

Lending rules for students

1. Scope

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

2. Loan right

Your library user profile is automatically created before the term begins and is activated once you pay the tuition fee. Your student card is also your library card and can be used on the self-service machine to loan materials. If you do not have your card with you, 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.