



Welcome as a customer at the public libraries in Lysekil

Library lending policy

Nearly everything is free of charge at the library. You can use the library, borrow books and get answers to your questions without any cost.

But we have some rules you should know of.

Library card

Your library card is free of charge. In order to receive a library card, please bring photo identification.

If you are under 15 years of age your parents must sign an agreement.

You get your first own library card when you start school.

Replacement cards cost 20 kr for adults and 10 kr for children.

Responsibility

Your library card is a document of value. You are responsible for everything that is borrowed with your card and you have to compensate for items ruined or lost. Report the library immediately if you have lost your card.

You will be charged for books which are not returned in time. This does not apply on children's books.

For more information about charges see page 3.

Check-out periods

Check-out periods are generally 4 weeks but there can be shorter periods depending on requests or media, i. e.:

DVDs

Check-out period 2 days, no renewals. Rental fee 20 kr.

You must be 15 years of age to rent a video.

Magazines

Check-out period 2 weeks.

Renewals

You may make two renewals unless the book is on hold for another borrower. You can also renew your books online from a computer 24 hours a day or on the phone.

Holds and requests

You can place holds on books that are checked out online or at the library. When the requested book returns you will be notified by email, text message or letter.

When you collect the book you pay a fee of 5 kr.

You can also make reservations at the library's website. For more information see page 2.



Computers and databases at Lysekil Public Library and its branches

You can reach the library's catalogue from home at www.lysekil.se (choose Bibliotek at Genvägar) to check your loans, make renewals and holds on books with your library card together with a pin code.

At the main library you have access to a **wireless Internet**.

At the library you can get access to information and services using computer programs and databases

Computers at the main library

4 computers with the library's catalogue

1 computer with children's computer programs on CD-ROM

2 computers with Internet access for 10 minutes drop-in use

1 computer with Internet access and word processor, 30 minutes reservation

1 computer with Internet access and a scanner, for studies and work-related tasks, 30-60 minutes reservation

2 computers for genealogy, 60 minutes reservation

Computers at Skaftö and Brastad libraries

1 computer with the library's catalogue

1 computer with Internet access, databases and word processor

At Brastad library there is also a computer used for genealogy only

All computers that have Internet access also have access to Word, Excel, Access and Powerpoint

Databases at the libraries

Global Grant – funds and scholarships

Alex – Authors' dictionary

Presstext – newspaper and journal articles

Mediearkivet – newspaper and journal articles

Elib – e-books, both novels and non-fiction

Nationalencyklopedin – encyclopaedia

Landguiden – fact about the countries of the world

At the main library you also have access to:

Ebsco Master File – journal articles

NoveList – examples of good books

You can also reach some of the databases from

The following databases are available from home with your library card:

Global Grant

Alex – Authors' dictionary

Ebsco Master File and NoveList

Elib – e-books

Nationalencyklopedin (one two-month-loan in one a year)

Landguiden – facts about the countries of the world

You find the links at www.lysekil.se



Charges at Lysekil Public Library (divergencies at the branch libraries)

Library card	Free
Renewed library card, adults	20:-
Renewed library card, children younger than 15	10:-

Fees

Reservation fee, long distance loan	20:-
DVD 2 days (for loans on a Thursday: 4 days)	20:-
DVD week (branch libraries)	20:-

Ordering copies often results in an extra cost. This cost will be paid by the customer/borrower

Overdue fines for each item (none at branch libraries)

Standard loan, each week	5:-
7-days loan, each day	2:-
14-days loan, each day	1:-
Maximum overdue fine for each book	50:-
Children's books	No fines
Overdue fine DVD, each day (branch libraries –per opening day)	10:-
Maximum overdue fine for each DVD	100:-

Three recall notices are sent to you if the loaned items are not returned. After that you will receive a bill.

A recall fine is added to the third recall notice 50:-

Lost or ruined books, audio books, DVD's etc. shall be compensated with the acquisition value of the item.

If a book no longer is possible to acquire a case-by-case evaluation is done.

Copy/Print fee

Copies, black-and-white, A4-size, for each	2:-/each
Copies, colour, A4-size, for each	5:-/each
Copies, black-and-white, A3-size, for each (only at the main library)	4:-/each
Copies, colour, A3-size, for each (only at the main library)	10:-/each

In most cases exceptions are made for Boken Kommer-borrowers/Receive a book-borrowers, care of the elderly institutions and audio books for the blind.

Blocked library cards

A borrower whose debt to the library is 100 kr or more, will be blocked for additional loans, until the debt is paid. A borrower can also be blocked if he or she repeatedly breaks the rules of the library.