



HÖGSKOLAN I BORÅS

Form for approval of library account for minor

The age limit to become a borrower at the library at the University of Borås is 16 years. If a person is under 18 years old, approval from the person's legal guardian is needed in order for the person to be accepted as a borrower at the library. The legal guardian approves that the minor may borrow books at the library under the terms that the Library user agreement declares (for example, fines and replacement of lost books), please see the back for a more explicit description of the Library user agreement.

Person applying for a library account:

Name (printed): _____

Swedish personal identity number: _____

I, legal guardian to above mentioned person, give my approval that (s)he may apply for a library account at the library at the University of Borås:

Signature: _____

Name (printed): _____

Date: _____

Extract from the Library user agreement at the library at the University of Borås

This is an extract from the library's Library user agreement. The parts excluded from this extract are the parts that don't apply for borrowers who are not students or staff at the University of Borås. For the full version of the Library user agreement, please visit the library's webpage – www.hb.se/biblioteket.

LIBRARY ACCOUNT

- Any person at the age of 16 get a loan account eligible for local loans, with the exception of course books (compulsory literature at the University of Borås).
- Any person under the age of 18 must present parental approval in order to receive a library account. The parental approval is done using this form.
- To be able to get a library card/account, a valid photo ID is required.
- The library card/account is a personal document. The person signing the library card/account is responsible for everything borrowed on it – also financially.
- It is the borrower's responsibility to ensure that the library has access to the correct address data, this means postal address as well as e-mail address.

LOAN PERIODS, RENEWALS AND RESERVATIONS

- The loan period for books that may be borrowed by minors is 21 days.
- New loan are not allowed if the borrower has overdue books that are reserved by another borrower.
- If there are no reservations on course books or other books they will be automatically renewed, unless the maximum loan period is reached.
- If an automatic renewal is not possible, a reminder will be sent that the book should be returned.
- The maximum loan period (including renewals) is 12 month.
- If no one has reserved the book when the maximum loan period is reached, it is possible to borrow the book again, but it requires that the borrower comes to the library.
- Reserved material must be picked up within three days.
- The loan period for a key to a locker is 1 week. It is possible to borrow the key again, but it requires that the borrower comes to the library.
- The loan period for headphones is 1 day.

OVERDUE FINES, CLAIMS AND INVOICES

- Materials not returned on time will be requested by the library. Each borrower is obliged to keep track of the loan period for borrowed materials. The library is not obliged to send reminders.
- Overdue fine for all books is 10 SEK per day and per book.
- The library account is blocked if the borrower has a debt of 100 SEK or more
- 14-30 days after the materials loan period has passed, an invoice with a predetermined amount (500 SEK/book) will be sent to the borrower.
- When an invoice is sent, there is always an administrative fee of 50 SEK/book.
- If the borrowed material is returned after the invoice has been sent, the for the book is removed, but the administrative fee must still be paid.
- Unpaid debts are submitted to collection.
- Debts that have been sent to the borrower by invoice should always be paid against that invoice.
- The fee for a book not returned or damaged is a predetermined amount, 500 SEK/book.

PRIVACY POLICY

The library is bound under § 3 chapter 40 of the Swedish law Offentlighets- och sekretesslagen (SFS 2009: 400) for the data files on individual loans, reservations and other types of orders.

PROCESSING OF PERSONAL DATA

Anyone who wants to become a borrower at the library at the University of Borås needs to leave some information about them. The information the library need to collect is name, Swedish personal identity number, address, telephone number and e-mail address. The data will be used to handle the loans you make at the library.

The data will be accessible to the library staff. In the case of billing of fines and fees, the University's finance department will also be given access to the data. In the event of non-payment of an invoice, the information will be forwarded to the procured collection company.

The data will be stored in a storage service available through the Internet (so-called cloud service). The data will be deleted when the borrower is no longer considered active.

The borrower can, at any time, notify the library that then no longer wish to be a borrower at the library. The library account will then be deleted, provided there are no active loans, fines or fees at the library.