



Regulations



Rudersdal
Bibliotekerne



RUDERSDAL
KOMMUNE

The libraries of Rudersdal are open for everyone

The library's services are, for the most part, free of charge. Charges for special services may be made. A few of the services are only for residents of Rudersdal Kommune.

Joining the library

In order to register at the library, you need to apply in person. Your social security card must be shown on application.

Children and young adults under the age of 16 may borrow items from the library if one of their parents or a guardian assumes responsibility by signing a registration form. On application, bring the child's/ young adult's social security card.

Foreign users without permanent residence in Denmark can register bringing their passport or similar identification.

Users without permanent residence may have to pay a deposit and the library can set a limit to the number of items that may be borrowed.

Your social security card serves as your borrower's card.

Children and young adults can use their social security card or a library card.

Always bring your social security card/ borrower's card if you want to borrow items to take home.

You are personally responsible for items which have been borrowed on your social security card/borrower's card.

Remember to inform the library of any change of address or e-mail.

If you lose your social security card or borrower's card, the library must be notified immediately in order to block the card.

How to lend

In order to borrow library items you use your social security card and a pin code of your own choice. You choose the pin code when you register. You also use the pin code in order to reserve or renew items as well as to check the status of your loans. Furthermore use the pin code whenever you want to make use of the library's digital services.

The lending period for most items are 31 days. If a shorter period applies, it will be displayed on the front of the item.

How to make renewals

If an item you have borrowed is not reserved by another user, the lending period can usually be extended.

You can renew your items at the self-service machines in the libraries, by phoning the library service or by using the library's website.

Limitations

You can renew most items a maximum of twice the normal lending period. Some items with a 2 weeks lending period cannot be renewed.

The library may limit the number of your loans and reservations.

How to return borrowed items

Your receipt tells you when to return the borrowed items.

Use a self service machine. Make sure you get a receipt and check your lending status on the receipt before leaving the library.

How to make reservations

If a desired item is already out on loan, you can make a reservation of most items. Ask the librarian or use the library's website.

Items which the library does not hold itself will, as far as possible, be obtained from other libraries. You can also make a reservation yourself using the website: www.bibliotek.dk.

The library will let you know by e-mail, sms or post card when the item is available.

You have one week to collect your reserved item.

Overdue items

Even if the library has not recalled the item, the borrower will be fined if the lending period is exceeded. The fine is set in relation to the correct return date, whether or not the borrower has received a reminder. Ask the Library Service for a printed fine regulation or see the library's website.

Claim for compensation

Borrowers are required to compensate for any damaged/lost or unreturned item. The compensation will include the cost price of the item plus administration cost.

You may have to replace a complete multi-volume work even if only a single part is damaged or lost.

Please note, that compensation of a dvd, cd-rom, play station, x-box or wii game and talking books, are very high, due to copyright.

The library cannot be held responsible for any damage on machinery which occurs while using borrowed items.

Computers/internet

You can use the library's internet computers free of charge.

You can book a computer if you need to use it more than 20 minutes. Use your social security number/library card number and pin code when booking at the library or using the library's website.

Withdrawal of borrower's right

Users who do not behave in an orderly manner, or who refuse to comply with the instructions of the staff, may be refused entrance to the library.

Users who owe more than DKK 200 in charges will automatically be banned from borrowing. The ban will be lifted when fines and charges due are paid and the item returned or replaced. Failing this, the case will eventually be transferred to the council bailiff. Furthermore, a refusal can be made at the discretion of the library if a borrower has consistently failed to return borrowed items or has returned damaged items.



Rudersdal Bibliotekerne

Stationsvej 38
3460 Birkerød
Tel.: 4611 5700
bibliotek@rudersdal.dk
www.rudersdalbibliotekerne.dk

Hovedbiblioteket i Birkerød

Stationsvej 38, 3460 Birkerød
Tel.: 4611 5700
Monday - thursday: 10.00 - 19.00
Friday: 10.00 - 18.00
Saturday: 10.00 - 14.00
Sunday (1. oktober - 31. march): 13.00 - 17.00

Holte Bibliotek

Holte Midtpunkt 23, 2840 Holte
Tel.: 4611 5800
Open for self-service 7.00 - 21.00 every day
Monday - Friday: 10.00 - 18.00
Saturday: 10.00 - 14.00

Nærum Bibliotek

Biblioteksalléen 3, 2850 Nærum
Tel.: 4611 5790
Open for self-service 7.00 - 21.00 every day
Open with staff:
Monday: 10.00 - 12.00
Tuesday - wednesday: 12.00 - 16.00
Thursday: 14.00 - 18.00
Friday: 12.00 - 16.00
Saturday: 10.00 - 13.00

Vedbæk Bibliotekscenter

Henriksholms Allé 2, 2950 Vedbæk
Tel.: 4517 4040
Biblioteket er åbent for selvbetjening 7.00 - 21.00 alle ugens dage
Åbningstid med betjening:
Monday: 10.00 - 14.00
Tuesday: 13.00 - 17.00
Wednesday - friday: 13.00 - 16.00