

# Consent Form for Children Aged 6-17 Years

I hereby consent to my child obtaining a library card and to Sundsvall Library's processing of both my child's personal data and my own in accordance with the library's lending rules. I am aware of the lending rules and agree to observe them.

Your Child's Personal Details		Please write neatly!
● your child's Personal Identity Number (personnummer) YYMMDD-XXXX		if your child does not have a Personal Identity Number, enter their date of birth in the format YYMMDD
● your child's surname		
● your child's given name(s)		
● street address		
● postcode	● city	
mobile phone number / phone number		
e-mail address		
Parent's/Guardian's Personal Details		Please write neatly!
● parent's/guardian's given name(s) and surname		
● parent's/guardian's Personal Identity Number (personnummer) YYMMDD-XXXX		If you do not have a Personal Identity Number, enter your date of birth in the format YYMMDD
parent's/guardian's mobile phone number		
parent's/guardian's e-mail address		
● parent's/guardian's signature		
● today's date		

● Required information. These boxes must be filled in.

IMPORTANT! Remember to bring valid photo identification when you come to the library.

# Lending Rules



engelska

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SUNDSVALLS STADSBIBLIOTEK  
www.sundsvall.se/bibliotek

## Welcome!

Library card-holders are welcome to use all of the library's services. You can borrow materials without cost from all branch libraries, Kulturmagasinet and mobile libraries. Library cards can be obtained free of charge.

## Keep Your Card Safe

You can obtain a library card upon presenting valid photo identification. Your library card is intended for your own personal use and should be kept safe from damage or loss. You may not lend your library card to another person. You are responsible for all materials that are borrowed using your card. If you lose your card, you must contact the library immediately and have your card cancelled. Fee for purchasing a new library card:

- Adults: SEK 30
- Children under 18 years: SEK 10.

## Library Cards for Children Aged 6-17 Years

Children and youths aged 6-17 years can obtain a library card by submitting a completed consent form to the library. The consent form must have been filled in by the child's/youth's parent/guardian. If you are under 18 and do not have photo identification of your own, your parent/guardian must accompany you to the library and present a valid form of identification. Parents/guardians are responsible for their child's card and for anything that it is used to borrow.

## Library Cards for Schools

Media for use in school-based education must be borrowed using a library card issued in the school's name. The school is responsible for all materials that are borrowed using this card.

## Borrowing via Authorised Representative

People who are unable to visit the library in person may borrow materials via an

authorised representative. This representative must possess a written power of attorney signed by the person whom they represent as well as valid documents that verify the identity of both the provider of the power of attorney and the representative. The power of attorney must be presented each time the representative borrows items on behalf of the person they represent.

## Loan Period

The due date for returning borrowed items is indicated on your borrowing receipt. You can check due dates and re-borrow items via the library's website:

[www.sundsvall.se/bibliotek](http://www.sundsvall.se/bibliotek)

You may re-borrow items a maximum of two times as long as no one else has reserved them. You are responsible for borrowed items until they have been registered as returned.

## Late Returns

Library card-holders aged 18 years and over must pay a late fee if they return or re-borrow library items after the due date. Your library card will be frozen if you have unpaid fees of SEK 50 or more. The entire fee must be paid before you may use your card again. If you fail to return borrowed items, the library will send you two reminder notices. After that, you will be billed for the outstanding items and your library card will be frozen. Unpaid debts will be turned over to a debt collection agency.

## Late Fee

Late fees are payable by adults aged 18 years and over as follows:

- SEK 10 for each item and each week commenced after the due date.
- Maximum fee payable upon each return: SEK 200.

### Fee Payable for Damaged/Lost Media

A fee will be charged for lost or damaged books and other media equal to their purchase price, though at a minimum amount as specified below. In the case of children under 18 years, their parent/guardian will be liable to pay the replacement fee for damaged/lost items.

- Adult media SEK 300
- Children's media (excl. children's picture books) SEK 200
- Paperbacks & children's picture books SEK 100
- Magazines SEK 60

The library will accept replacement copies. A fee of SEK 50 will be charged to cover the cost of preparing the item for lending. Fees paid for damaged/lost media will not be refunded.

### Due Date Reminder Service

Sundsvall Library offers a due date reminder service. This means that you will receive a notification sent to your e-mail address or mobile phone number when the loan period on your item(s) is about to expire. You are always personally responsible for ensuring that borrowed items are returned on time, even when the reminder notification sent does not reach you.

### Reservations & Interlibrary Lending

You may reserve a maximum of ten items at any one time. This restriction helps make popular titles available to more people. Interlibrary loans are charged at the following rates:

- SEK 25 within the Nordic region.
- SEK 150 from libraries located outside of the Nordic region.

### Computers

You are welcome to use the library's public computers. You may not search for nor publish pornographic, racist, or illegal material. You may not use another person's password or identity. If you violate these rules, your library card will be frozen for three months.

### The EU General Data Protection Regulation (GDPR)

When you either obtain or already possess a library card, or consent to your child obtaining a library card, you consent to the registration of your personal data in the library's borrowers' register in accordance with the EU General Data Protection Regulation (GDPR).

Your personal data will only be used within the library's operations for the purpose of registering loans and reservations of the library's media. Personal data are stored in Sundsvall Library's library management system.

Details about the books and other media that you borrow or reserve using your library card are registered in the library's data system. This information is confidential and protected by law. As soon as a borrowed item is returned, or any outstanding fees are paid, this information is erased from your library card.

You can obtain a register extract detailing the personal data we have stored about you by presenting a valid form of identification at the library. You can update your personal data by contacting the library and presenting valid identification, or update them yourself by logging in to "Mina sidor" on the library's website. If you do not use your library card for a period of five years, your personal data will be deleted. You have the right to have your personal data deleted, but this means that you can no longer borrow items from the library.

#### Data Controller

Kultur- och fritidsnämnden i Sundsvalls kommun, Norrmalmsgatan 4, 851 85 Sundsvall, Corporate Identity Number: 212000-2411, Phone: +46 (0)60-19 10 00

#### Filing Complaints about Data Processing

If you would like to file a complaint about the way we process your personal data, please contact the Swedish Data Protection Authority:

The Swedish Data Protection Authority  
Box 8114, 104 20 Stockholm  
Phone: +46 (0)8-657 61 00, E-mail: [datainspektionen@datainspektionen.se](mailto:datainspektionen@datainspektionen.se)