



UNIVERSITY OF GÄVLE • LIBRARY

LOAN CONTRACT

BORROWING REGULATIONS

To be able to borrow you need to sign an agreement with the Library. Please note that you are responsible for all items checked out with your Library card. Your personal data is stored in a public register. However, we do not disclose any information regarding the identity of a Library user who has checked out a particular item and we do not disclose any information regarding the titles checked out to a particular Library user. Neither do we disclose any information regarding requested material. Remember that you are responsible for updating your contact information, such as your email address and address. If your Library card is lost or stolen, report your loss without delay to the Library and we will freeze your lost card. The same rules apply to external students from other higher education institutions as to students of the University of Gävle.

The loan period is 2 weeks for reading list material and 4 weeks for books. Journals and reference books may not be checked out.

RENEWALS

An item may be renewed if the item is not on hold. You can renew your loans in our Library catalogue. You can also phone us or send an e-mail to renew your loans.

INTERLIBRARY LOANS

We can borrow material that we do not have from other libraries. Interlibrary loans from other libraries within the Nordic countries are free of charge. Ordering photocopies from journals are not free of charge, however. A detailed price list is available on the Library webpage. The loan period for interlibrary loans depends on the rules of the library the material is borrowed from. If you would like to extend the loan period on interlibrary loans, please contact us.

EXTERNAL BORROWERS WHO ARE NOT UNIVERSITY STUDENTS

As an external borrower, you are welcome to use our materials — books, newspapers and journals — and you are welcome to check out our books provided they are not reading list material. You may perform searches on our databases with the help of a guest account that we will provide. However, you may not request interlibrary loans here. For such a service, you must visit a public library.

FOR MORE INFORMATION

www.hig.se

1. Introductory conditions

The University Library primarily serves students, faculty and staff at the University of Gävle, but the public may also use the Library.

A person who has been registered as a borrower can borrow Library materials. All loans must be registered by the Library and the Library card must be presented at every loan occasion.

Journals and reference materials can only be used in the Library. A loan can be renewed provided the book has not been requested by another person.

2. The borrower's liabilities and responsibilities for home loans

2.1 Notification of change of address

The borrower must notify the Library of changes of address and other contact details.

2.2 Obligations of use and care etc.

The borrower is under obligation to take good care of borrowed materials. Books and other Library materials shall be used and stored so as to avoid loss and damage. Borrowed materials must not be lent further to anyone else. The borrower must not repair a damaged item him/herself. If an item is damaged or lost the Library has the right to compensation for the damage or loss according to the terms in 2.4.

2.3 Return

Materials are to be returned at the circulation desk or at any other place which the Library has designated for returns on a specified day which is made known to the borrower at the loan occasion. Materials may also be returned by mail. If a borrower is taken ill, or plans to be out of town, this does not remove the borrower's obligation to return borrowed items on time. A borrower who has overdue loans requested by someone else is not allowed to borrow anything or to renew loans according to the terms in 2.6. If borrowed materials are not returned on time, the Library has the right to compensation due to delay in returning materials according to the terms in 2.5.

2.4 Liability at damage or loss

The borrower is liable for anything issued on his/her Library card which has been damaged or lost. The borrower shall compensate the Library for the damage or loss with the replacement cost.

2.5 Liability at delay

A borrower who has overdue loans of textbooks is under obligation to pay compensation for delay (10 SEK per book and day) from the day after the due date made known to the borrower according to 2.3.

2.6 Suspension from borrowing

A borrower who neglects to return an overdue item which has been requested by someone else, or who neglects to return an item in spite of repeated reminders will be denied further borrowing privileges until the materials are returned. A borrower who has debts of more than 50 SEK due to delay in returning materials will be denied further borrowing privileges until the whole amount has been paid.

2.7 Loss of Library card

Loss of Library card must be reported to the Library as soon as possible. The borrower is responsible for anything issued on his/her card until the loss has been reported to the Library.

3. The Library's processing of personal data

We need to be able to process and register your personal data so that you will be able to borrow books and use our other resources and services. In the Library's register of patrons, we register name, address, e-mail, telephone number and personal identity number. Our processing is in compliance with the General Data Protection Regulation (GDPR).

Your personal data is not used for any other purposes than administering your loans and making contact with you. You have the right to know what information we store about you and how such information is processed. You also have the right to erase your user account, provided that you have fulfilled the requirements in the loan contract: all your borrowed books must be returned and any fees for late returns must be paid.

4. Library confidentiality

For personal data concerning an individual's loans, reservations and other forms of orders and use of information technology, Public Access to Information and Secrecy Act applies (Sekretesslagen 40 chap).

3§ The library may not disclose any personal data, unless it is clearly established that there will be no harmful effects for the private party or a person closely related to this individual from such a disclosure.

5. The Library card is needed for self-service resources

To be able to borrow material from the Library's self-service machines, you need a Library card with a barcode. For our students and members of staff the HiG-card, your access card, is used also as a Library card. It needs to be activated by staff at the Library counter the first time it is to be used. Bring means of personal identification so that we can help you with this matter.

Earlier, our Library users have been able to use their personal identity numbers to register material for check-out. After the new EU-regulation GDPR came into effect in May 2018, we have decided that this will no longer be possible. The reason for this is that a personal identity number is considered to be personal data which is especially worthy of protection and therefore needs to be protected from unnecessary exposure.

SIGNATURE OF LOAN CONTRACT

I have read the contract terms and I am aware of my liabilities and my responsibility as a borrower and hereby undertake to comply with the agreed conditions.

This contract has been made in two (2) identical copies, one for each party.

LIBRARY USER SIGNATURE

UNIVERSITY OF GÄVLE • LIBRARY

DATE

DATE

SIGNATURE

SIGNATURE/INITIALS

PRINTED NAME

DATE OF BIRTH (YEAR-MONTH-DAY)

If you have a HiG card, fill in the number: 9 _ _ _ _ 8 2 1 1

Distance learning student at University of Gävle, live further than 50 km from Gävle, within Sweden and wish to have books sent to your home address YES

Other library user, not a university student YES



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