

## Library Regulations

**Library Card:** Using the services in the library is free of charge. You can use your health insurance card as your library card. Only you can borrow materials on your health insurance card. The health insurance card is personal. Children under the age of 14 may either use their health insurance card or have a special library card issued to them.

If you lose your health insurance card/library card please inform the library staff at once. We block the card to prevent any improper use of the card. You are responsible for improper use until your card is blocked. Please inform the library in case you change your address.

**Loan Periods:** The standard loan period is 28 days. DVD and other types of materials have a loan period of 7 days. You can see the loan period on your receipt. Your loan can be renewed, provided the material has not been reserved. The total loan period can not exceed 3 periods. For materials borrowed from other libraries the rules of the respective libraries apply. The library may limit the number of loans. It is possible to borrow and return materials in any department of the library. After hours you can return your materials in our letterbox.

**Reservations:** You can reserve a material if it is not available. You can make a reservation at the library or at the following address <http://www.vardebib.dk/katalog>. When the reserved material becomes available, you will be notified by e-mail, by sms or by post depending of your choice. You can not reserve more units than you can borrow.

**Loan registration:** Our computer system registers all loans and returns. When you borrow we give you a receipt showing what you have borrowed and when to return it. You can get a receipt when you return your material. The library can see to whom a given material was issued up to 28 days after return of the material. Your loans can be seen at this address <http://www.vardebib.dk/laanerstatus>.

**Responsibility for borrowed materials:** You are responsible for the materials you borrow. If they are damaged or lost, you will have to pay compensation. The compensation amount will usually be the purchase price for replacement plus a surcharge for binding the material. The price on DVD and CD-ROMs is higher than the usual marked price because we pay for the rights of letting you use the materials. Replaced materials belong to the library. If the replaced material is still for sale you can keep it once compensation has been paid. If you find material that has been reported lost and has been paid for, you will have to return it, but you can within a year have the compensation amount refunded by returning the material and showing us the receipt for the compensation paid. The library assumes no responsibility for any damages in connection with the use of borrowed materials.

**Exclusion from the library:** You may be excluded from borrowing if you repeatedly fail to return borrowed materials or return them in damaged condition. You will be excluded from borrowing if you owe the library 200 DDK or more in over-due fines, and you will be notified of the exclusion in writing at 7 days notice. If you do not respect common rules of order or fail to comply with instructions of the library staff, you can be expelled from the library.

### Overdue fees:

Exceeding the loan period of materials borrowed the same day and with the same loan period	Adults	Children (0-13 years)
Exceeding the loan period	20 DDK	5 DDK

Loan period exceeded by 8-14days	40 DDK	10 DDK
Loan period exceeded by 15-21days	80 DDK	20 DDK
Loan period exceeded by 22-30days	120 DDK	30 DDK
Loan period exceeded by 30days +	220 DDK	60 DDK

Informing the library of your e-mail address or mobile phone you will be notified two days before the loan period has been exceeded.

The first overdue reminder is normally sent when the loan period has been exceeded by 7 days, but if the material is reserved the overdue reminder is sent at once the loan period has been exceeded. The second overdue reminder is normally sent when the loan period has been exceeded by 14-20 days. When the loan period has been exceeded by 38-44 days, we send you a bill for the compensation amount of the borrowed materials. After that the claim will be passed on to a debt-collecting firm and public collection, which may result in deduction from your wages for the fees owed. As soon as the account has been settled, the library will cancel the exclusion of borrowing.

The library regulations have been established according to §35 of the Public Libraries Act.

Varde January 1<sup>st</sup> 2012. Head of the Library Morten Kisbye [Kisbye@vardebib.dk](mailto:Kisbye@vardebib.dk)