



Karlstad University Library

## University Library regulations

### General guidelines

The Karlstad University Library is a public library, open to everyone. The University Library also has a branch at Ingesund School of Music.

The collections and services provided are primarily intended for students and staff at Karlstad University.

Current information, such as loan regulations, opening hours and more can be found at the University Library website.

Most books are available for loan, but there are exceptions (some books may be borrowed for in-house use only and may not be brought home). For more information, contact the library staff.

For simplicity, various materials available at the University Library – such as different forms of printed and electronic media – are also referred to as “books” in this document.

### Rules of conduct

The University Library is a place of work for Karlstad University students and staff. In order to maintain a good work environment, it is crucial that rules, guidelines and instructions are observed. All University Library visitors are obligated to abide by the rules of conduct stated on the University Library website.

### Loan regulations

#### § 1

Anyone who borrows a book at the University Library must comply with current regulations regarding loans. All University Library patrons are expected to take personal responsibility.

#### § 2

For student and staff at Karlstad University, a valid Kau Card also functions as a library card. Registered distance students apply for library cards via a form at the University Library website. All other library patrons can apply for a library card in person, at the University Library.

Anyone who has reached the age of 18 and also fulfil any of the following criteria may apply for a library card:

- has a Swedish personal identity number and a Swedish ID
- has a co-ordination number or equivalent, as well as valid identity document
- has recently arrived in Sweden and can produce valid Migration Agency papers
- has a valid foreign passport, as well as documents that prove that the person's status as an employee or a student at a Swedish university or university college

Anyone who has reached the age of 16 and fulfil any of the criteria listed above can – if given permission by their legal guardians – also apply for a library card. Application forms can be found on the University Library website as well as at the information counters.

### **§ 3**

When applying for a library card, include the following information: name, personal identity number, registered home address, email address and phone number. Visiting researchers shall, in addition to the Swedish home address, also state their home address in their native country. University patrons must, without delay, notify any changes of the above information to the University Library.

### **§ 4**

The University Library processes personal data in compliance with current data protection legislation. For the purposes of agreement compliance regarding access to the Library's resources, personal data is registered into the Library's lending system. Additional information about how the Library processes personal data can be found on the respective library websites.

### **§ 5**

Kau Cards and library cards are considered valuable documents. Since the card holder is responsible for any books borrowed using the card in question, the Library must be notified immediately if a card is lost, so that it can be blocked.

### **§ 6**

If the Library requests that a book is returned, said book must be immediately returned. Any books not returned on time may result in late fees, pursuant to §§ 13–15.

### **§ 7**

Borrowed books must be handled with care and be returned undamaged.

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

### **§ 8**

Books can be returned by depositing them in the book deposit stations, at the information desk or, if the University is closed, in a book deposit box. Books can also be returned at other libraries in Värmland, or by mail. Library patrons are responsible for the book until it has been returned to the University Library.

When returning books at a book deposit station or at an information desk, library patrons are entitled to a receipt, if they ask for one.

### **§ 9**

Library patrons are personally responsible for any books they borrow. A loan cannot be transferred to another person.

### **§ 10**

The Library has the right to limit the number books a person can borrow at a time. The Library website lists the current number of books a person is allowed to borrow at a time.

### **§ 11**

The University Library also provides interlibrary loans from libraries and archives, both within Sweden and abroad. All students and staff at Karlstad University have access to this service. In some cases, such loans come with a fee. For interlibrary loans, the regulations of the external library applies.

### **§ 12**

The library director can – in consultation with the official in charge at the library in question – grant exceptions from the regulations stated above.

## **Reminders, recall procedures and liability for lost or damaged books**

### **§ 13**

If borrowed books are not returned on time, patrons may be liable to pay overdue fines. The current overdue fee rates are listed on the respective library's websites.

The University Library is not obligated to send out overdue reminders, but the routine is to nevertheless provide this service in the form of emails and letters to the address stated, in accordance with § 3.

In case the books are not returned, in spite of several reminders, the patron in question will be charged a fee that includes the cost of replacement as well as an administrative fee. When the invoice has been sent, the patron can do one of the following options:

- pay the full amount
- return the book and only pay the administrative fee
- following consultation with and approval by the University Library, replace the book in question and pay the administrative fee. The replacement copy shall be the same or a later edition as the one that was lost, and must be in good condition.

Approval from the immediate supervisor is required in order for staff to make use of internal billing.

### **§ 14**

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.

### **§ 15**

In case an overdue invoice has not been paid, the University Library reserve the right to refer the matter to the Legal, Financial and Administrative Services Agency's debt collection services. Following payment of replacement fees, the right of ownership of the

missing books in question will generally be transferred to the person who borrowed the books.

If this person recovers the original copy at a later date, the fee is not reimbursed.

#### **§ 16**

As proof that the book has been returned, a receipt must be provided.

### **Using information resources**

#### **§ 17**

Pursuant to the Act on Copyright of Literary and Artistic Works (1960:729), copying and downloading protected material is regulated. This applies to both printed and digital media.

Anyone who uses the Library's digital resources must observe the licensing agreements for each specific resource.

Students and staff who copy or share copyrighted material within the University, usually printed media, must comply with the Bonus Copyright Access copy agreement, which can be found on the Library website.

### **Computer use**

#### **§ 18**

Students at Karlstad University are automatically given a student account.

The account provides access to the University Library's computer work stations, as well as Karlstad University's Wi-Fi connection. Computer and network resources are regulated by Karlstad University's regulations on computer use, as well as Sunet regulations. Students are expected to know and observe these regulations, which are readily available on Karlstad University's website.

Short-term library patrons can receive a guest account, provided they can present a valid ID.

### **Confidentiality**

#### **§ 19**

Data related to library patrons is confidential, pursuant to Chap. 40, Sec. 3 of the Public Access to Information and Secrecy Act (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 any harm to either the individual in question, or their family and friends.

## **Suspension**

### **§ 20**

Patrons with unpaid fees a certain amount, determined by the University Library, may have their borrowing privileges revoked. The suspension is lifted when the debt is settled.

### **§ 21**

Pursuant to the Act on Refusal of Access to Shops, Swimming Baths and Libraries (2021:34), an individual may be refused access to a library, if there are special circumstances that makes it reasonable to assume that the person will commit a crime inside the library, harass someone in the facilities, cause significant disruptions, or cause significant property damage. Following a written report by a representative of the Library, or a submitted report from the Police Authority, public prosecutors try any matters related to access refusals.

Students that disrupt the University Library's operations may also face disciplinary actions (warnings or suspensions), pursuant to Chap. 10, Sect 1 of the Higher Education Ordinance (1993:100).

## **Revised regulations**

### **§ 22**

All changes to the regulations are approved by the library director.

These regulations where approved by the library director on 30 May 2023.