

## BORROWING RULES FOR NARVIK PUBLIC LIBRARY

1. Everyone of at least 5 years of age may apply for a library card. Children between 5 and 16 years of age must have a valid signature from a parent or guardian. Applicants over 16 years of age must show valid identification.
2. A valid physical or electronic library card is required to be present in order to borrow books and other media from the library. The library should be given notice of any change of address or other contact information.
3. The owner of the library card is responsible for all material checked out by this card. The loss or theft of a library card should for that reason be reported to the library immediately.
4. Borrowing from the library is free of charge, but a penalty fee will be charged for all items that are returned overdue. As a rule, there is no set limitation as to how many items a patron may have on loan from the library at a time, but the library staff are free to make judgement calls. The standard lending time is 4 weeks.
5. Reservations can be made for media that is lent out, and a notification will be sent when these items are ready to be checked out.
6. Interlibrary lending can be arranged if the library doesn't own the requested materials. In these cases due dates and rules will be set by the owning library. The library can make exceptions for some types of materials, for instance serialized paperback novels and curricular literature.
7. Replacement charges will be made at standard rates for lost or damaged materials. Such charges will be received by parents or guardians where children under 16 years of age are concerned.
8. Violation of these borrowing rules, may lead to the temporary suspension of borrowing privileges.
9. Fees and charges are set by Narvik kommunestyre (The municipal council of Narvik)
10. The library staff are bound to professional secrecy.

I AGREE TO FOLLOW THE RULES OF CONDUCT AND BORROWING RULES AND I HAVE READ AND UNDERSTOOD THE PRIVACY POLICY OF THE NARVIK PUBLIC LIBRARY (check the box):

NAME:.....DATE OF BIRTH:.....

ADDRESS:.....POSTAL CODE:.....

SEX (M/F):..... Phone:.....Email:.....

SIGNATURE (Parent or guardian signature for children between 5 and 16 years of age (see pt. 1))

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The following is filled out by staff:                      LÅNERNUMMER:.....      INIT:

## **NARVIK PUBLIC LIBRARY**

### **FEES AND REPLACEMENT CHARGES.**

(Narvik bystyre, 2023)

#### **LATE FEES**

	<b>1<sup>st</sup> reminder</b>	<b>2<sup>nd</sup> reminder</b>	<b>3<sup>rd</sup> reminder</b>
<b>Children:</b>	<b>NOK 28.-</b>	<b>NOK 53.-</b>	<b>NOK 107.-</b>
<b>Adults:</b>	<b>NOK 59.-</b>	<b>NOK 113.-</b>	<b>NOK 205.-</b>

#### **REPLACEMENT FEES**

- If possible, you may replace the missing item by buying a new one. No charge will apply.
- Material of special value will be rated based on its true value.
- Otherwise, the following rates will apply:

Children's book/audiobook	<b>NOK 263.-</b>
Adult book/audiobook	<b>NOK 651.-</b>
Periodicals	<b>NOK 100.-</b>
DVDs	<b>NOK 200.-</b>

#### **INVOICE FEE**

A replacement fee of NOK 100.- is also charged on each replacement claim issued.

If the claimed items are returned after invoices are issued, invoice fees and late fees will still apply.

#### **LIBRARY CARD REPLACEMENT**

A replacement library card can be issued at a charge of NOK 36.-