

# Lending rules

## WHAT YOU CAN FIND IN THE LIBRARY

- books in many different languages for children and adults
- newspapers
- periodicals/magazines
- CDs
- CD-ROMs
- videos
- DVDs
- cassette books/CD-books
- talking books
- Internet
- word-processing equipment
- microfiche reader for genealogy
- language courses

**WELCOME!**

**The Main Library**, with a section for library service to disadvantaged persons, is in Haninge kulturhus at Poseidons torg in Handen.

The library branches are in **Brandbergen**, **Jordbro** and **Västerhaninge**.

There is also a library at **Ornö**.

Haninge bibliotek  
136 81 Haninge  
Phone 08-606 70 00

[www.haninge.se](http://www.haninge.se)



Kultur- och fritidsförvaltningen

Welcome  
to the libraries  
in Haninge



Kultur- och fritidsförvaltningen

## Library cards

The library card is free of charge. We do require that you can show a proof of identity, so you need to bring a valid **identity card**.

**Children** under the age of 18 need to get their parents' approval. Parents are responsible/accountable for everything their children borrow. **Always** bring your library card when visiting the library.

## Please report at once:

- **a missing library card** (it will be replaced for a fee)
- **a change of postal address, e-mail address, phone number, or name**

## Responsibilities

A **library card** is a valuable **personal document**. You are responsible for all media borrowed with your card. You will have to compensate the library for any media that is lost or damaged. The cost of replacement is charged in accordance with the rules of the library.

The library takes no responsibility for any possible damage to equipment which might be caused using the library's media.

## The loan period

Is normally **4 weeks**. For video, some of the more recently published books, and other media in high demand, there will be a shorter period.

## Extending a loan

For most books, and some of the other media, you can extend the loan period. This can be done a maximum of **2 times**, as long as the media has not been reserved by someone else. To extend a loan: visit the library, phone us supplying your full details, or use the Internet.

## Internet

At our website you can browse the library catalogue, reserve media that are on loan, and extend the loan period on some media – mainly books – that you have borrowed. Besides a library card you need to have a **PIN-code**, which you can get when you visit the library. You will find a link to our website under “biblioteket” at [www.haninge.se](http://www.haninge.se)

## Self-service

Now you can avoid standing in line. **Get a PIN-code** and register the media you would like to borrow in our **automated borrowing stations**.

## Reserving media

Media, that is currently on loan, may be reserved for a **fee**. You will then receive a message as soon as the media is available again. When in the library, reservation and payment of the fee are made at the **information desks**. If you make your reservation online, you pay the fee when you collect the media. Go to the **desk for registration of media**.

## Late fine

The library will charge a late fee for all media that has not been returned at the proper time. Books for children are excepted.

## Reminders

A certain time after the loan period has expired the library will send a reminder. If the media is still not returned, a bill will follow according to the library rules.

## Cancelled rights

In cases where late fees are not paid, in spite of repeated reminders, and in cases where media is damaged or not returned, without compensation having been offered to the library, lending rights are cancelled. However, when the outstanding debts are paid, lending rights will be restored.