

# Helsingborg Family Library Card

This library card provides you with access to books and other media at the libraries in the municipalities included in the Helsingborg Family collaboration: Bjuv, Båstad, Helsingborg, Höganäs, Klippan, Landskrona, Perstorp, Svalöv, Åstorp, Ängelholm and Örkelljunga.

For those who tend to borrow books from various libraries, this allows you to combine your borrowing under one card and allows you to borrow and return items to the library that suits you best.

## Confidentiality

In order to be able to borrow you need to sign to agree that your personal data will be recorded in the shared library system\*. Your data will be used to manage library borrowing, reservations and any fees. Your borrowing will be confidential, which means that no one other than you will be able to find out what you have borrowed.

As soon as the borrowed item has been returned and any fees have been paid, the information about your borrowing will be deleted from the computer system. Library employees are naturally subject to confidentiality.

We hope you will enjoy using your new card!

## Helsingborg Family Library

\*According to the Personal Data Act (PuL) you are entitled to know what information is held about you and request changes if the data is not correct.

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## Borrowing agreement

### Please complete the following for library cards for adults the age of 18

- I accept that my borrower information and borrowing will be recorded in the shared library system for the Helsingborg Family.
- I accept the rules and regulations and will keep informed of any changes to these.

\_\_\_\_\_  
Personal identification  
number (10 digits)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

### Please complete the following for library cards for over children under the age of 18

- I am the legal guardian of the person specified below and accept that he/she be issued with a library card and that borrower information and borrowing will be recorded in the shared library system for the Helsingborg Family.
- I accept the rules and regulations and will keep informed of any changes to these.
- As a legal guardian I will take responsibility for the child's borrowing

\_\_\_\_\_  
The child's personal identification number (10 digits)

\_\_\_\_\_  
The child's first and last name

\_\_\_\_\_  
The legal guardian's personal identification number (10 digits)

\_\_\_\_\_  
The legal guardian's signature and printed name

\_\_\_\_\_  
Date

**Please turn  
over!**

## Borrowing rules

Borrowing is free of charge but there are some rules that must be followed. The library borrowing rules are available in full at the library and at [bibliotekfh.se](http://bibliotekfh.se).

### Valuable document

The library card is a valuable document. Always report lost cards! You are responsible for everything that is borrowed on your card.

**You can block your library card by contacting your local library. Contact information can be found at [bibliotekfh.se](http://bibliotekfh.se)**

### Borrowing period

The return date can be found on the borrowing receipt. The borrowing period may vary but is usually four weeks. You can check the borrowing period and make renewals via phone or at [bibliotekfh.se](http://bibliotekfh.se) if you have a PIN code.

You will be responsible for borrowed items until the items have been returned. You must replace any borrowed items that are lost or damaged.

Complete rules and information about any applicable fees can be found at [bibliotekfh.se](http://bibliotekfh.se).

There are no late fees on children's media, or book bus borrowing. Children and young people under the age of 18 and audio book borrowers will not be charged any late fees.

### Replacement

You must replace any borrowed items that are lost or damaged.

Legal guardians will be responsible for children's borrowing. Fees vary depending on what you have borrowed. Replacement costs can be found in full at the library and at [www.bibliotekfh.se](http://www.bibliotekfh.se)

The library card will be blocked if you incur SEK 100 in fees.

### Interlibrary borrowing

Interlibrary borrowing outside of the Helsingborg Family/within the Nordic region: SEK 10

**PIN code (4 digits):** \_ \_ \_ \_

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## Please complete the requested information below

\_\_\_\_\_

Last name (card owner)

\_\_\_\_\_

First name

\_\_\_\_\_

c/o

\_\_\_\_\_

Street address

\_\_\_\_\_

Postcode

\_\_\_\_\_

Place

\_\_\_\_\_

Telephone

\_\_\_\_\_

Mobile

\_\_\_\_\_

E-mail address