

LOAN CONDITIONS

Decided by the Library board Aug 27, 2001

1. Introductory conditions

- 1.1 The University Library serves primarily 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. They can 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.