

Library card agreement

By signing this agreement you will receive a library card that *(from December 2020)* gives you access to books and other media from the libraries in Karlshamn, Ronneby, Olofström and Sölvesborg. You can use the same library card in all the participating municipalities and you can borrow and return books at the library you find most convenient. In order to be able to borrow, you must approve our loan rules through this agreement.

Please read the agreement on the following page and fill in and sign the form.

If you are under the age of 18 you need the approval of your legal guardian.

Please fill out the following form.

Surname (card owner)	First name
Social security number	Phone number
E-mail address (if the card owner is a child, the e-mail address of the legal guardian)	
Street address	
Post code	City

Fill out below if the applicant is 18 years or older.

- I agree to have my personal data and loans registered in the joint library system.
- I approve the loan rules, and agree to keep myself updated on changes in these rules

Signature

Date

Fill out below if the applicant is under the age of 18.

- I am the legal guardian of the applicant named above and agree that she/he receives a library card, and that personal data and loans are registered in the joint library system.
- I approve the loan rules, and agree to keep myself updated on changes in these rules
- As legal guardian I am responsible for the child's loans.

Legal guardian

Name in block letters

Date

Loan terms and rules

The library's loan terms and rules can be viewed in full at

<https://bibliotek.karlshamn.se/web/arena/anvandaravtal>

- Your library card is a valuable document. If you lose it, contact the library to block the card from use.
- You are responsible for borrowed media. If the material is damaged or lost you will be liable to reimburse the library according to set fees.
- Guardians are responsible for minors' loans.
- Material returned late can be subject to a late fee and a billing fee according to set fees. There is never a late fee on children's media.
- You are responsible for keeping yourself informed about the libraries' loan rules and fees that are available on each website, as the fees may differ between the libraries.

Confidentiality and handling of personal data.

To be eligible to borrow media you have to approve our loan rules through this agreement. By approving the agreement you consent to your personal data and loans being registered in the joint library system of Blekinge biblioteken. Your data will be used to handle loans, reservations and possible fees.

Your data will be handled by the library staff at the public- and school libraries in Karlshamn, Ronneby, Olofström and Sölvesborg as well as the personal data

assistants we use to be able to perform our services and fulfil our obligations toward you.

Your data will only be divulged to a third party if required by law or in accordance with a court or government decision.

By signing this agreement you consent to the libraries sharing your personal data and loans etc. between themselves.

As soon as the loan is returned and any fees are paid, the information about your loans is deleted in the system. Of course the library staff has a duty of confidentiality.

You have a right to know what information we have stored about you. You may revoke a consent you have given at any time. This means that we may not continue to process information about you for the purpose covered by the consent. A revocation does not affect the legality of data handled before the consent was revoked. Your personal data is stored with us for up to 4 years after your latest returned and completed loan.

Personal data controller for is
Kulturnämnden, Rådhuset, 37481
Karlshamn. Additional information about how we handle your personal data can be found here:
<https://bibliotek.karlshamn.se/web/arena/sekretessochpersonuppgifter>

You have a right to contact the Swedish Data Protection Authority (Datainspektionen) which is the supervisory authority of the handling of personal data, should you want to leave a complaint on the handling of personal data taking place.

(2020-09-24)

