

Welcome to the libraries of the Umeå Region

**Bjurholm, Umeå, Nordmaling,
Vindeln, Robertsfors, Vännäs**

Borrow free of charge

You can borrow free of charge at all the libraries in the Umeå Region.

The libraries give you access to books, e-books, newspapers, magazines, the Internet, databases, encyclopedias, community information etc. Several libraries also provide music, films and video games.

Please ask us! The staff is available to help you in the best possible way. The library gladly receives suggestions for purchases.

Library card

In order to borrow items, you need a library card. You can obtain one by presenting a valid photo ID. By signing the library card, you agree to adhere to the library's terms of borrowing.

Children can also obtain library cards, once they turn 6 years old.

Bring the library card when you visit the library. The library card is valid at all libraries in the Umeå Region.

Your information

Information about your current loans and reservations are registered in a joint computer system for the libraries in the Umeå Region. This means that information which falls under the Public Access to Information and Secrecy Act is available to the staff of the libraries. The staff is subject to a duty of confidentiality in accordance with Chapter 9, Section 22 of the Public Access to Information and Secrecy Act.

The library collects information regarding names and addresses from SPAR (the Swedish address registry).

The library requires current addresses in order to be able to send out notifications on reservations and reminders of late returns and bills.

If you provide an e-mail address, you can receive notice of when the loan period is about to expire, reminders of late returns and notifications when your reserved books become available.

If you provide a mobile phone number, you can receive notifications via text message.

Loan responsibility

The library card is a valuable personal document. This means that you are responsible for all items borrowed using the card. Books and other materials that are borrowed shall be returned on time, and in good condition.

Guardians are responsible for items borrowed by their children.

Promptly notify one of the libraries if you lose your library card. If anyone else uses your card to borrow items, you may be held liable for compensation. If you need to suspend your library card, you can call your library, or log in at Minabibliotek.se.

You can obtain a new card subject to a fee.

Pin code

You choose your own pin code which is connected to the card. You need the code when you borrow.

You also need the code to create a user account on our website Minabibliotek.se. The user account allows you to check the dates for your loans, make reservations and loan renewals. You can also search the databases and download e-books.

In certain libraries, you need the code in order to book computers and group rooms.

Loan period

The return date is stated on the loan receipt when you log in at Minabibliotek.se.

The length of the loan period varies depending on what you borrow. Materials for which there is a great demand have a shorter loan period.

Renewed loans

You can renew your loans at Minabibliotek.se, at the library, or by telephone. If you renew a loan after the loan period has expired, you must pay a late fee.

You may renew each loan five times.

You may not renew loans of materials for which there is a queue or which have a short loan period.

Reservations

You may reserve a book which is on loan, or which is available at another of the region's libraries. When the book is available at your chosen library you receive a notification.

Late fees

The library charges a late fee for books and other materials which are returned late. You can read more about the fees on the last page of this brochure.

Once you have turned 18 years old, you are liable for late fees. It is preferable that the fee is paid when you return the late item. If payment is not made, the fee remains on your library card.

If the aggregated fees are more than SEK 50, your library card will be suspended until the fees have been paid. An invoice may then be issued for the fee, in which case, there will be an additional invoicing fee.

If the material is not returned after two reminders, an invoice will be issued and the library card suspended.

Invoices for children and youths under the age of 18 are sent to their guardians.

Fees

LATE FEES

2 and 4 week loans

First day after due date is free of charge,
after which **SEK 2 per item and day**
Maximum fee **SEK 100 per item**

1 week loans

First day after due date is free of charge,
after which **SEK 5 per item and day**
Maximum fee **SEK 100 per item**

Maximum fee per return **SEK 300**

Late fees are payable once you have turned 18.
There is no late fee on books for children and youths.
"Boken kommer" loans (home deliveries), loans of audiobooks, loans via rural letter carrier and loans from the Bookmobile, are not subject to late fees.

FEES

Lost book **in accordance with the valuation**
Late fees **as above**
Administrative fees **SEK 50 per item**

RETURNED AFTER ISSUED INVOICE

Late fees **as above**
Administrative fees **SEK 50 per invoice**

OTHER FEES

Compensation for damaged materials **in accordance with the valuation**
Lost library card **Adult SEK 20**
Child SEK 10

Copies and printouts **SEK 2**
Distance loans from the Nordic countries **SEK 25**

Foreign loans, outside the Nordic countries, books **SEK 150 per item**

Foreign loans, outside the Nordic countries, items **SEK 75 per item**

Church archival material SVAR **SEK 20 per item**
+ SEK 25 per order

For further information

Contact the main library in:

Bjurholm	0932 – 140 42
Nordmaling	0930 – 141 75
Robertsfors	0934 – 140 24
Umeå	090 – 16 33 00
Vindeln	0933 – 140 93
Vännäs	0935 – 141 80

minabibliotek.se



Terms of borrowing for the libraries of the Umeå Region

