

# LENDING RULES

Haninge libraries



## Library Card

The library card is a personal value document. To get library card, we need to see your identification. For children under the age of 18, written consent is required from either parent or legal guardian. Lost library cards should be promptly reported. Replacement cards are issued for a fee of SEK 10. You can change your personal details via the library website or in person at the library.

Any details given in connection with your registration as a borrower will be dealt with in accordance with PUL (Act relating to Personal data). Confidentiality rules apply to your library loans and all loan information is deleted upon return.

## Your responsibility

You are responsible for the books or other material that you borrow until such time as they are returned to the library. Damaged or lost materials are replaced by the borrower (or the parent/guardian thereof for children under 18 years of age) in accordance with the library's replacement regulations. Also see under the heading Replacements If you fail to return the library's property despite repeated reminders, you will be suspended from making further loans. The same applies if the amount you owe the library exceeds SEK 100.

## On the Internet

You can search for, renew and reserve books via the Haninge Library website. You need your library card and PIN. See **[bibliotek.haninge.se](http://bibliotek.haninge.se)**

## Self-service borrowing and return

You can borrow and return items yourself by using the machines. Your library card number or 10-digit personal number and your PIN are required when borrowing material.

## Loan period

The normal loan period is 28 days. Shorter loan periods apply to feature films, magazines, fast-loan books and reserved materials. You can extend the loan period twice. This does not apply to reserved books and fast-loan books. Renewals can be made at **[bibliotek.haninge.se](http://bibliotek.haninge.se)** or by telephone.

Please contact the library if you need to extend the loan period for interlibrary loans. Also see under the heading Reservations and Interlibrary Loans.

## Reservations and interlibrary loans

You can reserve books and other items regardless of whether they are to be found on the shelves or are out on loan. Reservations cost SEK 10 per item. Books not available from Haninge libraries may be ordered from other libraries for a fee of SEK 20 per item. This does not apply to textbooks. The terms of such loans and any renewals are determined by the library from which the book is borrowed. When reserved material is available for lending, you will be notified via your mail address, e-mail address or SMS.

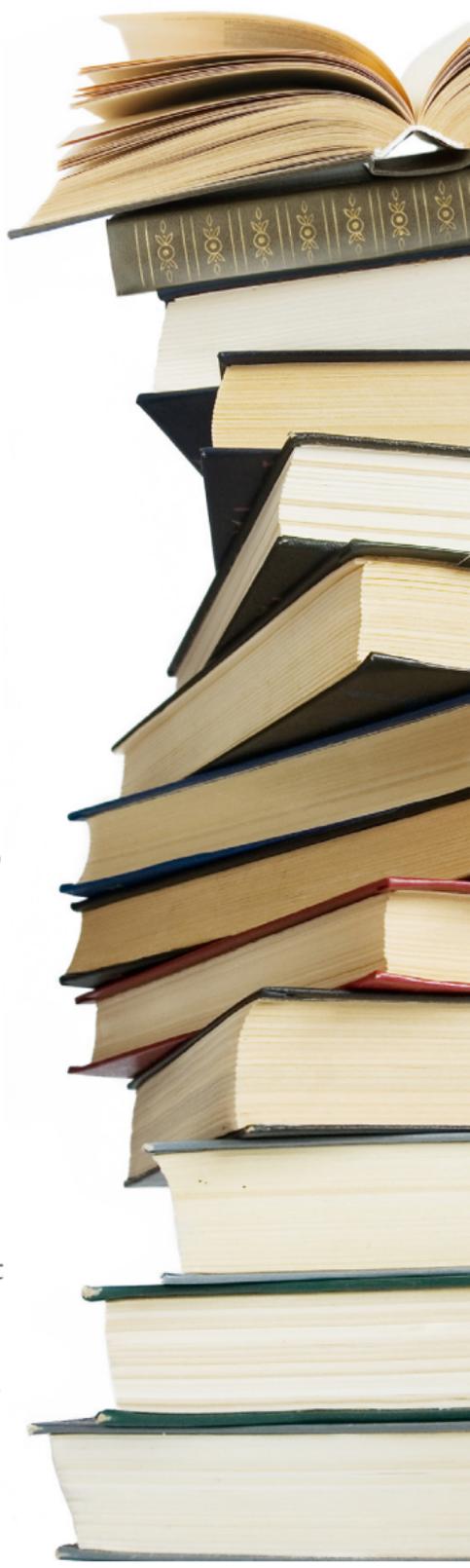
## Reminders and charges for overdue items

A charge of SEK 10 per item per commenced week is made if you do not return your borrowed items on time. (This does not apply to children or children's material.) The charge for overdue feature films is SEK 10 per item per day. The return date may be found on your loan receipt. If you have registered an e-mail address or a cell phone number, you can receive notification that an item's loan period is about to expire. You are responsible at all times for your loans items to be returned on time.

## Replacements

Damaged or lost books are generally replaced in accordance with a flat rate principle: SEK 300 per adult book, SEK 150 per children's book.

On certain items, a specific cost of replacement may be levied. Other replacement rates may be found at [bibliotek.haninge.se/web/arena/avgifter](http://bibliotek.haninge.se/web/arena/avgifter)



At the library, you can find books in many languages, newspapers, magazines, CDs, videos, video games, CD books, mp3 books, talking books, computers and wi-fi, language courses and more.

Our libraries are located in Handen, Brandbergen, Jordbro, Ornö and Västerhaninge

The book bus visits large parts of the municipality.

Read more at [bibliotek.haninge.se](http://bibliotek.haninge.se)



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Libraries in the Municipality of Haninge  
Telephone (switchboard) 08-606 70 00



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