

GENERAL

- The library has three local branches and is open to everyone.
- As a user you agree to comply with the library's current regulations and any changes that may be made in the future.
- You are personally responsible for all loans issued on your library card until such loans are discharged.
- Fees are charged in accordance with published rates. It is your responsibility to inform yourself of current rates and future changes.
- The library will use its homepage to inform you of changes in lending regulations and fees, <http://www.bibliotek.hv.se/>
- You must report all changes of address and e-mail address to the library.
N.B. If an e-mail address is registered, all messages from the library will be sent by e-mail only.

LIBRARY CARDS

- Library cards are issued only to those who present valid identification. If you are under the age of 16, you must have the written consent of a parent/guardian.
- Library cards are valuable documents and you are personally responsible for all loans made on your card until the date that the card is cancelled.
- Library cards must be shown on every occasion on which library services are used.
- The loss of a library card must immediately be reported to the library in order to block your card.
- Library cards are free.

LOAN PERIODS

- The loan period is 14 days.
- All loans will automatically be renewed five times, up to a maximum of 84 days. After the expiry of the loan, overdue notices will be sent to the user.
- Material reserved by another borrower, will immediately be demanded in after 14 days.
- Reserved material must be collected within seven days.
- If material is returned after the expiry of the loan, the library will lay a fine in accordance with the current list of fees.
- After 3 overdue notices, an invoice will be sent in accordance with the current list of fees.

LOANS

- You are not allowed to borrow journals or books from our reference collection.
- Students who are enrolled on one of Högskolan Västs distance-learning courses or programs, can order books from our collection and they will be sent to their homes free of charge. The cost of the return postage is to be paid by the user. Material will not be sent by post to students who reside in Trollhättan, Uddevalla or Vänersborg.
- Information concerning any individual's loans, requests and reservations is confidential and will not be disclosed to anyone, in accordance with Chapter 9 Article 22 of the Swedish Secrecy Act (SFS 1980:100, SFS 1989:713)

INTER-LIBRARY LOANS

- Staff and students at Högskolan Väst are entitled to free inter-library loans for items that do not belong to the library's collections.
- External users will be required to pay a fee for interlibrary loans in accordance with the current list of fees.

PHOTOCOPYING

- Copies of reference material or material not available in the Högskolan Västs library collection can be provided against a fee in accordance with the current list of fees.

ELECTRONIC RESOURCES

- All users of the library are permitted to use the library's electronic resources for information searches, excepting commercial purposes.

SUSPENSION

- If you have outstanding debts exceeding a certain amount, your borrowing rights will be suspended.
- If you, despite repeated reminders, have not returned your overdue material, you will be blocked from further borrowing until all your loans are either returned or replaced.

I have read through the library regulations of the University of Högskolan Väst and promise to obey them.

Date

Signature

Personal code number/
Social security number

Name in block letters