

LIBRARY RULES

KONSTFACK LIBRARY

LIBRARY CARD

When you register for a library card you will confirm that you have read and approved of our library rules, by ticking a box in the registration form. Your signature on the library card also means that you approve of the library rules. You can always find an updated version of the library rules through the Konstfack website. If you lose your card, please inform the library immediately.

RESPONSIBILITY FOR LOANS

The library card is **a personal document of value**. This means that you are responsible, and liable to pay compensation, for anything borrowed using the card. You are personally responsible for your loans until they have been registered as returned in the library system.

CHANGE OF ADDRESS

It is your responsibility that your name, address, email address and phone number are kept up to date. Changes can be made by logging in to your account in the library catalogue.

REMINDERS

You are responsible for returning items you borrow from the library on time. The library does not commit to sending out reminders and overdue notices, but will do so as a service via email.

LOAN PERIOD

The loan period is normally 30 days. You can also borrow journals and magazines, with the exception of the latest issue.

COURSE LITERATURE

Books on the KURS shelf can only be borrowed by Konstfack's students and staff. The loan period for course books is 7 days. For books on the KURS shelf an overdue fine applies, see the section **OVERDUE COURSE LITERATURE**, under **FEES**.

RENEWAL OF LOANS

Renew your loans to ensure that you do not incur overdue fines, and that you will not be charged for lost media. Books reserved by another patron cannot be renewed. Books that are out on loan can be reserved free of charge in the library catalogue.

RETURNING BOOKS

You can return books in the self-check machine or at the information desk. When the library is closed you can leave books in the returns box outside the library.

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INTERLIBRARY LOANS

Books not available at the Konstfack library can be requested from other libraries for Konstfack's students, teachers and staff. As a student, you are expected to borrow books kept at a library in Stockholm yourself, directly at that library.

SUSPENSION OF LIBRARY CARD

If the accumulated overdue fines amount to SEK 200, your library card will be suspended until the debt has been paid in full. The library card can also be suspended if the library has sent out three overdue notices without the book being returned.

LOST BOOKS

Lost books will be invoiced. The invoice will include compensation for the borrowed material, and an administrative fee covering the cost of handling the errand. If you return the material after the invoice has been sent, you will only need to pay the administrative fee. Unpaid invoices will be sent to debt collection.

FEES

OVERDUE COURSE LITERATURE

SEK 10 per book and day (maximum fee SEK 200)

LOST MEDIA

The value of the book + an administrative fee of SEK 100 per invoice

SECRECY

According to the Official Secrets Act (Sekretesslagen, SFS 2009:400), chapt. 40, §3, information about an individual's loans will not be divulged. The staff are bound by professional confidentiality.

PERSONAL DATA

In accordance with GDPR, EU:s General Data Protection Regulation, we are obliged to inform our users: We store personal data concerning our users, such as name, address, personal identity number, current library loans. This information will only be used to perform library related tasks, and will not be handed over to outside entities or persons.

To terminate your account and erase all your personal data from the database, please contact the library.