returned in good condition by the due date. Patrons are responsible for their loans until the items borrowed have reached the Library. Loans can be returned at the Library's circulation desk, in the Library's book return box or by mail. A patron who is away from home, ill or otherwise unable to return borrowed materials by the due date remains responsible. It is the obligation of a patron to make alternate arrangements for the return of borrowed material by the due date if unable to personally return items.

### **Overdue notices**

The Library charges overdue fees, the tariff is posted on the Library's internet site. The fee is registered as a debt at borrower's card and the card is not possible to use until the fee is paid.

### **Invoice and handling fee**

If borrowed material is not returned in time, an invoice including a handling fee is sent. Even when invoiced material is returned the handling fee still must be paid. The handling fee is registered as a debt at borrower's card and the card is not possible to use until the fee is paid.

### **Damaged and unreturned loans**

Materials not returned or returned in a damaged condition (even notes or underlining is a kind of damage) are to be compensated by the patron. Library charges the patron according to the tariff posted on the Library's internet site, or if agreed by library staff a patron may purchase a replacement copy.

### **Collection of debts**

If the invoice is not paid within the prescribed period, the matter will be passed to a debt collecting agency. The patron is responsible for all arising costs.

### **Suspension of borrowing privileges**

Anyone who disregards the lending conditions, refuse to pay invoice or behave disturbing may be barred from using the Library. Decision about suspension is made by the Head Librarian.

### **Secrecy**

The handling of information concerning any individual person's loans, reservations or other form of order is controlled by the regulations for secrecy in Chapter 9, §22 of the Swedish Secrecy Act (SFS 1980:100, SFS 1989:713).

### **Handling of personal data**

The Library's activities may involve the handling of personal data, which is controlled by the Swedish Personal Data Act (SFS 1998:204).

### **Current borrowing conditions**

The borrowing conditions may be subjected to amendments. The current conditions are always posted on the Library's notice board and published on the Library's home page.

**The borrowing conditions were approved by Jenny Samuelsson, Head Librarian October 1, 2014.**