

Library regulations

GENERAL

- The library 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/>
- Students and staff at University West will get their addresses and change of West cards automatically updated .

LOAN PERIODS

- The loan period is 14 days.
- Your loans will be automatically renewed every 14th day up to a maximum of 6 months. After the expiry of the loan, you will receive a notice that tells you to return the book.
- Material reserved by another borrower, will immediately be demanded in after 14 days.
- Reserved material must be collected within four 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.
- Information concerning any individual's loans, requests and reservations is confidential and will not be disclosed to anyone, in accordance with Chapter 40 Article 3 of the Swedish Information and Secrecy Act (SFS 2009:40)

INTER-LIBRARY LOANS

- Staff and students at University West 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 University West's 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.