

Library Service Regulations

Services and rules at Halmstad University Library

General

Halmstad University Library is open to the public.

Details of opening hours, address, contact information, fees and regulations are displayed in the library and on the [library's website](#).

When applying for a library card, users must agree to abide by the rules of the library.

Electronic media

Visitors are welcome to use all of the library's electronic media, such as databases and electronic journals.

Users are obliged to respect the licensing terms. Printouts and downloads of articles from periodicals and other sources are allowed for personal, non-commercial, study and research purposes only.

Computers and group rooms

The library's public computers and group study rooms are primarily intended for students and researchers. In order to book a room you must be registered as a student or employee of Halmstad University. One person is allowed to book a room for a maximum of two hours per day.

Library card

In order to borrow items from the library you need to show a valid library card issued by Halmstad University Library.

Anyone who has reached the age of eighteen and is able to show a Swedish ID or a document confirming their identity may apply for a library card and become a registered user. To start using the card you must visit the library.

A contract must be signed by the user.

The library card should be treated as a valuable document and the holder is responsible for ensuring that it is not used by an unauthorised person. If the card is lost, stolen or otherwise mislaid, the library must be notified at once so that its unauthorised use can be blocked.

Library card holders must inform the library of any address changes, including change of e-mail address, alternatively make the updates themselves via the library website.

The library card is not transferable and the library card holder is responsible for all use of the card.

The card holder is obliged to be updated of these service regulations.

Loan periods

The loan period for course books is 14 days, other books 28 days and films 7 days. A loan can be renewed if there is no reservation. Renewals can be made after 12 days of the loan period (for films after 4 days). It is possible to renew loans via the library website, telephone, e-mail or personal visit. A borrower may renew the loan repeatedly (if it is not reserved for another user) for a maximum of 2 years. After 2 years the borrower must return the material.

It is possible to make reservations of materials on loan.

Reserved literature must be collected within 7 days from the library sending a notice of availability.

Reminders

Borrowers are obliged to keep track of when their loan periods expire and to ensure that items are returned on time, even in case of travel or disease. The library does not undertake to send out reminders, but only does this as a service.

Reminders are sent by e-mail two days before the material is due to be returned if the borrower has supplied an e-mail address to the library.

Overdue notices

Overdue notices is sent out the day after the loan period expires.

After one week a new notice is sent out.

If the loan is not renewed or returned within a week after this, the borrower will not be able to make new loans until the loan is returned and the fines are paid.

Fees & Fines

If a course book is not returned within the loan period a fine of 20 SEK/DAY/BOOK (max 100 SEK) is charged. Other books are 30 SEK/BOOK in conjunction with the second overdue notice.

If the material is not returned, an invoice will be sent to the borrower for the amount of purchasing a new copy plus an administrative fee of 150 SEK which must be paid even if the material is returned to the library.

The user is liable for the cost of repairing damage to material on loan. It is not allowed to write or underline in books. Damaged materials will remain the property of the library even after payment.

Users are charged according to the library's evaluation.

Reference books and other materials not for loan

Reference books, newspapers and journals is not for loan and must be studied in the library during opening hours. The books in the "Hallandssamlingen" is not for loan.

Interlibrary loans

To order materials from other libraries, special rules apply. The library offers interlibrary loans to students, researchers, employees at Halmstad University and students at other Swedish Universities. The public is directed to the nearest public library.

Talking books

[Special rules apply.](#)

Details of an individual's loans, requests and reservation may not be disclosed according to ch. 9 §22 of the Secrecy Act (SFS 1980:100, SFS 1989:713)