

# LIBRARY RULES KONSTFACK

## LIBRARY CARD

You can apply for a library card on our web page. To get the card you need to show a valid photo ID. The library card must then be signed. If you lose your card, immediately inform the library.

## RESPONSIBILITY

You are responsible and liable to pay compensation for your loans.

## CHANGE OF ADDRESS

Please inform the library as soon as possible your change of address, e-mail or telephone number. You can do this yourself by following the instructions on our web page (My account).

## REMINDERS AND OVERDUE NOTICES

The library sends out reminders, overdue notices and other correspondence by e-mail. As a borrower you are responsible for returning media on time, regardless of having received a notification or not.

## LOAN PERIOD

The loan period for books and periodicals is normally 4 weeks, course books 1 week. The current issues of periodicals are excepted from loan.

## COURSE BOOKS

Books on the **KURS** shelf can only be borrowed by Konstfack's students and staff. The loan period is one week. There are overdue fines for books on the **KURS** shelf.

## RENEWAL OF LOANS

It is possible to renew loans using the library web page. It is also possible to renew loans in the self-check machine. If a book is reserved it is not possible to renew the loan. Already lent books can be ordered or reserved by logging in to the library catalogue.

## RETURNING OF BOOKS/MEDIA

Returning books is possible in the self-check machine or at the information desk. When the library is closed you can return books in the black box outside the library.

## REMINDERS & FINES

### OVERDUE FINE

The library will charge you a fine when returning **course books** ("KURS") after the date of expire.

### WHAT HAPPENS IF YOU DON'T PAY?

If the total expenses are 200 SEK or more your borrowing rights will be suspended until the debt is paid.

### INVOICE/BLOCKED LIBRARY CARD

If you do not return your media after three reminding notes your library card will be blocked and the library will send a bill.

**Lost books:** to compensate for lost books, the borrower pays the book's current price plus an administrative fee (see **FEES**).

## **INTER-LIBRARY LOANS**

Books not found in Konstfack's library are available through inter-library loan. In the Stockholm area you are advised to visit the libraries yourself.

## **SECRECY**

The library staff is committed to professional secrecy according to the Official Secrets Act (Sekretesslagen, SFS 2009:400), chapt. 40, §3.

## **PERSONAL DATA**

In accordance with GDPR, EU:s General Data Protection Regulation, we are obliged to inform our external users: We store personal data concerning our users. This involves names, addresses, personal identity number, current library loans. This data will only be used to perform library-related tasks.

The data 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.

## **LATE COURSE BOOKS**

10 SEK for each book and day from the date of expire (maximum 200 SEK/book)

## **LOST MEDIA**

The value of the book plus administrative fee  
100 SEK

## **INTER-LIBRARY LOANS FROM COUNTRIES OUTSIDE SCANDINAVIA**

150 SEK