

LÅNENE KORTT

WELCOME AS A PATRON OF STAVANGER PUBLIC LIBRARY

- Information about library cards
- Loan regulations
- Fines and charges
- Permission for patrons under the age of 15



SØLVBERGET
STAVANGER KULTURHUS

THREE CARDS, MORE INFORMATION

The **NATIONAL CARD** is accepted in most public libraries in Norway. You have to supply your national ID number to get a national card.

The **LOCAL CARD** is only accepted in Stavanger Public Library and its branches. No national ID number is required.

The **INSTITUTIONAL CARD** is not for personal use and can only be used on behalf of the workplace/institution.

Everyone is entitled to a library card. If you are under 15, you need permission from a parent or guardian. This applies whether you are getting the national or the local card. A consent form for parents/guardians is found on page 5 of this leaflet.

LOAN PERIOD? CHECK YOUR RECEIPT!

The loan receipt contains information on which materials are on loan and the due date for each item.

RENEWAL OF LOANS?

To avoid a fine, loans must be renewed before the original return date. Renewal can be done using the self-service machines in the library, on our website, via WAP or SMS, or on telephone 51 50 74 65 between 8am and 10am. Items can be renewed up to 3 times (1 time for DVDs) as long as they have not been requested by another user.

THERE ARE VARIOUS WAYS TO RENEW THE DOCUMENT

ON THE LIBRARY'S SELF-SERVICE MACHINES: See instructions on the machines.

ONLINE: www.stavanger-kulturhus.no. Log on to "My page", entering your library card ID and PIN (the library card id is the number below the barcode on your library card).

ON YOUR MOBILE: Send SØLVBERGET to 2097 (NOK 1 per message), enter the WAP application, log on to "My page" with your library card ID and PIN.

VIA SMS: Send an SMS with keyword SBFORNY (space) library card ID to phone number 2097. Example: SBFORNY N000123456 to 2097 (NOK 3 per message).

If you sign up for the library's Reminder service under "My page" on www.stavanger-kulturhus.no you will automatically receive an sms or email, or both, containing a reminder from the library with a direct link to renewal of your items as long as they have not been reserved for another user.

LOAN REGULATIONS

STAVANGER PUBLIC LIBRARY

Borrowing is **free** for all. You can borrow as many books as you like, but limitations may apply to other materials.

To borrow, you need a library card. Patrons under the age of 15 need a signature from a parent or guardian. All others need to show ID to get a library card. The library card is personal and must be presented for every loan. The library card may be used in all departments and branches of Stavanger Public Library.

A new library card may be issued in exchange for a fee.

Loss or theft of the library card must be reported to the library immediately.

Institutions may, by agreement, be issued a library card for their own purposes. The institution must appoint a representative. Lost or damaged items must be replaced in accordance with the rules that also apply to individual patrons.

The loan period is mainly four weeks, see your **loan receipt**. As long as the material has not been reserved by another patron, the loan may be renewed up to three times. Separate rules apply to special collections.

Responsibility: The patron is responsible for all items checked out on his/her library card and any lost or damaged items must be replaced. The library card holder is responsible for any loss inflicted on the library by other people misusing the card. Parents or guardians are responsible for items borrowed by children up to the age of 18.

Fines: The patron must keep within the set loan period. A fine applies for overdue items.

Address change: Patrons are responsible for notifying the library of change of address / email address. Any breach of the rules may lead to loss of borrowing entitlements.

The regulations were adopted by the board of Sølvsberget KF on 13.05.03.

REMEMBER THAT RULES AND CHARGES MAY VARY IN DIFFERENT LIBRARIES.

In Stavanger you may return items that you borrowed from other places, but this will vary from library to library. Check at the library where you plan to return items. Loan regulations may vary in different libraries. You must therefore find out about the rules that apply where you borrow something, even if you have a national library card. The various libraries also have different charge rates.

REGISTRATION FORM FOR PATRONS UNDER THE AGE OF 15

STAVANGER PUBLIC LIBRARY

Library card ID: _____
(filled in by the library)

Name: _____

Address: _____

Postcode and city: _____

Parent's email address: _____
(all messages from the library will then only be sent via email)

Telephone: _____ Parent's mobile phone: _____

Child's date of birth (day/month/year): _____

SELECT AN ALTERNATIVE:

New library card at Stavanger Public Library

New national library card
Child's national ID number: _____

Replacement
My son/daughter has been issued a library card at Stavanger Library earlier, but has lost it. We would like a replacement card in exchange for a fee of NOK 30 (may be paid later).

I have read and confirm that I am familiar with the library's loan regulations.
I give my consent to my son/daughter borrowing items at Stavanger Public Library and guarantee that items will be returned or replaced. I am aware that the library card gives access to the Internett via the library's public computers.

Stavanger _____ / _____ 20____

Parents/guardians signature:

Parents/guardians names (capital letters):

Utlånt materiale: [tittel] 11030684629 23/03/2005

afine på skolen [CD-ROM] 23/03/2005

1103065427 hab : min historie / Eva Norderhaug 23/03/2005

11030691080 et på Bjørnejønet [Lyddoptak] / A.A. Thøe ; [oversatt av Tor Age Bringsvold og Marianne Koch Knudsen] 23/03/2005

11030822063 nerler 3 [cd] 23/03/2005

11030613537 rsboka 23/03/2005

11030625160 bjørnisen og Moe : 6

11030605934 King-Kong på sirkus

8. 11030620672 King-Kong kjærlighetssvinet

9. 11030704002 Ole Brumm på nye eventyr

10. 11030917795 Robin Hood / Walt Disney ; [ri Engen]

Skyldig beløp: 0,00
Biblioteket gjør oppmerk
på att det straks etter
påløper gebyr. Mer info
du på biblioteket.

Velkommen igjen!
Vennlig hilsen

Stavanger bibliotek
Tlf: 51 50 74 65
Epost: biblioteket@stav
www.stavanger.folkbib

kulturhus.no



FÖRLAGET



FINES AND REMINDERS

STAVANGER PUBLIC LIBRARY

If materials borrowed are returned late, you will be required to pay a fine. The fine is automatically registered on your library card. You will be charged whether a reminder has been sent or not. The amount is not meant to cover the reminder that is sent, but a fine for returning items late.

Cards are automatically blocked when you owe NOK 350 or more (NOK 100 for children under 18). If you owe more than NOK 350 (NOK 100) you have to pay your outstanding fines before you can borrow again. If you owe less than NOK 350 (NOK 100) you are still allowed to borrow.

Reminders are sent via email or sms before the due date. After this date further reminders will be sent for items that have not yet been returned. Reminders are sent via SMS, email or mail, whatever you prefer. The final reminder is an invoice.

If you return your borrowed items after receiving the invoice, you will not have to pay for the items, but an invoice fee of NOK 150 (NOK 100) will be charged.

PRICE LIST

Per 01.01.09:

Library card	free
Replacement of a lost card	NOK 30,-
Interlibrary loan	free
Reservation	free
SMS notification of reserved items being held	NOK 1,-
SMS reminder before due date	NOK 1,-

PHOTOCOPIES AND PRINTOUTS

Printouts/photocopies (b/w), per sheet	NOK 2,-
Printouts/photocopies (colour), per sheet	NOK 5,-
Confirmed photocopies per sheet	NOK 5,-
Fax	NOK 5,- / international NOK 30,-

FINES for returning/renewing items after due date

	Adults	Children
1st reminder	NOK 30,-	NOK 10,-
2nd reminder	NOK 75,-	NOK 20,-
Invoice fee	NOK 150,-	NOK 100,-



SØLVBERGET

STAVANGER KULTURHUS

Sølberget, Stavanger Public Library and Cultural Centre
Sølberggata 2
Postboks 310
4002 Stavanger

Madla Library
Amfi Madla
Madlakrossen 7
Postboks 600 Madla
4090 Hafrsfjord

The Library's service desk: 51 50 74 65
(Mon - Fri 8am - 10am)
Madla Library: 51 55 52 21

biblioteket@stavanger-kulturhus.no
madla@stavanger-kulturhus.no
www.stavanger-kulturhus.no