6.2 If overdue material is not returned within a reasonable time after the end of the loan period, the borrower is under an obligation to pay for a replacement copy and the library's handling costs. (For the current price list, see the web site). The costs of a replacement copy and handling are invoiced by the library at which the costs were incurred.

6.3 If overdue material is returned after the invoice is sent, the borrower's obligation to pay for a replacement copy lapses. However, the borrower is still under an obligation to pay the invoiced handling costs.

6.4 If the invoice is not paid by the due date, legal action will be taken.

6.5 The borrower's obligation to return all outstanding loans and his or her inability to make new loans from any library in LUB remain until full payment has been made for invoiced amounts.

6.6 If material which is not returned, is replaced but later returned, the library decides in each case whether to accept the material or not. If the material is accepted, the replacement charge will be refunded. Handling costs however, are not refundable.

7 Return of Damaged Material
7.1 The borrower must, when borrowing material, check its condition. At the request of the borrower, the lending library shall note any damage.

7.2 If damaged material has to be repaired or replaced, the borrower is under an obligation to pay the costs of repair or purchase. Notes and underlinings are considered to be damage.

7.3 All repairs are taken care of by the library.

7.4 The library retains damaged material even if the borrower has paid to have the damaged material replaced.

7.5 The library stipulates the value of damaged or lost material.

8 Disregard of General Lending Conditions
Anyone who disregards a general lending condition may be barred from borrowing from all libraries in LUB by the University Librarian or from borrowing from individual libraries in LUB by the competent decision-makers at those libraries. Anyone who is dissatisfied with a decision made on the basis of these general lending conditions is entitled to have his or her case heard by the Library Board (Biblioteksstyrelsen).

9 Remarks
9.1 In library activities, secrecy provisions in accordance with Chap. 9, § 22 of the Swedish Official Secrets Act (1980:100) apply to data in registers on individual persons' loans, reservations or other forms of order.

9.2 In library activities, it may be necessary to process personal data, for which the Swedish Data Protection Act (1998:204) applies.

In case of disagreement over these lending conditions, the Swedish version is used as an authority document.
Purpose and Applicability of the Lending Conditions

1.1 The principal task of the libraries that make up the network of Lund University Libraries, LUB, is to meet the need for qualified provision of information to the University's students, teachers, researchers and other employees. However, the libraries are public institutions and open to the general public as well.

1.2 These general lending conditions apply to all lending agreements at LUB. Such binding lending agreements are entered into by the use of a valid LUB library card.

1.3 These general lending conditions may be amended and any amendments apply as from the date stated in the amendment. Amendments are published by notice on the University notice board.

1.4 The applicable wording of these general lending conditions is shown in notices in LUB libraries. It is also available on the web site.

1.5 A list of LUB libraries is attached as an appendix to the lending conditions and is also available on the web site.

Borrowing

2.1 Loans may be made to all persons who are resident in Sweden, have a Swedish social security number or co-ordination number and are 18 years or over. Loans may also be made to persons who are not resident in Sweden but are guest students or guest researchers at Lund University.

2.2 Loans may only be made if the user has a library card valid at LUB. Library cards are issued to personal callers at any of the libraries in LUB. Users must prove their identity with valid photographic identification.

2.3 Persons who do not have a Swedish social security number but are resident in Sweden and have a Swedish co-ordination number must provide a personal guarantee on a separate form. LUB accepts guarantees from persons in active employment who are resident in Sweden, are 18 years or over and prove their identity with valid photographic identification. LUB staff may not be guarantors.

2.4 Guest students at Lund University do not need personal guarantees but are required to prove identity with valid photographic identification. LUB staff may not be guarantors.

2.5 Guest researchers at Lund University do not need personal guarantees but are required to prove identity with valid photographic identification. LUB staff may not be guarantors.

2.6 Library cards are valid at all LUB libraries and must be shown in connection with each request of a local or inter-library loan and in connection with reservations, loans and loan renewals.

2.7 The library card is personal and must be regarded as a valuable document. It should be kept carefully by the owner and not made available to anyone else. The loss of a library card must be reported to LUB without delay so that the card can be blocked. Borrowers are responsible for all loans until losses have been notified to LUB. If a card is lost, a new library card is available for a charge. Information on the price is provided by LUB libraries and on the web site.

2.8 Loans may be collected for borrowers by third parties. The third party must show the borrower's library card and photographic identification and, on request, prove his or her own identity with valid photographic identification.

Local Loans

3.1 The rules on which parts of the collections are available for loan vary at the various LUB libraries. More information is provided by the respective libraries, for example on their web sites. Reference books, periodicals, special collections and older material are usually not available for use outside the library.

3.2 Rules concerning loan periods vary for different types of material. The date on which borrowed material must be returned is decided when the loan is made. The loan period may generally be extended for literature with a restricted loan period unless the literature has been requested by another user.

Inter-library Loans

4.1 Material for research and study may be requested from elsewhere for employees and students at Lund University if the material is not available at LUB. Copies of articles in periodicals or similar may also be acquired from other libraries for employees and students at Lund University if the material is not available at LUB. Material may be requested from elsewhere for other persons and for companies and other organisations following scrutiny in each case.

4.2 Inter-library loans from libraries in the Nordic countries are free of charge for employees and students at Lund University. However, inter-library loans to other persons and to companies or organisations are subject to a charge. Inter-library loans of books from libraries outside the Nordic countries are subject to a charge. Copies of articles in periodicals or similar are always subject to a charge. Information on the prices of inter-library loans is provided by the respective LUB library and, where possible, also on the web site.

4.3 For material on loan from libraries outside LUB, the lending conditions of the lending library apply first, followed by these lending conditions.

4.4 Other libraries may request material available at LUB through inter-library loan. The holding library decides which parts of the collection are offered in the service.

Obligations of the borrower

5.1 By accepting a library card, the borrower agrees to observe these general lending conditions in the wording applicable from time to time, i.e. including any amendments made after the library card has been issued. The borrower agrees to keep himself or herself informed of the current wording of these lending conditions.

5.2 The borrower is under an obligation to note the length of the loan period. The borrower is responsible for his or her loans until borrowed material has been returned and deregistered. On return, the borrower is entitled to receive a receipt.

5.3 The borrower is under an obligation to return borrowed material not later than at the end of the stated loan period. Demands may be made for the return of material on loan before the loan period has expired if there are special reasons for doing so.

5.4 The borrower agrees to keep good care of borrowed material and to return it undamaged.

5.5 The borrower is under an obligation to notify LUB of each change of address, including changes of e-mail address.

Overdue Return of Material

6.1 If borrowed material is not returned on time, the borrower is under an obligation to pay an overdue charge. (For the current price list, see the web site). Charges are paid at the library where the debt was incurred. Borrowers will not be allowed to make new loans from any LUB library if the overdue charges exceed a fixed amount, and are under an obligation to return all outstanding loans immediately on request.