

Lending rules

1. Scope

These rules apply to the borrowing of materials owned by the KHiO Library.

2. Loan right

To be able to borrow material, the user must have a registered profile in the library system. To establish a profile the user must contact the library staff in person. Valid ID is required. If you have a library card from another library, it can be registered and used on our self-service machine. If you do not have a library card, you must present a valid ID at the front desk to be able to loan materials.

3. Change of name or address

The holder of the user profile must give immediate notice of a change of name, telephone number or email address.

4. Borrowing through an authorized representative

Persons other than the user profile may borrow materials on behalf of the holder as long as they produce written authorization and show identification. The holder of the user profile will be held responsible for borrowing undertaken by his/her authorized representative.

5. Borrowing period

The loan period is 30 days for books, films and sheet music, and 14 days for manuscripts, syllabus literature and journals. Loans are renewed automatically (up to 140 days) if no one else has reserved the materials. You must contact the library if you wish to extend your loan beyond this period.

6. Responsibility for materials

The borrower is personally responsible for all loans.

If the items are not returned or renewed after the second overdue reminder, you will receive a compensation claim of NOK 750,- minimum per item. You will not be allowed to borrow anything else until the claim is sorted out. The claim is automatically waived when the items are returned. The library accepts replacement copies of the lost items as a substitute for paying the compensation claim.

Items borrowed from other libraries are processed according to the other library's lending policy.

If these regulations are not followed, your borrowing privileges may be revoked.