

# APPLICATION FOR LIBRARY CARD

Print and bring the filled out application to the library



FIRST NAME: \_\_\_\_\_

SURNAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ CITY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

BIRTHDATE: \_\_\_\_ . \_\_\_\_ . 20\_\_ PERSONAL IDENTIFICATION NUMBER: \_ \_ \_ \_ \_

Female: \_\_\_ Male: \_\_\_ Undisclosed: \_\_\_ (tick relevant box)

I want to receive communication from the library on: Email: \_\_\_ SMS: \_\_\_ Mail: \_\_\_ (tick relevant box)

Parent's name (using BLOCK LETTERS):

\_\_\_\_\_

Parent's email address using BLOCK LETTERS (only applicable if the applicant is less than 15 years):

\_\_\_\_\_

I am familiar with **the library's loan rules\***: \_\_\_ (tick box if applicable)

Parent's signature (Required if the applicant is less than 15 years):

\_\_\_\_\_

You can find the contact information to the libraries on [www.tfb.no](http://www.tfb.no)

# Loan rules for Trondheim public library

## Duties

When you have a library card and borrow materials from us, you have the following duties:

- To treat the library's materials nicely
- To return borrowed materials by the due date
- To compensate for damage to (or the loss of) borrowed materials
- To ensure your contact information, as registered in our system, is update

Parents are responsible for ensuring that children under 15 years of age uphold these duties. From the age of 15, you are considered an adult and are yourself responsible.

## Borrowing periods and extensions

The usual borrowing period is 4 weeks.

Some exceptions:

- Film and TV series: 2 weeks
- Music: 2 weeks:
- Language course: 8 weeks

You can renew a loan up to two (2) times, if the material is not reserved for others.

Exceptions to this rule include week-loans, electric bicycles and tools (One cannot extend a loan of these items). You can

extend a loan at My Pages ('Mine sider' in Norwegian) or through the Bibliofil App.

## Returns

You can return materials borrowed from us at any of our libraries, as well as at libraries in other Norwegian municipalities. Outside our libraries, there are return boxes, which you can use at your own risk.

## Fines for late returns

You are responsible for returning materials on time. If borrowed materials are over-due, we send you a delinquency notice of this by e-mail or a text message. You decide how we notify you on My Pages ('Mine sider' in Norwegian)/the Bibliofil App. The primary goal of the fines for late returns is to ensure good access to the library's collection.

We send the first delinquency notice and the fine one (1) week after the due date.

The fine for adults (over 15 years of age) is 40 NOK. Children and institutions receive only reminders to return materials, not fines. We send the last delinquency notice three (3) weeks after the due date (the fine for adults is then doubled).

You can pay a fine at the Bibliofil App, or at the library.

## Lost materials

If materials are nevertheless not returned to us after two (2) notices of a fine, we consider the material to be lost. We then send an invoice, followed by a debt collection warning. Contact us to arrange for compensation (or return) before we send an invoice to a collection agency. If you have an e-invoice agreement with Trondheim Municipal Authority, an e-invoice from us will show up at your online bank.

You must compensate for lost or damaged materials in accordance with our current compensation schedule:

Material for children

Books	250,-
Audiobooks	300,-
Films	250,-
CDs	250,-
Language courses	1000,-
Periodicals	100,-
Console games	600,-
Material loaned from other libraries	800,-

## Library card

Take good care of the card and bring it with you when you visit the library. Inform the library if you lose your card. If you lose a plastic card, a new one costs 20 NOK.

## PIN-code

You must create a 4-digit PIN code when you make an application for a library card. This is what you use to borrow from our automated check-outs and to borrow over the counter. You can change the PIN code at My Pages ('Mine sider' in Norwegian) or over the

counter by showing identification. We encourage parents to create a PIN code for their child that is easy for the child to remember.

## Contact information

Parents are responsible for keeping contact information updated. Change it yourself through the Bibliofil App or contact us.

## Privacy declaration

We need to store information about you and your child if you are to use our services. You can read about what kind of information we store under 'privacy' at our webpage.

05.09.2022