

# Library policies



The library is for everybody!

## Joining the library

To start using the library you need a library card with a PIN code. Pick up your card at the library during staff hours. Valid proof of identity is required. Children under 18 years are required to have consent from a legal guardian.

You are personally responsible for material borrowed from the library. Legal guardians are responsible for loans made by their children who are under the age of 18.

Notify the library if your library card is lost. A replacement card is provided for the cost of 20 kr.

You have the option to receive notifications from the library by email or text message. If you do not make a choice it will be sent by post to your home address. Remember to notify the library of any changes in your contact information.

## Borrow and return

Use the self-service machine to check out or return library material. A library card and PIN code is required for borrowing items. Due date and return receipts are provided when using the self-service machine. It is possible to return items on either Kävlinge or Löddeköpinge bibliotek regardless of where the loans were registered. The loan period for all items is normally 28 days and 14 days for items in demand.

You can use the library computers for free and all items borrowed from the library are free of charge.

Use your library card and your PIN code to log in to your library account at **Bibliotek.kavlinge.se** and view your checked out items, renew your loans and reserve library material.

## Reservations

You can reserve library items on the website or ask the library staff for help. When your reservation is available for pickup you will receive a message with a number – a “löpnummer”. The books are ordered on the pick-up shelf in the order of the number, as seen on the slips. Use the self-service machine to borrow your reserved item.

## Interlibrary loans

It is normally possible to order an item that is not held at the libraries in Kävlinge municipality. Request interlibrary loans directly to the library staff or on a request form on the library website.

## Ebooks

Use your library card to check out ebooks to your computer, smartphone, tablet or e-reader. For more information and policy see the library website.

## Overdue returns and fees

Overdue library items generate an overdue reminder.

1<sup>st</sup> reminder 20 kr

2<sup>nd</sup> reminder 20 kr

Overdue DVDs: 10 kr/day

If the item is still not returned after the second reminder a bill/replacement notice is sent with the price of the unreturned item.

You can register to receive a courtesy notice via email or text message 3 days before your library items are overdue.

Your library card is blocked if accumulated fines and fees reach 200 kr or more.

## Open library

Persons over 16 year of age can register to use the library for self-service during unstaffed hours, meröppet.

Bring a valid photo ID and the library staff will help you become a registered user.

For more information about library services and policy see the library website or ask the library staff.