

RULES & REGULATIONS ROYAL DANISH ACADEMY LIBRARY

Access to the library The Royal Danish Academy Library is a public library and its materials can be used by everyone .

Membership registration Membership can be obtained by 1) persons with permanent residence in Denmark 2) Nordic citizens, 3) foreigners holding a valid student ID from a Danish school 4) Danish libraries, 5) specialized foreign libraries 6) scientific institutions and other institutions within the field of architecture, design, conservation.

Registration as a member requires valid proof of identification, such as: health insurance certificate, student identity card, Royal Danish Academy Student ID or any other picture ID stating the Danish cpr-number. The library runs a register of members with all membership data. Both the Danish health insurance certificate and the Royal Danish Academy Student ID can be used as library cards. Members with only temporary residence in Denmark, holding neither Royal Danish Academy student ID nor a Danish health insurance certificate, may borrow materials personally at the information desk. By registering as a member, users accept the library's rules and regulations and assure to respect them.

Change of address Members have to inform the library about any changes in their postal and/or email addresses.

Loss of library cards The library has to be informed about lost or missing library cards as quickly as possible. Members are liable for transactions on their account until their card is reported missing.

Account statements Information on borrowed items etc. will only be given upon presentation of a valid library card or picture ID.

Borrowing period Books can be borrowed for a period of one month. Journals, audio-visual materials and graduation projects can be borrowed for 14 days. Audio-visual materials can only be borrowed by Royal Danish Academy students and employees for use on campus. Royal Danish Academy graduation projects can only be borrowed by Royal Danish Academy students and employees. Furthermore, there are reference collections that cannot be borrowed but are solely accessible in the library's reading room. Receipts are issued automatically for all borrowing transactions, stating the details of all borrowed items and return dates.

Renewals Borrowed items can be renewed (i.e. the borrowing period is being prolonged) up to five times, unless they are reserved by other users. You can renew your loans directly via the library catalogue.

Return Users are given a receipt when returning materials. The receipt is your proof of having returned the respective item to the library. An extra receipt is given for the payment of fines. Outside opening hours, you can return items to the library's post box. Please note that this mode of return is at your own risk and that returned items will only be registered the following day.

Responsibility for return You are liable for all materials registered on your account and responsible for their timely return. On the return date, materials need to be handed in during opening hours. The library has an email reminder service, which is meant to support users in remembering the correct return dates. However, it is the user who is responsible for renewing or returning items in time – also in cases where our reminder service fails.

Fees and damages

The size of the fee depends on the number of borrowed books or other materials.

- If you bring back an item 8-30 days after the date of return the fee is **DKK 25.00 per unit** (issue of 1st reminder by mail).
- If you return 31 or more days after, the fee will increase to **DKK 50.00 per unit** (issue of 2nd reminder by mail).
- If you do not pay the outstanding fees, two additional reminders will be forwarded and then an invoice for the amount due.
- In actions for damages of materials belonging to the Royal Danish Academy Library you must pay the replacement price for the material* (if this is not known, you will instead pay a fixed amount of 500 D.kr for books and 250 D.kr for journals, final programmes and DVDs) and we add a fee for working out a bill of **DKK 150.00 per action of damages** - this does not apply to libraries.
- We calculate replacement of materials loaned from other libraries on an individual base depending on the loaning library's claim for damages.
- If the amount due is DKK 200.00 or above, you will be excluded from borrowing and renewal of already borrowed material until payment has taken place.

*Acquisition price based on an identical copy.