

## Library – borrowing rules

### Library account

To be able to borrow books and to sign in to the library portal Welib, You need to have an active library account. The library account is personal and You´re responsible for the books that are registered on Your account. Contact the library to activate Your account.

Through Welib, You get access to all of the library´s databases. You sign in to Welib via “skolfederation”.

On the library´s webpage You can find information about how we handle Your personal data.

Please inform the library staff if You change Your e-mail address.

### To borrow

When You have a library account, You can borrow books at the library check out station with Your personal number and Your pin code. The loaning period is 28 days. If You want to keep the book further, and no one else is requesting it, You can renew Your loan.

### To return

When returning Your books, you can either give them to the librarians, use the check out station or put them in the return box outside the library. You are responsible for the books until they are unregistered from Your account.

### Overdue books

If Your books are overdue, we will send You a notice, either by e-mail or by regular mail. We will send You three notices. If we still haven´t received Your books after that, we will send You an invoice. You will then have to pay the cost of the book + 100 SEK in administrative charge. **If You receive an invoice, You´ll have to pay it. You will not get a refund, even if You return the book later on.**

You will also receive an invoice if You lose Your book, or if it gets destroyed. Be careful with your library books and return them on time!