

The NVU Brinell school library

At the library of NVU Brinell school you may borrow books free of charge and freely use reference books, daily newspapers and magazines etc. The school librarian will help you out. If you want to use the computers in the library you have to log in with your school login. You will receive the login from your mentor.

Library card

- The library card from Fagersta public library is also valid at the library of the Brinell school and vice versa.
- To obtain a library card you have to bring an identity card (for instance a passport) or a LMA-card. We need your full address, and an e-mail address. Preferably it should be the e-mail address from NVU. Before you get it you may sign up with your private e-mail.
- You will be registered in the library borrower account register of the library automation software. The library will get your name and address from SPAR, the governmental address register. The activities of the library are regulated by The Law of the Public Sector, The Official Secrets Act and The Law of Data Protection. The NVU Brinell school handles personal particulars according to The Law of Data Protection. The school librarian is obliged to keep a promise of secrecy according to The Official Secrets Act, chapter 9 § 22.
- You will have to add a pin code to your library card, consisting of 4 digits. The pin code you need to borrow and renew your loans at the school library website. You may change the code yourself.
- You are bound to continually be updated regarding the borrowing regulations, which may change.
- A change of address or name should without delay be reported to the library.

Loans

- You may borrow the books for 4 weeks and renew them once.
- Reference books and journals may only be used in the library.
- You are responsible for returning the loans on time.
- Remember to return the CD-record if there is one in the book when you borrowed it.
- Don't write notations or translations in the books.
- Return the books in the box outside the library.
- Interlibrary loans are to be returned at the circulation desk.
- If the books are not returned on time you will get a reminder in your e-mail box.
- These will be issued after 14 days and then 4 weeks.

- After 8 weeks you will be liable to pay compensation if you don't return the books, and will get an invoice of 300:00 SEK / book. Outstanding invoices will be transmitted to debt collection.

Self service

- At the website of the library catalogue (<http://bookitpub.nvu.se>) you can look up books and see if they are available. By logging in with your library card number and pin code, you may check your loans and renew them. You can also make a reservation for books that are on loan.

Responsibility

- The library card is a personal valuable document. That means that you are responsible for the books that you have borrowed. You are also liable to pay compensation for materials that are lost.
- When you sign your library card it means that you have read and accepted the library rules.
- If you lose your library card you have to inform the library immediately about it. The card is blocked to prevent anybody else to use it. You may have a new card.
- You shouldn't use your library card to borrow books for someone else, since you will be liable to pay compensation if any books are lost or damaged.
- When you finish your studies at the school you have to return all books and media, at the latest one week before the last school day. Thereafter please log in to your library account to check if your loans are returned.
- Take care of your library books, because they will be used for many years to come.
- You should always bring you library card if you want to borrow.

The school librarian and the principal at NVU, May 2018.

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