

## Borrowing terms and conditions

The library card is free of charge. The card is personal, so do take care of it and do not disclose the PIN code. If you lose the card, please block it on the website [biblioteket.stockholm.se](http://biblioteket.stockholm.se), or report it to the library.

To get a library card, you must show identification. If you are under 18 years old, you must have a signature from your guardian. If you are over 16, you can get a library card if you can show identification. You are regarded as an adult borrower as from your 18th birthday. As guardian, you are responsible for your children's borrowed items.

The borrowing period is normally 28 days. Films, magazines and some new books have a shorter borrowing period. You will get a receipt showing when you have to return your borrowed items. You can extend the borrowing period up to two times unless another person is waiting to borrow the item.

You must pay for the items if you break or lose them. You are responsible for items you have borrowed until you return them. You can return your borrowed items to any of our libraries in the City of Stockholm. Please save the receipt you get when you return your items.

If you do not return the items, we will send an invoice to your guardian. If your debt is

100 SEK or more, your library card will be blocked until you have paid. You can pay your fees at any of our libraries, or at [biblioteket.stockholm.se](http://biblioteket.stockholm.se). Debts to the library may be handed over to a collection company.

As a library borrower, you are obliged to keep yourself informed about the borrowing terms and conditions and to follow them. The library has the right to recall your library card if you do not follow the borrowing terms and conditions.

## Fees

### ADMINISTRATION FEES

- Reservation fee..... 10 kr\*
- Reminder fee..... 20 kr\*
- Administration fee for invoice..... 50 kr\*

### LATE FEES

- Per item and week or part of week..... 10 kr\*
- Max. amount per item ..... 100 kr\*

### REPLACEMENT FEES

- New library card ..... 20 kr\*
- Book/audio book..... 300 kr\*
- Children's book ..... 100 kr
- Magazine, single ..... 100 kr
- Paperback, folder ..... 100 kr
- CD music..... 300 kr\*
- DVD film..... 600 kr
- Computer game/CD-ROM..... 600 kr
- Language course..... 600 kr

\* Children pay 100 SEK compensation. No late fee, reminder fee, reservation fee, administration fee or fee for new library card is paid by children.

## Handling of personal data

As holder of a library card, you have entered into a contract with Stockholm City Library. To allow us to fulfil our part of the contract, we need to handle some information about you, known as "personal data". Personal data are all types of information that can be linked to you. We handle your personal data according to the General Data Protection Regulation, GDPR.

The personal data we handle are, for example, name, personal identity number, address, telephone number and email address.

We handle your data to give you access to the library's services: borrow, return, reserve, use the library's digital service, borrow a computer or use extended-hours libraries. We also handle your data to contact you about your borrowed and reserved items, or if you subscribe to any of our newsletters.

Your personal data will be saved for as long as you use our services. If you do not use our services, we will save your data for maximum three years.

It is only the library's personnel that can see your data. Information about your ongoing borrowings are covered by secrecy, and therefore we do not disclose it to anyone else. All information about the borrowing is deleted when the item is

returned and there are no fees linked to the borrowing. Information about the websites you have visited on the library's internet-enabled computers is also covered by secrecy.

You have the right to find out what information the library has about you, and you have the right to demand that the information is changed if it is wrong. You can get help with this at your nearest library.

The personal data controller is the Cultural Committee.

Do you have any opinions or complaints? Please contact the Cultural Committee's data protection representative, Roger Wallberg. Contact: [dataskyddsbud.kultur@stockholm.se](mailto:dataskyddsbud.kultur@stockholm.se)

More information about the General Data Protection Regulation (GDPR) is available on the Swedish Data Protection Authority's website, [datainspektionen.se](http://datainspektionen.se). Contact: [datainspektionen@datainspektionen.se](mailto:datainspektionen@datainspektionen.se)

In addition to GDPR, Stockholm City Library is also covered by the Public Access to Information and Secrecy Act (2009:400) in the treatment of personal data. This means that the personal data you have given to us are public documents. Data that is public may be disclosed on request following a secrecy assessment.

## Application for a library card for persons under 18 years

First name	Personal identity number (YYMMDD-XXXX)
Last name	
Street address	c/o
Postcode	City
Email address	
Telephone number	

You need a PIN code to be able to borrow books and other items using our automated checkouts, when you borrow our internet computers, log in to [biblioteket.stockholm.se](http://biblioteket.stockholm.se) or use the app Bibblix.

Pincode (4 digits, your choice)
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Guardian's first name
Guardian's last name

- As guardian, I agree to my child having a library card. I am responsible for my child's borrowed items and agree to follow the library's borrowing terms and conditions.
- I have read the information on how the library will handle my and my child's personal data according to the General Data Protection Regulation.

\_\_\_\_\_  
Guardian's signature

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Guardian's personal identity number