

## Library card and rules for borrowing items from the library

### Who can borrow from the library?

Everyone from the age of six and up can have a library card. If you are under 15 years of age, you must have one of your parents sign for you. You must show valid identification with a picture if you are 15 or older. Schools, day-care centres and other institutions register under the name of the institution and an official from the institution.

### The library card

The library card is free.

The library issues a local card to children and institutions. The card can be used in all of the library's branches in Trondheim.

The national library card is issued to people who are 15 years of age or older. The card requires your date of birth and national identification number (eleven digits). You have the right to object to information about you being stored in the national library loan register. Inform the library if you want a library card that can only be used locally.

When you are issued a card, you must choose a four-digit PIN code. Only people over 15 years of age can register their own e-mail address. Always have the card with you when you visit the library. You are responsible for everything that is borrowed on your card. If you lose your card, a new card costs NOK 20. Also remember to notify the library if you change your name, address, telephone number or e-mail address.

### Borrowing from the library

The normal loan period is four weeks. Exceptions: weekly loans (cannot be renewed); films: one week; CDs: two weeks; periodicals: two weeks; language courses: eight weeks. The loan period can be renewed twice if the borrowed material has not been reserved by anyone else. If what you want is out on loan, it can be reserved for you. You will be notified by e-mail, SMS or letter when the material is in and ready for you to borrow. Films borrowed from the library are for private use only. The age limit for borrowing a film is the same as the recommended age limit on the film. The library is not liable for any damage to the video/CD/DVD player etc.

### Overdue returns

When a reminder is sent via e-mail or letter, the borrower must pay a fine. The first reminder is sent one week after the due date: NOK 40 for adults (anyone over 15 years of age) and NOK 30 for children. The second reminder is sent three weeks after the due date: NOK 80 for adults, NOK 60 kroner for children. A debt collection bill is sent five weeks after the due date.

### Loss and damage

Lost material must be compensated for at the following rates:

| <u>Material for adults:</u> |          | <u>Material for children:</u> |          |
|-----------------------------|----------|-------------------------------|----------|
| Books                       | NOK 400  | Books:                        | NOK 250  |
| Audio books:                | NOK 500  | Audio books:                  | NOK 300  |
| Film:                       | NOK 300  | Film:                         | NOK 250  |
| CD:                         | NOK 300  | CD:                           | NOK 250  |
| CD-ROM:                     | NOK 500  | CD-ROM:                       | NOK 500  |
| Language course:            | NOK 1000 | Language course:              | NOK 1000 |
| Periodical:                 | NOK 100  | Periodical:                   | NOK 100  |
| Console games:              | NOK 600  | Console games:                | NOK 600  |

There are separate compensation rates for instruments borrowed from the music department. Contact the music department for more information.

We may change the rules for borrowing as well as the rates without any prior notification.

Trondheim folkebibliotek/Trondheim Public Library

Tel. 72 54 75 00

E-mail: [post@tfb.no](mailto:post@tfb.no)

Web: [www.tfb.no](http://www.tfb.no)

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**APPLICATION FOR A LIBRARY CARD**

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(print, fill in and give to one of the library staff):

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

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

POSTAL CODE/PLACE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

OWN E-MAIL ADDRESS (only if you are *over* 15 years of age)

\_\_\_\_\_

Date of birth and year: \_\_\_\_ \_\_\_\_ \_\_\_\_

Girl/female: \_\_\_\_ Boy/male: \_\_\_\_ (tick)

**I understand the library's rules.**

Signature of parent (required for children under 15 years of age):

\_\_\_\_\_

Parent's name (use CAPITALS):

\_\_\_\_\_

PARENT'S E-MAIL ADDRESS (only when you are *under* 15 years of age):

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