

### **LIBRARY CARDS**

You can apply for a library card for free. The only requirement is that you can present a valid photo identification. With the library card, you can borrow items at all libraries in Trelleborg's municipality.

You accept the library's lending rules by signing the card. The library card is your personal key to many of the library services.

You should always present your card when you want to borrow items from the library. The library card is for personal use only, and you are responsible for any library materials borrowed on your card, whether by you or by someone else. If you lose your card, or if you change your name, address, telephone number or e-mail address, notify your library immediately.

Everyone above the age of 6 can have his or her own library card, but children under 16 have to have a guardian's permission and signature. The guardian is responsible for minor's library card and all materials borrowed on the card, even if someone else uses it.

In order to use services via the library's website, and to reserve a computer at the main library in Trelleborg, you must have a library card and a PIN-code. You get the PIN-code at the circulation desk.

### **LOANS**

The normal borrowing period for books is 4 weeks.

The borrowing period for magazines, CDs and Music-DVDs is 2 weeks, and for DVDs 2 days.

You are responsible for returning the items in acceptable condition.

When you borrow, you get a receipt with the borrowed items and the loans due date. You have the obligation to return your books before the loan expires.

You are responsible for your loans until they are returned. Make sure that your loan is deregistered by checking the information about your loans via the library's website or by contacting the library.

If there are no reservations for the book, you can renew your loan up to 5 times. You can renew at the library's website, by telephone, e-mail or by visiting the library.

If you register your e-mail address at the library you will get a message when the loan period is coming to an end. You will also get an e-mail when your reserved books or interlibrary loans have come.

### **OVERDUES**

7 days after the due date, you will be sent an overdue notice for any library materials not returned on time. Your library card will be blocked until the books are returned. If the late charges are not paid when overdue materials are returned those charges will be billed to your card for payment later. 28 days after the due date, we consider the borrowed items as lost and will send you a bill.

### **FEEES**

Replacement for a lost library card: 10 kr

Computer print-outs: 1 kr per sheet (A4)

Photocopies: 2 kr per sheet (A4)

Fax in Sweden: 5 kr + 1 kr per page

Fax outside Sweden: 10 kr + 1 kr per page

Fax - reception: 2 kr per page

Overdue charges: DVDs 10 kr per day

### **REPLACEMENT COSTS**

Lost adult media:

Books and audio books: 400 kr per item

DVD movies: 500 kr per item

CD and music DVD: 200 kr per item

Journals: 100 kr per item

Language courses are replaced with the actual cost of replacement.

Lost children's media:

Books and audio books: 200 kr per item

## INTERLIBRARY LOANS

Interlibrary loans are books acquired from a library outside Trelleborg's municipality. Interlibrary loans take time and involve staff plus shipping costs for libraries, so please consider your needs carefully.

Materials that cannot be acquired from other libraries:

- Books that are already on the local library, even if they are lent.
- Audio Books, films, CDs.

Requirements:

- You may have up to 5 interlibrary books simultaneously.
- Interlibrary loans made by libraries in Trelleborg must be returned to libraries in Trelleborg.
- The lending library decides if an interlibrary loan can be renewed.

Fees:

- Ordering of article copies are in most cases free. Should additional costs arise, the borrower will be contacted before the article is ordered.
- Lost interlibrary loans are replaced with the actual amount charged by the lending library.

Main Library 0410-73 31 80  
bibliotek@trelleborg.se  
Monday-Thursday 10-19  
Friday 10-18  
Saturday 11-14  
June, July and August:  
Monday-Friday 10-18

Anderslöv 0410-202 96  
anderslov.bibliotek@trelleborg.se  
Monday, Thursday 10-14, 15-18.30  
Tuesday, Wednesday 13-17

Gislöv 0410-73 44 15  
gislov.bibliotek@trelleborg.se  
Monday, Wednesday 12.30-14  
Tuesday 12.30-19  
Thursday 12.30-17

Skegrie 0410-73 43 08  
skegrie.bibliotek@trelleborg.se  
Monday 12.30-15  
Tuesday, Thursday 12.30-16.30  
Wednesday 16-19

Smygehamn  
Open daily 8-18  
Manned Thursday 14.30-15.30

Book mobile 0410-73 31 88, 0708-81 71 88  
bokbussen.bibliotek@trelleborg.se  
The book mobile has a special schedule.  
Get it at the library or at the library's website.

# Loan guidelines for Trelleborg library

Here you will find important  
information about:

- library cards
- loans
- reminders and delay charges
- fees
- interlibrary loans

[www.trelleborg.se/bibliotek](http://www.trelleborg.se/bibliotek)



**TRELLEBORGS KOMMUN**  
Kulturförvaltningen