

Loan Contract with the Library

1. Introductory conditions

- 1.1 The University Library primarily serves students, faculty and staff at the University of Gävle.
- 1.2 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.
- 1.3 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

Notification of change of address

- 2.1 The borrower must notify the library of changes of address.

Obligations of use and care etc.

- 2.2 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.

Return

- 2.3 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.

Liability at damage or loss

- 2.4 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.

Liability at delay

- 2.5 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.

Suspension from borrowing

- 2.6 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.

Loss of library card

- 2.7 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.

Borrowing regulations

To borrow books you have to sign a loan contract with the library. You are responsible for the transactions that are done with your library card. Your personal data will be saved in a public register. You are responsible for keeping your e-mail address and your postal address up to date. If you lose your card you have to report the loss to the library so that we can block the card.

The same regulations apply for students from other universities as for students at the University of Gävle.

PIN code

When you register as a borrower you have to choose a PIN code. You need the code when you borrow in the self-checkout. In Higgins, the library catalogue, you need the code to log into "My information" where you can renew your loans and check the due dates. Reservations of checked-out books are made in Higgins, and then you will also need your PIN code.

If you are a distance student you will be given a code that you can change under "My information" in Higgins.

Loan periods

The loan period for books is 4 weeks and for textbooks 2 weeks. The loan period for video cassettes is 1 week. Journal issues and reference literature must be used in the library. The loan periods for interlibrary loans vary according to the regulations of the lending libraries.

Renewals

A loan can be renewed if no one has reserved the book. You can renew your loans yourself in our library catalogue Higgins before the due date has passed. You can also phone us or send an e-mail to renew your loans. If you want to renew interlibrary loans, please contact us

Compensations

If textbooks are not returned or renewed on time, the borrower has to pay compensation for delay at 10 SEK per book and day. A borrower who owes the library more than 50 SEK or has overdue books requested by someone else will be blocked from further loans and renewals, see the Loan contract. If you damage, lose, or do not return borrowed material you will have to replace it.

Interlibrary loans

Literature which is not owned by the university library can be borrowed from other libraries. Interlibrary book loans from Nordic libraries are free of charge. Journal article copies are subject to a charge, see pricelist on the library's website.

Welcome to the University Library

Service to distance students

As a distance student you can have books sent to you by mail if you live more than 50 km from the university (with a maximum of 5 books per occasion). If you return the books to the library by mail, you will have to pay the postal fees yourself.

Learning center

Learning center is a development and support function for flexible learning. It is a resource for the whole university, its teachers and students. Read more at the library's website.

Resource rooms

In the library there are two rooms with specially equipped computers for students with reading disabilities.

Web site

The library's web site gives up-to-date and detailed information about the library, e.g.

- the library catalogue Higgins
- database list
- journals list
- how to access databases from home

Opening hours

For information about opening hours, see the library's website.

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Library

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