

**I have read the library's borrowing rules
and agree to abide by these**

Surname	
First name	
Personal code number (10 numbers)	PIN-code (4 numbers)
c/o	Telephone number
Address	
Posting number	Mailing address
E-mail	
Signature	

**Details of the guardians. To be filled in if the borrower is
between 6 and 18 years.**

Guardians surname
Guardians first name
Mailing address (if other than above)
Telephone number
As guardian, I recognize that my child has a library card. I have read the library's borrowing rules and are responsible for compliance with them.
..... Guardians signature

Rules for borrowing

As a patron of the library it is your responsibility to keep yourself informed of the rules for borrowing and to follow these rules. Lending rules and fee levels are subject to change.

Library card

The library card is issued free of charge on production of current proof of identification. For children under the age of 18, with no means of identification, a parent or guardian must fill in and sign an application form. Should you lose your library card, there is a charge for a replacement card. Please note that your personal details will be registered and, if necessary, used for invoicing etc.

A library card is a valuable document. A lost library card shall be reported at once to the library. Please also notify any change of address or name.

You borrow items with your library card or national ID and your PIN-code. All items borrowed with your library card are your responsibility and you are obliged to return them undamaged by the due date. Parents/guardians are held responsible for their children's loans.

Loan period

The loan period is usually four weeks. In some cases, a shorter or longer (in summer) loan period may be applied. Please return your loans on time. There are many patrons who want to borrow material from the library.

Renewals and reservations

Items may be renewed up to five times if no other patron has reserved them. This can be done on the library's website, by telephone or at the library. Collect your reservations in 7 days.

PIN-code

Choose a four number PIN-code to use our self-service check-out and web services at bibliotek.nykoping.se

Reminders

- If you fail to return your loans on time, you will receive a reminder 14 days after the due date. Reserved books are recalled the first day after the due date.
- If you still fail to return your items, despite having received a reminder, you will be sent an invoice 28 days after the due date. Invoice fee 50kr.
- If you neither return your items, nor pay the invoice, it will become a matter for the debt-collecting agency.

Overdue charges

Adult loan/book	4kr/day
Short loan	4kr/day
DVD rental	4kr/day

Overdue fees are charged from the first day after the due date. Debts which you do not pay on returning your items, remain on your library account to be paid at a later date. Overdue charges do not apply for children under 18 years. Overdue charges do not apply to any children's items except rental DVDs. The maximum overdue charge for each occasion you borrow items is 200kr. The maximum overdue charge per item is 100kr.

If your total debt amounts to 50kr or more, you will lose the right to use the library's services until this debt has been paid.