

# Rules for NIAS Library & Information Centre

## Who can borrow?

- Anyone with a permanent address in Denmark and above the age of 18 may apply for a library card. Valid identification, including Danish civil registration number, must be shown.
- Students and researchers at Lund University, guest researchers at academic institutions in Copenhagen and students/researchers registered in NIAS' network SUPRA, may apply for a library card if their home institutions will guarantee their loans. The guarantee will be valid during the period specified by the home institution.
- NIAS staff, scholarship holders and guest researchers at NIAS receive a library card valid during the stay at NIAS.
- Libraries in the Nordic countries may be registered as borrowers. Orders can be made through the existing networks for interlibrary loans.

## Card holders' responsibilities

- agree to follow the rules of the NIAS Library & Information Centre
- are responsible for all loans made on the library card
- **must return borrowed items on time and in undamaged condition.** If borrowed items are damaged upon return the library may claim replacement costs.
- **are responsible for updating their personal user information, address, e-mail and phone number,** in the library catalogue. This can be done directly in the online catalogue or by contacting the library staff. The card holder will be held responsible for any problems occurring due to incorrect user information.

## Library cards

- are personal and may not be used by anyone else but the registered card holder
- lost library cards must be reported to the library. The card holder is responsible for all loans made until the library has been informed of the loss.
- A fee of 25 DKK is charged for a replacement card.

## Loans

- Reference material and periodicals cannot be borrowed or taken out of the library. **The loan period for books is one month.**
- Unless reserved by another borrower, loans may be renewed. Maximum loan period is 6 months.
- Borrowed material may not be taken out of the Nordic countries.

## Recalls, fines and replacement fees

### Overdue fines:

- 1<sup>st</sup> overdue notice: no overdue fines
- 2<sup>nd</sup> overdue notice: 25 DKK pr. item.
- 3<sup>rd</sup> overdue notice: 50 DKK pr. item.
- 4<sup>th</sup> overdue notice: invoice (500 DKK per item plus administrative fee of 150 DKK per item).

If the borrowed item is returned after an invoice has been sent out, the administrative fee will still be charged.

If fines are not paid the matter will be handled by debt collection.

No further loans can be made in case of outstanding fines of 200 DKK or more.

## Reading room rules

- Bags may not be taken into the library, but must be left in the lockers by the entrance.
- Food and drinks may not be consumed in the library. Smoking is not allowed. Mobile phones must be turned off.
- Newspapers, journals and reference material available in the reading room may be freely used, but may not be taken out of the reading room, except to offices at NIAS. The latest issue of journals may not be taken out of the reading room.
- Portable computers can be connected to the available power point by the desk.
- Valid prices and fees for photocopying, printouts from Internet and other services are available in the printed guide to the library and on the library's website, <http://www.niaslinc.dk>.

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