

**ROSKILDE
LIBRARIES**



ENGLISH

**Rules for the use of
Roskilde Libraries**

§ 1 Usage

The library can be used by everybody. Use of the library is free of charge. Everybody can borrow any of the materials in the libraries. In order to borrow materials, a valid library card or health insurance card is required.

Some materials cannot be borrowed for legal reasons, copyright or other reasons; for certain types of material there can also be limitations to the quantity of items which can be borrowed at any one time.

§ 2 Library Card

The health insurance card is used as a library card, but it is also possible to have a library card issued.

You can register digitally via the library homepage by using NemID or through personal inquiry in one of the library's branches.

When registering by personal inquiry, valid proof of identity with social security number must be presented. For example a Danish passport, Danish driving licence or Danish health insurance card.

When enrolling minors, parents or guardians must provide written consent for enrollment.

Special groups such as institutions and companies can be issued with a special library card. Foreign nationals can obtain a library card upon presenting their passport or similar documentation. When the application is being made, the library registers the name, address and cpr number.

The health insurance card/library card is personal (non-transferable), and contains the information to be used each time you wish to borrow material.

The owner of the library card is liable for the use of the library card and is responsible for the materials borrowed on the library card. If the library card is lost, the library must be informed straight away in order to prevent misuse. The library must be notified of any change of address. The library is entitled to demand that a pin code is used when using the library card.

The library is entitled to demand that a borrower, borrowing materials from the public library, makes a deposit or a guarantee payment, if the borrower in question does not have a permanent address within the council area.

§ 3 Registration of The Loan

All loans are registered in an electronic library system. You can get a loan receipt, which, amongst other things, contains the return date for each individual item borrowed.

The loan is erased from the system when the material is returned to the library. An individual written agreement can be made that the library stores information on a borrower's previously borrowed material for a period.

§ 4 Loan Period, Renewals And Return

Most materials can be borrowed for 1 month. Certain materials may have a shorter or longer loan period. The return date is stated on the loan receipt. Borrowed materials must be returned in undamaged condition and before the expiry of the loan period.

The loan period can be extended up to 5 times, if the materials are not reserved for anyone else. In case of returning the materials after normal opening hours at one of the local libraries, the return of the materials is registered on the following working day. Drop facility at Roskilde Library detects pass immediately.

§ 5 Reservations

Notification that reserved materials are now available is only released as digital mail.

It is possible to get a text message and/or as mail.

§ 6 Overrun of Loan Period, Other issues

Each year the management of Roskilde Council sets fees for overrunning the loan period (“fines”) and other issues.

The rates apply both to normal loans, with a loan period of 1 month, and to loans with a special loan period. The overrun is calculated as a quantity of days after the deadline for return. The library can send out reminders, but the reminders do not affect the calculation of fines.

Reminders are sent as digital mail.
It is possible to get a text message and/or as mail.

Your attention is drawn to the fact that there is a right of distraint if fees of 200 kr. or more are owed; this includes the right to secure the withholding of wage payments, cf. Law On Operation Of Libraries §32-§34.

§ 7 Reimbursement For Damaged and Lost Materials

If any material is not returned, despite reminders, the material is treated as lost and must be re-placed. Lost and damaged materials must be replaced in accordance with the rates set by the library. The rates include the repurchase price for the library, cost for acquisition of rights to the material, preparation costs etc. (calculated as a standard charge).

A charge for the overrun of the loan period may be added to this. For material consisting of more than one item, a demand can be made for the replacement of the material in its entirety, even if only one part of the material has been lost or damaged.

Unpaid bills are handed over to a debt collection department. Surcharges are made in connection with this. Where material has been re-placed in full, the material originally borrowed belongs to the borrower.

The replacement charge for lost materials which are found again and are undamaged, can be refunded within 1 month from the day of replacement, on the condition that the loan receipt is presented.

§ 8 Exclusion

If a borrower repeatedly fails to return borrowed materials, or returns materials in damaged condition, or if a borrower’s total debt in charges or replacement payments exceeds 200 kr., the borrower concerned can be excluded from borrowing materials.

An exclusion only takes effect 7 days after a written warning has been issued. The warning can be issued in connection with the recall of material by the library. The warning is sent as a digital mail.

§ 9 Payment

The library is entitled to demand payment for any special service — i.e. any services going beyond standard advice and guidance etc. The user must place a formal order for the special service provided. Special services can be documentation work, special consultancy on the use of the library, tuition, etc. The charges are listed in the overview of charges.

§ 10 Rules of Order

If a borrower of the library does not observe general rules of order, police regulations, etc., or does not follow the instruction of library staff, the borrower concerned can be expelled from the library.

In serious cases, and in the case of repeated violations, the library is entitled to expel the borrower and refuse admittance for a limited period of time.

The library accepts no responsibility for damage caused on the lender’s equipment (PCs, CD players, etc.) as a consequence of using the library’s materials, PCs, etc.

Updated August 2018

Here is where you find Roskilde Libraries

Roskilde Library
Dronning Margrethes Vej 14
4000 Roskilde
Telephone 46 31 50 00
Fax 46 31 50 13
adm@roskildebib.dk

Monday - Friday 10am-7pm
Saturday 10am-2pm
Sunday (15/9 - 14/4): 12pm-4pm

Unstaffed open at 8am-10am in the café area on weekdays.

Gadstrup Library
Nyvej 40
4621 Gadstrup
Telephone 46 31 85 34

Staffed
Tuesday 1pm-7pm
Thursday 10am-4pm

Unstaffed
Every day 7am-22pm

Gundsømagle Library
Rosentorvet 8, Gundsømagle
4000 Roskilde
Telephone 46 31 81 10

Staffed
Tuesday 10am-4pm
Thursday 1pm-7pm

Unstaffed
Every day 7am-22pm

Jyllinge Library
Bygaden 19
4040 Jyllinge
Telephone 46 31 82 30

Monday 2pm-7pm
Tuesday 10am-4pm
Wednesday 2pm-7pm
Thursday 2pm-7pm
Friday 10am-4pm
Saturday 10am-2pm

Unstaffed
Every day 7am-22pm

Viby Library
Tofthøjvej 11
4130 Viby Sjælland
Telephone 46 31 73 72

Monday 2pm-7pm
Tuesday 10am-4pm
Wednesday 2pm-7pm
Friday 10am-4pm
Saturday 10am-2pm

Unstaffed
Every day 7am-22pm

Ågerup Library
Gundsøllevej 2, Ågerup
4000 Roskilde
Telephone 46 31 81 07

New staffed open from 1th of February 2020
Monday 1pm-7pm
Wednesday 10am-4pm

Unstaffed
Every day 7am-22pm

On public holidays and Easter Saturday is all Libraries except Roskilde Library open without staff.

Book Bus
Telephone 46 31 50 32 (office)
or 40 93 32 11 (bus)
bogbussen@roskildebib.dk

See places and opening times on www.roskildebib.dk
The book bus is not available on public holidays, in July and between Christmas and New Year.

www.roskildebib.dk

