



LUNDS
UNIVERSITET

Lending conditions

LUND UNIVERSITY LIBRARIES

Lending conditions in brief

- Loans can be made to persons with a Swedish personal identity number or coordination number, who are over 18 years of age.
- Guest students or – researchers must show a letter of acceptance or certificate of affiliation, to get a library card at Lund University Libraries.
- You must always be prepared to show your library card when borrowing books.
- It is your responsibility to keep note of the due date for your loans, and you are also responsible for the material that you have borrowed, until it has been returned.
- If the material is not returned on due date, you risk overdue fines.
- Material for research and study, for employees and students at Lund University, can be requested externally by interlibrary loan if the material is not available in our collections.



1 Purpose and Applicability of the Lending Conditions

- 1.1 The principal task of the libraries which make up the network of Lund University Libraries (LUB) is to meet the needs for qualified provision of information to the University's students, lecturers, researchers and other employees. However, the libraries are also public and open to the general public.
- 1.2 The present general terms and conditions for library loans are applicable to all loan agreements at LUB. These binding loan agreements are brought about through the use of valid LUB loan documents (library card).
- 1.3 The present general terms and conditions for library loans may be subject to amendment, and any changes apply as of the date indicated in the amendment. Amendments are announced on the website of Lund University Libraries (<http://www.lub.lu.se>, hereafter referred to as the website).
- 1.4 The current version of the present general terms and conditions for loans is available on the website.
- 1.5 A list of the libraries included in the LUB network is available on the website.

2 The borrower

- 2.1 Loans can be made to people with a Swedish personal identity or coordination number who are over 18 years of age. Loans can also be made to visiting students or visiting researchers at Lund University, or to people under the age of 18 who can prove that they have been admitted to a study programme at Lund University and can show written permission from a legal guardian.
- 2.2 Persons not admitted as visiting students or visiting researchers at Lund University who do not have a Swedish personal identity number must submit a personal guarantee on a special form in order to be granted library loans. LUB accepts as guarantors individuals who are resident in Sweden, are over 18 and can prove their identity with a valid photo ID document. LUB staff members are not permitted to stand as guarantors for borrowers.
- 2.3 Visiting students at Lund University do not need a personal guarantor, but they must prove their status as visiting students.
- 2.4 Visiting researchers at Lund University do not need a personal guarantor, but they must prove their status as visiting researchers.
- 2.5 A valid library card for students and staff at Lund University is the same as the LU access card. External users must obtain a special library card issued by LUB.
- 2.6 In order to use the LU card for loans, the borrower must have a library account which is either activated at LUB or according to special instructions. To obtain a special library card, the borrower must visit LUB in person and show valid photo ID. Loans are granted on the condition that the borrower holds a valid library card and that this can be presented on request. Distance and online students without LU cards are issued library cards in accordance with a special agreement.
- 2.7 The loan document is personal and is to be considered a valuable document. Lost loan documents are to be reported without delay to LUB which will cancel the card. The borrower is responsible for all loans until the lost card report has been received by LUB. Lost special library cards can be replaced against payment of a fee.
- 2.8 Loans on behalf of another person can be picked up by a messenger. The messenger is to show the borrower's loan document and photo ID as well as proving his or her own identity with valid photo ID upon request.

3 Local loans

- 3.1 Rules concerning which parts of the collections may be removed from library premises vary from one library to another within LUB. More detailed information is available on the respective websites of the various libraries. Rules concerning the duration of loans vary according to the type of material.

4 Interlibrary loans

- 4.1 Employees and students at Lund University can borrow material for research and studies from other libraries, if the material is not available at LUB. Other people, companies and other organisations can borrow material via interlibrary loans after a review in each individual case by the relevant library within LUB.
- 4.2 Interlibrary loans from libraries within the Nordic area are free of charge for employees and students at Lund University. Interlibrary loans to other people and to companies or organisations are subject to a fee, as are interlibrary loans of books from libraries outside the Nordic area. Copies of journal articles or equivalent material are always subject to a fee. Current information on prices for interlibrary loans is provided by each library within LUB.
- 4.3 For material borrowed from libraries outside the LUB network, the terms and conditions of the lending library apply primarily and the present, local terms and conditions secondarily.
- 4.4 Material which is available at LUB can be sent to other libraries on interlibrary loan. Each library within LUB determines which parts of its collections are available for interlibrary loan.

5 Obligations of the borrower

- 5.1 By registering as a borrower at LUB, the borrower undertakes to follow the present general terms and conditions in their current version at all times, i.e. including any amendments made after registration as a borrower. The borrower undertakes to remain informed of the current applicable terms and conditions for loans.
- 5.2 The borrower has an obligation to take note of the duration of the loan. The borrower is responsible for any loans taken out until the borrowed material has been returned and registered as such. When returning material to the library, the borrower has the right to a receipt confirming the return.
- 5.3 The borrower has an obligation to return borrowed material at the latest on the stated expiration date. Loans can be recalled before the expiration date in exceptional circumstances.
- 5.4 The borrower undertakes to take care of borrowed material and to return it undamaged.
- 5.5 The borrower has an obligation to report any change of address to LUB, including any change of email address.

6 Late return of items

- 6.1 If borrowed items are not returned in time, the borrower must pay the relevant fine. The borrower is barred from new loans at any branch of LUB if the debt exceeds a defined amount, and on request they are obliged to return all outstanding loans without delay.

- 6.2 If overdue items are not returned within a reasonable time after the expiry of the loan, the borrower is obliged to pay a replacement cost. Invoicing of the replacement cost is handled by the library where the cost has arisen.
- 6.3 If overdue items are returned before the due date on the invoice, the borrower's obligation to pay the replacement cost is removed.
- 6.4 If the invoice is not paid by the due date at the latest, the debt will be passed to a collection agency.
- 6.5 The borrower's obligation to return all outstanding loans, and the borrower's suspension from new loans at all branches of LUB, remains until full payment has been made for the invoice amount.
- 6.6 If the borrower pays the replacement cost, but later finds the original item, each library is responsible for determining in each individual case whether to accept the return of the item or not. If the item is accepted, the replacement cost paid by the borrower will be reimbursed.

7 **Return of damaged material**

- 7.1 At the time of the loan, the borrower is to check the condition of the borrowed material. At the borrower's request, the lending library is to make a note of any damage observed.
- 7.2 If the damaged material requires repair or replacement, the borrower is obliged to cover the cost of the repair or the new acquisition. Notes and underlining are considered damage. Invoices will be managed in accordance with the procedure described in section 6.4.
- 7.3 All repairs are taken care of by the library.
- 7.4 The library retains the damaged material even if the borrower has paid for the damage.
- 7.5 The library determines the value of any damaged or missing material.

8 **Breach of general terms and conditions for library loans**

- 8.1 If a person repeatedly breaches any of the general terms and conditions for loans through gross negligence or intent, the person can be barred by the university librarian from borrowing material from any library within LUB, or from a particular LUB library by a relevant decision-maker there. A person who is dissatisfied with a decision taken on the basis of these general terms and conditions for library loans has the right to have the case reviewed by the chair of the University Library Board. However, the chair will not try cases pertaining to payment requirements according to these lending conditions. Such requirements are processed in accordance with sections 6 and 7.

9 **Notes**

- 9.1 The library organisation is covered by a duty of confidentiality pursuant to Chapter 40 Section 3 of the Public Access to Information and Secrecy Act (2009:400) for information in registers concerning an individual's loans, reservations or other forms of order, unless it is evident that the information may be disclosed without prejudice to the person concerned or to anyone associated with that person.
- 9.2 Personal information may be handled within the library organisation, in which case the Personal Data Act (1998:204) applies.