

# **RULES OF LENDING FOR FREDRIKSTAD PUBLIC LIBRARY**

## ***Returning borrowed books and material***

Borrowed books and materials may be returned to the main library or any branch, regardless of where the books have been borrowed. It is also possible to return books outside opening hours via the letterbox or collection box placed outside the library or branch library. Any fees levied will remain open until the next time the borrower uses his/her library card.

Borrowers may return books/materials to the main library by placing them in the hatchway in the door.

## ***Telephoning the library***

The library switchboard is manned during office hours. Borrowers may telephone to extend loan periods, to enquire about a particular book, or to obtain any information.

Borrowers may not normally telephone the library with requests that library staff find books.

## ***Main library***

Phone: 69 38 34 00

Address: J.N.Jacobsensgate

## ***Branches***

Borge library

Phone: 69 30 6617

Address: Kjølberggata 2, Sellebakk

Onsøy library

Phone: 69 95 8140

Adress: Haugefjellveien 1, Gressvik



**September 2007**

**[www.fredrikstad.kommune.no/biblioteket](http://www.fredrikstad.kommune.no/biblioteket)**

## **Rules of lending for Fredrikstad Public Library**

*(Adopted by the Municipality of Fredrikstad's Committee for Culture on 07.04.2000)*

### **No charge for borrowing, but a fine will be levied if these rules are broken**

All persons holding a valid library card may borrow books etc. from the library at no charge. A charge will however be imposed for books and materials returned after the loan period has expired, and the borrower will also be charged full compensation for books and materials that are damaged or not returned. The right to borrow books etc. can be withdrawn temporarily or permanently from borrowers who repeatedly fail to return books etc. by the end of the loan period.

### **Library card**

All persons with a permanent address in Norway may apply for and receive a library card by showing suitable identification. Children desiring a library card must obtain permission from their parent(s) or guardian(s). Changes of address and lost cards must be reported to the library. Borrowers that do not have their library cards with them can nevertheless borrow books etc. by showing suitable identification and paying a fee, alternatively a new library card may be issued against payment of a fee.

### **Borrowing from the Municipal Library's collection**

The standard loan period for books is 30 days. Other loan periods may be agreed, for example the loan period for magazines/ journals and books that are in popular demand may be reduced to 14 days. For videos (films/ cartoons) the loan period is 7 days and for language courses 6 weeks. Loan periods can be renewed up to three times providing that the material has not been reserved for another borrower. A limit can be imposed for the number of simultaneous loans. Certain materials, such as reference works, newspapers and newly published magazines/journals cannot be loaned, but must be read on the premises.

### **Borrowing from other libraries' collections (remote borrowing)**

Articles from magazines/journals and books that the library does not keep in its collection can normally be ordered from other libraries. Up to five remote borrowings may be ordered at the same time. Recently published books, magazines/journals, videos, language courses, talking books and CD's cannot be borrowed remotely. The remote borrowing service is reserved for residents in the Municipality of Fredrikstad; other borrowers must apply to their own municipality's library. Students who wish to borrow books under the remote borrowing scheme in connection with studies must apply to the library at their place of education.

### **Responsibility for borrowed material**

Borrowers are responsible for all books and materials loaned on their personal cards. If the loan period is exceeded, the borrower must pay a fee. Damaged or lost books and materials must be replaced. Two written notifications will be sent to the borrower. If the borrower does not respond, the right to borrow will be suspended until the demand for indemnification and the reminder fees have been paid.

### **Fees and indemnification rates, from 01.01.2003**

Fee for forgotten/lost library card:

Borrowing books without valid card on person, kr. 10, -

Issuing new card, kr. 20, -

Fee for excess loan period:

Kr. 30, - after first written notification

Kr. 60, - after second written notification

The standard rates for the replacement of lost or damaged books are kr. 300, - for standard books for adult readers and kr. 100, - for children's books. Special and expensive material books and material will be charged at the cost of acquisition.