Regulations and guidelines

www.svendborgbibliotek.dk
Welcome to Svendborg Municipality Libraries

Welcome to Svendborg Municipality Libraries
Svendborg Culture and Library extends from the main library in the town of Svendborg out to the seven local municipality libraries of South Funen. Everyone is welcome to Svendborg’s libraries, and we hope you will avail yourself of the wealth of experiences, learning and borrowing of materials that we have to offer.

In this folder you can find practical information and read about the various regulations and frameworks that apply for lending and use of the library’s rooms and materials.

With kind regards Svendborg Library

Library card

Your yellow health insurance card is your library card
Once you are registered as a borrower, you are free to borrow books, films, magazines etc. Either by going to the library, visiting svendborgbibliotek.dk or bibliotek.dk.
We are happy to issue alternative library cards e.g. for children. Don’t forget to bring identification.

Your loans are personal
You can borrow items using your own health insurance card or library card. If you wish to borrow items for someone else on their health insurance card or library card, you will require authorisation. You are personally responsible for returning the items you borrow within the loan period and in the same condition as when you borrowed them.

Lost library card
Please inform us if you lose your health insurance card or library card. You are responsible for any misuse of your library card until the card is cancelled.

Pin code
Use your four-digit pin code when using the library’s self-service machines, and when renewing items online.

DON´T FORGET
To notify the library if you move or change your e-mail address. You can also update your profile at svendborgbibliotek.dk
**Loan period**

**Various loan periods**  
When you borrow from the library you will be given a receipt which shows when you must return the item.

The loan period is usually 30 days. Fast loan books, films and games can be borrowed for 14 days. Some materials can only be used at the library, e.g. old newspapers and materials from our local history collection.

**Extending the loan period**  
If the item has not been reserved by another borrower, you can extend the loan period via the library’s website or over the telephone.  
You can borrow items from the library for up to three months.

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**Late returns**

It is free to borrow at the library, but expensive if you return items late. If you exceed the loan period you must pay a fee. Even if you haven’t received a reminder.

**Exclusions**  
If you repeatedly return damaged items or do not return what you have borrowed, we may ban you from borrowing at the library. The exclusion will remain in place until the item is returned or replaced.

If you owe the library DKK 400 or more you will be excluded from borrowing at the library until you have paid. Children may owe DKK 100 max.

**Debt collection**  
If you fail to pay, the matter will be referred for debt collection. The library charges must be paid and the compensation payment is non-refundable, regardless of whether you subsequently return the item.

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**DON´T FORGET**  
It is your responsibility to comply with the loan period. Even if you have not received reminders from the library.
Replacement of items

You must replace lost or damaged items, while on loan to you. So take good care of items you borrow from the library.

You are also responsible for damage resulting from your audio or IT equipment when using the items you have borrowed.

The library retains right of ownership to lost and replaced items. Should it turn up again you are therefore under obligation to return it. The library will refund the compensation paid within a year, so keep your receipt.

Take care of your library

Use the library and materials wisely and considerately, so that together, we can take care of our libraries.

Food
Please feel free to enjoy food that you have brought with you, in our foyer, but not in the library itself.

See you at the library

Stenstrup Library
Skolevej 2
5771 Stenstrup
Tlf: 6223 5040

Thurø Library
Bergmannsvej 25
5700 Svendborg
Tlf: 6223 5016

Landet Library
Biblioteksvej 1
5700 Svendborg
Tlf: 6254 1233

Drejø Library
Drejø Brovej 14
Drejø
5700 Svendborg

Gudme Library
Højsagervej 6
5884 Gudme
Tlf: 6223 3006

Vester Skerninge Library
Mads Hansens Vej 12
5762 Vester Skerninge
Tlf: 6223 50 36

Skårup Library
Åbyvejen 43
5881 Skårup
Tlf: 6223 5070

Svendborg Library
Svinget 1
5700 Svendborg
Tlf: 6223 5000