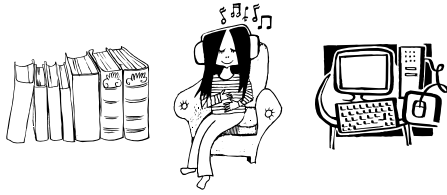


RESERVATIONS AND INTER-LIBRARY LOANS

You can queue for (reserve) library materials currently borrowed by someone else. If you need a book we do not have we can normally try to borrow it from another library. When the book arrives or is returned we send you a message. A smaller fee will be charged when you collect the book.

If you wish we had more books in a certain language – tell us about it. We can normally borrow a collection of books to display on our shelves for Non-swedish books on Floor 4. Those books can be checked-out as if they were our own. After approx. 4 months they will be sent back.

LIBRARY COMPUTER SERVICE To use the library's computers is free of charge. When you use them you are requested to follow the regulations for reservation and use pertaining to each computer. You may not visit pornographic or racist internet pages.



HOW TO FIND YOUR WAY AROUND THE LIBRARY IN MIMERS HUS

The library is on three floors. On all floors you will find books and other media in various languages:

ON FLOOR 2 – THE GROUND FLOOR YOU WILL FIND

- New books
- Newspapers and magazines
- Music
- Videotapes and DVD to lease (3 days)
- Easy readers in Swedish
- Audio books
- Children's and teenager's books
- CD-rom for children

Here you can also find the Reading Studio

ON FLOOR 3 YOU WILL FIND

- Non-fiction books. Under each heading you will find the books in Swedish, immediately followed by books in other languages on the same subject.
- Language courses and dictionaries

On this floor there is also a computer room, two small rooms for groups and a room for silent reading.

ON FLOOR 4 – THE TOP FLOOR YOU WILL FIND

- Hus & Hem: books on cooking, decoration, gardening, clothes, handicraft etc
- Fiction in Swedish
- Books for Young Adults
- Rooms for local history studies and genealogical studies

To help you find your way we have a digital guide that show where different kinds of books and other media can be found in the library. The guide is in English, Arabian and Bosnian. You can find it on the library homepage and on the library computers.

More information on the Kungälv Library services can be found on the library homepage: www.kungalv.se/bibliotek

PLEASE ASK THE STAFF FOR ASSISTANCE!

Welcome to the library

ENGELSKA

Kungälv Stadsbibliotek

KUNGÄLV
KOMMUN



WELCOME to the library

You now have your new Library Card. We hope you will enjoy the benefits it gives you! With the library card you can check out library material (books, CDs i.e.) from the libraries of Kungälv, Kode, Kärna, Marstrand, Diseröd (Romelanda) and Ytterby.

YOU CAN BORROW, FREE OF CHARGE:

- Books for children and adults in various languages
- Dictionaries
- Language courses
- Easy readers in Swedish and other languages
- Music on CD, DVD and VHS
- CD-rom for children and adults
- Audio books in cassettes and CD
- Non-current issues of magazines and newspapers

Borrowing agreement

I have read the library rules and promise to follow them:

| | |
|------------------------------------|------------|
| Family name: | |
| First name: | |
| Social security number: | |
| Address: | |
| Post code: | City: |
| Telephone: | Cellphone: |
| E-mail: | |
| Datum: | |
| Signature / Caretaker's signature: | |

IN THE LIBRARY YOU CAN ALSO:

- Read newspapers and magazines in various languages
- Use Internet and computers for word processing. All computers can be booked on the library's Internet homepage or on the special booking computer in the library.
- Study Swedish or driving licence theory on the computer in the Library's "Reading studio".
- Lease videotapes and DVDs.

THE LIBRARY CARD IS A VALUABLE DOCUMENT

To have a library card issued you must fill in a form. If you are over 18 years of age you must present photo identification. If you are under 18 parent or caretaker must sign the form. The first card is issued free of charge. If you lose your library card the procedure must be repeated and a small fee must be paid.

4-DIGIT CODE can be connected to the card and used to log in via the Internet homepage: then you can view and renew your loans or make reservations of computers or material borrowed by someone else.

CHECK OUT PERIODS Normally the check out time for books is four weeks. You are responsible for everything borrowed on your library card until the item is registered as checked in. If anything is damaged or lost a replacement fee will be charged. Videotapes, DVD and CD normally have shorter periods.

PERSONAL INFORMATION When you sign your own or your child's library card you give your permission that your personal information is included in a record of digital information. Your information will only be used in library matters. The books or other media that you borrow or reserve will be registered in the library media system. This information is confidential which means that nobody else will know what you borrow. As soon as the item is returned, or replacement fees paid the information will be erased. You can always see what is registered on your library card if you request it and present photo identification.

SELF SERVICE The Library in Kungälv provides self service machines for checking out and returning books. This means that you are responsible for correctly checking out and returning. The staff helps with processing CD, audio books, DVD, videotapes and magazines as well as renewals, reservations and late returns.

WHEN OVERDUE If you do not return your checked out items in time you must pay a fine. Reminders will be sent by post. If you still do not return your loans you will be sent a bill including replacement fee, overdue fine and an administrative fee. If you return the item only the overdue fine and the administrative fee must be paid. If you do not pay you may be suspended from library privileges. Non-paid bills may be given to a collection agency.