Upon signing this document, the user enters into an agreement with the National Library of Sweden – Kungl. biblioteket, hereinafter referred to as “KB” – to comply with current borrowing rules. Rules may be modified during the contractual period. Access to the collections is provided at KB’s discretion.

BORROWING RULES FOR PRINTED MATERIAL, MANUSCRIPTS, MAPS AND IMAGES

Users and Library Cards

• In order to make loan requests and borrow material from the collections, an individual must be a registered borrower at KB. All persons of legal age are eligible.
• The library card is for the exclusive use of the individual to whom it was issued.
• Residents of Sweden must provide a home address in Sweden and provide proof of identification with current, official, Swedish identification document with a photo and including the personal identification number.
• Non-residents of Swedish must provide an address in Sweden and a full address in their country of domicile. A current passport must be shown. Schengen residents may instead show current photo identification. Users not registered in Sweden are not permitted to loan materials off the premises. If the user’s stay in Sweden is longer than three months, home loans may be approved against security (see separate form).
• Reading room loans collected on behalf of another user are permitted upon proof of identification and a letter of authorization (see separate form).
• The library card is valid for two to four years, but can be renewed. All user details are erased one year after the card’s validity has expired.

Charges and Liabilities

• Users who damage or lose library books and materials, or fail to return items despite recall, are responsible for replacing the item’s value as well as pay an administrative fee. This fee is applicable even if the lost item is subsequently returned, and is intended to cover KB's costs in handling the case.
• KB issues one recall demand and one reminder; thereafter an invoice will be issued. Recalls and reminders are sent by email, when an email address is registered.
• KB issues an additional charge for reminders for invoice payment. Should the user fail to pay the invoiced fee, the claim will be submitted to the local debt enforcement authority for collection.

Breach of the Borrowing Rules

Those who fail to comply with KB’s lending rules and regulations risk suspension of privileges. In the case of a grave breach of regulations, KB retains the right to terminate the borrowing contract.

Processing of Personal Data and Privacy

• The personal data processed by KB includes the user’s name, address of domicile and personal identity number. This information is required by KB in order to maintain the agreements with the users.
• Users who wish to receive a summary of the personal information registered at KB may obtain it upon written request to KB.
• Privacy applies to information about an individual’s loans, reservations or other form of library request. Home loan materials ordered from the closed stacks are placed on a publicly accessible shelf arranged after the name of the individual user. Users who do not wish to have ordered materials placed on the public shelf can contact the library which then holds the material behind the counter.

THE NATIONAL LIBRARIAN

The National Library of Sweden’s user agreement was sanctioned by the National Librarian on July 1st, 2015. Rules issued previously no longer apply.

Name and surname ..........................................................
Permanent address ..........................................................
Street and number ..........................................................
Postal code and town ......................................................
Country .................................................................
Phone .................................................................
E-mail .................................................................
How long are you planning to stay in Sweden? .................

Upon signature of this document, I agree to comply with the National Library of Sweden’s user agreement.

Location and Date ..........................................................
Date of birth or Swedish Personal Identification Number
..........................................................
Signature ..............................................................
Handling KB’s Materials

- The library card must be presented when placing loan requests and making loans. The user is responsible for all loans on the library card until the items are checked in again.
- A lost or misplaced library card must be reported to the library without delay. The user is responsible for all loans placed up until the card is reported as missing. A fee will be charged for a replacement card.
- Users will adhere to handling KB’s materials according to the regulations set out in this agreement as well as other instructions provided to the user by KB.
- Users will follow KB’s Rules of Conduct (see separate document).
- Should your name or address (including e-mail) change you must inform KB immediately.

Users’ Obligations

- The library card must be presented when placing loan requests and making loans. The user is responsible for all loans on the library card until the items are checked in again.
- A lost or misplaced library card must be reported to the library without delay. The user is responsible for all loans placed up until the card is reported as missing. A fee will be charged for a replacement card.
- Users will adhere to handling KB’s materials according to the regulations set out in this agreement as well as other instructions provided to the user by KB.
- Users will follow KB’s Rules of Conduct (see separate document).
- Should your name or address (including e-mail) change you must inform KB immediately.

Loan Requests and Borrowing

- KB’s materials are stored mainly in closed stacks, loan requests must be placed in order to gain access.
- Loan requests for printed matter are made mainly in KB’s local catalog, Regina, via www.kb.se. Use your personal identification number and library card number to log in.
- Material not available for ordering via Regina is ordered using a separate form, or by contacting the responsible collections department.
- KB reserves the right to determine the number of loans permitted per user, per day.
- Users do not retain unconditional loaning rights. For example, KB reserves the right to deny loan requests due to the physical condition of the item (conservation).

Reading Room Loans

- Material belonging to the Swedish collection may be studied only in the Reading Room. This collection includes Swedish literature, literature by Swedes, literature published in Sweden, literature translated from Swedish to another language and literature concerning Sweden, Swedes and Swedish conditions.
- Foreign literature printed prior to 1900, other foreign literature of substantial value or in fragile condition, as well as foreign periodicals and brochures may be borrowed for Reading Room study only.
- Foreign literature printed prior to 1900, other foreign literature of substantial value or in fragile condition, as well as foreign periodicals and brochures may be borrowed for Reading Room study only.
- Materials on loan for Reading Room study only must be returned the same day. Upon request, KB may retain these materials for the user at the Information and Circulation Desk for a short period. Loaned materials may be subject to recall after 14 days.
- The Researcher Reading Room is reserved for users with personal book lockers according to regulations. Applications are submitted on a separate form.

The Special Reading room

- The Special Reading Room is solely intended for the study of certain materials from KB’s collections.
- A library card and identification must be shown when collecting loaned materials.
- Only limited personal paper and book materials may accompany the user.
- Users must show all carried materials to staff upon entry and exit.
- Materials lent on-site and books belonging to the reference library may not be removed from the Special Reading Room.
- Should the user wish to take a study short break, the staff must always be alerted. Loaned materials may be retained at the service desk on behalf of the user for a short period. Loaned materials may be subject to recall after 14 days.
- Permission to photograph certain items in the Special Reading Room may be granted by the library staff. See separate document.

Home Loans

- Foreign literature not belonging to the Swedish collection may be checked out of the premises as a home loan.
- Literature printed prior to 1900, foreign literature of substantial value or in fragile condition, and foreign periodicals and brochures are not permitted for off-site loans.
- A borrowing period is 90 days maximum, but materials may be subject to recall on behalf of another user after 14 days. Loans may be renewed once via the local catalog Regina.
- Users are responsible for the prompt return of recalled items, even if he/she is away travelling.
- Users are required to show loaned materials to library security upon exiting the building.

Interlibrary Loans

- Material from other libraries may in certain cases be ordered as a supplement to loans from KB’s collections. KB retains the right to determine which materials are applicable. Lending libraries determine the rules stipulating the lent materials.
- Interlibrary loans between the Nordic countries, with the exception of certain Finnish libraries, are free of charge while a fee is applicable for interlibrary loans between other countries. If the interlibrary loan consists of a photocopy, then a fee is applicable.