

# Library terms of use

Translation of “Användarvillkor vid högskolebiblioteket i Halmstad”.

## General guidelines

Halmstad University Library is a public library, open to all. The collections and services provided are primarily intended for students and staff at Halmstad University.

Users of the University Library enter into an agreement with the library and agree to observe existing rules. Terms and rules, as well as current opening hours, are listed on the library's website.

## Visitor rules

The University Library is a place of work for students and staff. To maintain a good work environment, it is important that rules, guidelines, and instructions are observed. Library rules are stated on the University Library's website.

## Loans

### Borrowing card

If you are a student or employee at Halmstad University, the HH access card also functions as a borrowing card. The PIN code you choose for your access card is also used when you borrow books. In the event of loss of the card or if the PIN is compromised, the University's rules for access cards apply.

Registered distance students residing outside of Halmstad can apply for a library card by completing the online application form which can be found on the library's website.

Other library users may obtain a borrowing card after completing the online application form found on the library's website. The minimum age to get a library card is 18. An address in Sweden, a Swedish personal identity number or coordination number and a valid photo ID is required. Loss of the borrowing card must be reported immediately.

The borrower is responsible for ensuring that registered personal data (address, telephone, and e-mail address) are up-to-date.

Borrowers are personally liable for their loans and responsible for ensuring that the card is not used by anyone unauthorized.

## **Confidentiality**

All borrowers at the University Library are protected by law as stated in Chapter 40, paragraph 3 of Offentlighets- och sekretesslagen/the Law on Confidentiality (SFS 2009:400). According to legislation, library must protect the confidentiality of registers containing data on private citizens' library loans, reservations, or any other kind of similar activity. This also applies to private citizen's use of information technology, unless it is evident that the data can be disclosed without causing harm to the individual concerned or any related person.

## **Processing of personal data**

Halmstad University is responsible for all processing of personal data within its operations. Halmstad University processes personal data in accordance with regulation (EU) 2016/679 of the European Parliament and of the Council.

This also applies to the University Library. How we handle personal data is explained below. More information about how Halmstad University handles personal data is available at [hh.se](http://hh.se).

## **Why do we process personal data?**

For the purposes of agreement compliance regarding access to the library's resources, personal data is registered into the library's lending system. When agreeing to the terms of the library's loan agreement, you consent to your personal data being processed in a way that is necessary for services provided to you by Halmstad University Library.

## **Which personal data is needed?**

As a registered patron of Halmstad University Library, your name, address, personal identity number, email address and any University ID will be stored digitally in the library's records of users. Only authorized personnel have access to the records. Data is stored only for as long as it is relevant to the loan agreement and is subsequently deleted. The duration of the loan agreement is determined by the borrowing card's period of validity and can be terminated as soon as the terms of the agreement has been fulfilled and borrowed items has been returned in the library's system.

## Loans

Borrowers are always responsible for returning any borrowed and recalled item(s) promptly, even if the borrower is away from campus.

The patron is responsible for the material until the return is registered in the library system.

It is not allowed to make notes in, damage or in some other way alter library books.

### Borrowing periods, returns and reminders

- The loan period for books is generally 28 days.
- The loan period for **course books** is 14 days.
- The loan period for interlibrary loans is determined by the lending library.

### Renewal of loans

Library loans are renewed automatically. A library loan may be renewed for a maximum of 6 month, provided that the item has not been reserved for another borrower. For HH staff, a loan may be renewed up to 1 year. Interlibrary loan items can only be renewed by library staff.

### In library use only

Media that cannot be taken outside the library:

- reference literature
- journals
- newspapers

## Recall procedures and liability for lost or damaged books

### Reminders

The University Library is not obligated to send out overdue reminders but does so only as a service. Reminders will only be sent to the provided email address.

### Overdue fines

If borrowed books are not returned on time, overdue fines are charged. You will find them listed on the library's website.

If overdue books are not returned despite repeated reminders, the patron will be invoices for the replacement cost plus an administrative fee. If the book is returned after the invoice has been sent but before payment is made, the replacement cost is waived but the administrative fee remains.

The patron will be suspended from borrowing and reserving until overdue loans are returned and any overdue fees are paid.

**Before** the invoice has been sent, the borrower has the following options:

- to return the book and pay only the administrative fee
- to pay the actual cost of the book
- to replace the book with a new copy (same edition).

When the invoice has been sent, it is payable. Unpaid invoices are sent to debt collection. In case where the invoice has been paid or the matter has been handed over to debt collection, the amount will not be refunded if the material is returned.

### **Reimbursement for damaged material**

Library patrons are liable to pay compensation for damages on borrowed books. Any potential repairs are handled by the University Library. Patrons must accept the library's assessment of the scope of the damages, as well as the resulting fees. All damaged items for which the borrower has paid compensation remain the property of the library.

### **Use of electronic resources**

- **License terms:** You are obligated to respect the license terms for the library's electronic resources.
- **Personal Use:** Printing and downloading of articles from journals and other sources may only be done for personal and non-commercial use, for study or research purposes.

### **Suspension**

As a patron of Halmstad University Library, you are obliged to follow its rules. Students can be suspended according to the Higher Education Ordinance (SFS 1993:100) Chapter 10, first paragraph, point 3. The decision on suspension is made by the Disciplinary board at Halmstad University.

### **Change of rules**

Changes to these terms and rules are decided by the head of the University Library.