

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. Late fees and replacement charges are set by Narvik bystyre.

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, 2019)

LATE FEES

	1st reminder	2nd reminder	3rd reminder
Children:	NOK 25.-	NOK 47.-	NOK 93.-
Adults:	NOK 52.-	NOK 100.-	NOK 181.-

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	NOK 234.-
Adult book/audiobook	NOK 579.-
Periodicals	NOK 100.-
DVDs	NOK 200.-

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 30.-