

# Linköping University Library Rules and Regulations

The University Library is the most important common resource centre in Linköping University, and it is primarily intended for use in academic research and university studies. Its role is to offer:

- Information services as well as a stock of books and periodicals of high quality
- An effective digital network
- Access to sources of information in both printed and electronic form
- A creative and stimulating environment for studies

The library is open to the general public. It is governed by the Board of the Library, which determines the rules and regulations. The rules and regulations of the library apply to the library visitor/user according to his/her status as an employee or student at the University, or as a member of the general public.

Any person who registers as a borrower at Linköping University Library enters into a contract with the University Library, and agrees to abide by the rules of the library. Special rules apply to students and employees of the university who have a LiU-card.

## The Library Card

The LiU-card is used as a library card for all LiU students and staff. The Linköping university rules for the LiU-card are applicable.

Other library users may obtain a library card after completing the online application form which can be found on the library's homepage. The card may be collected at the issue desk. A valid photo ID is required.

The library card is a valuable document. Borrowers are responsible for all loans made with their library card until they are returned. The loss of your library card must be reported immediately to the University Library, and the card will then be blocked. Any change of address or e-mail must be reported in person to the University Library.

All borrowers must use their LiU-card/library card each time a loan is made.

## Confidentiality

All borrowers at the University Library are protected by law as stated in Ch. 40, paragraph 3 of Offentlighets- och sekretesslagen/the Law on Confidentiality (SFS 2009:400). "Confidentiality within libraries is in force pertaining to registered information about an individual's loans, reservations or other form of request, if it is not otherwise stipulated that the information may be revealed without this causing harm or impairment to the person involved or any intimate of that person".

## Loans

Most of the library collection is freely accessible (open shelves) and available items are to be collected from the shelves by the borrowers themselves. If possible loans should be registered using the self-issue machine. Borrowers must treat the library's property with care and protect it from damage. It is strictly forbidden to make marks in or deface books, or in any other way damage the borrowed item. Marks made in pencil are also classed as damage. If you discover any damage to any item you have borrowed you must report this without delay to library staff. Repairs are not to be carried out by the borrower. Borrowers are at all times responsible for returning any borrowed and recalled item(s) promptly, even if the borrower is away from campus. Items for borrowing may be collected on behalf of a second person only if proof of permission can be established and only on production of the borrower's library card. The Library reserves the right to limit the maximum number of simultaneous loans.

## Loan Period

- The loan period for literature is 21 days.
- The loan period for items that have been reserved by another borrower is 7 days.
- The loan period for interlibrary loan items is determined by the lending library

Knowing when the library items are due, and returning or renewing the loans on time, is the borrowers' responsibility.

## Renewal of loans

Renewals of loans may be made up to a maximum of 10 times, provided that the item has not been reserved for another borrower. Renewals can be made via the library's homepage or by using the self-issue machine. Interlibrary loan items can only be renewed by library staff.

## Reserved items

Checked out items or available items from other libraries within Linköping University may be reserved. Reservations can be made via the library's homepage. Borrowers will be informed when the item(s) requested are available for pick-up. The message will also state the last pick-up date.

Items from Byggmästare John Mattsons bibliotek cannot be reserved or lent via the libraries in Linköping and Norrköping

## Items not to be borrowed

Items which may not be taken out of the library are: reference literature, journals, daily newspapers, publications of the Swedish Parliament (riksdagstryck), the Swedish Statute book (Svensk författningssamling), official statistics, old or fragile items and literature which is needed for research and study in the library

## Borrowing for distance studies

The borrowing regulations for those who study at a distance are the same as for students on campus.

## Liability

Knowing when the library items are due and returning items on time is the borrower's responsibility. This is valid at all times without exception.

The library makes no commitment to issue notices for the return of any item/s, and will do so only as a service. Any borrower who does not return his/her loan on time will be suspended from the library and will be liable to pay compensation. Suspension ceases when the item/s has/have been returned and/or all debts to the library have been settled.

The Replacement fee is the cost of the item to the library plus a processing fee of SEK 250 per item. If the item/s is/are returned before the date on which the bill is due, a charge of SEK 200 will be made for each item, with a maximum charge of SEK 1000 per invoice, and the invoice will be cancelled.

The same rules for replacement fees apply for any lost or damaged item belonging to the library. The borrower agrees to the library's assessment of liability for any damage. All damaged or lost items for which the borrower has paid compensation remain the property of the library.

Other agreements about compensation may be granted in exceptional cases.

## Interlibrary loans

Students and staff at Linköping University have the right to place orders for interlibrary loans in the course of their work. The library arranges the loan of items from other libraries.

## General rules for interlibrary loans

- Anyone placing an order for an interlibrary loan must have a current library card/LiU-card valid at the University Library.
- The rules for borrowing and compensation of the issuing library are applicable.
- The borrower is under obligation to have any such item available for immediate restitution on demand. Interlibrary loan items can only be renewed by library staff.
- If an interlibrary loan is lost or damaged, the borrower is liable to pay compensation and will be suspended from both local and interlibrary loans until the debt is settled.
- Lost or damaged interlibrary loans, for which the borrower has paid compensation, remain the property of the issuing library.
- Any borrower who does not follow Linköping University Library rules for interlibrary loans may be suspended from both local and interlibrary loans.

## Regulations

In order that the library's primary function as a place of work for students, teachers and researchers be maintained, all visitors must respect the following rules:

- Visitors must behave in such a way as not to disturb or hinder the operation of the library.
- Silence is to be observed in the reading rooms.

- In other parts of the library visitors are expected to speak in a quiet and unobtrusive manner.
- Please make sure your mobile phone is set to silent mode.
- Any visitor who does not comply with these regulations may have his/her borrowing rights suspended and may be denied entry to the library for a certain period of time.

### **Rules for the use of electronic media**

Electronic media may not be used for financial gain. Copying/downloading is only permissible for strictly personal use. When using electronic media you are required to follow rules or guidelines concerning usage rights, as stipulated by the provider. You are not allowed to *systematically or automatically* copy or download entire journal issues or books. You are not allowed to distribute copyrighted material outside of Linköping University. You may not change or distort the material at its source. Plagiarism is not allowed.

### **Rules for the use of computers**

The use of the University Library computers is subject to the Linköping University regulations for the use of computers:

- All use of internet computers requires a personal logging-in.
- The use of computers is subject to the [SUNET Code of Ethics](#).
- Breaking into or attempting to break into any of the University Library's systems will be considered as sabotage and will be reported to the police.

### **Suspension**

Library users are obliged to follow library rules. The University Library has the right to suspend anyone who does not follow library rules and/or has an outstanding debt to the library. Such decisions are made by the Chief Librarian. Suspension may apply to both borrowing and visiting rights. In serious cases, the library has the right to recall all loans with immediate effect. Serious or repeated breaches of these regulations may lead to legal measures being taken. For students, disciplinary measures may be taken, as stipulated in the University Ordinances Ch. 10 "Disciplinary measures. General provisions". A complaint to the police may be lodged in all serious cases.

### **Review of decisions**

Anyone dissatisfied with decisions made in accordance with these rules by University Library employees has the right to have these reviewed by the Chief Librarian, who may refer any review to the Library Board. For further review, the reader is referred to the University Ordinances.

### **Change of rules**

Conditions for borrowing, regulations and rules for the use of computers may be changed. The University Library will post all such changes on the library notice boards. They will also be available via the library home page. It is the duty of borrowers/library users to keep themselves informed of any such changes and to follow those rules which are added after the issue of their library card.

*Chief Librarian*

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**LINKÖPINGS UNIVERSITET**