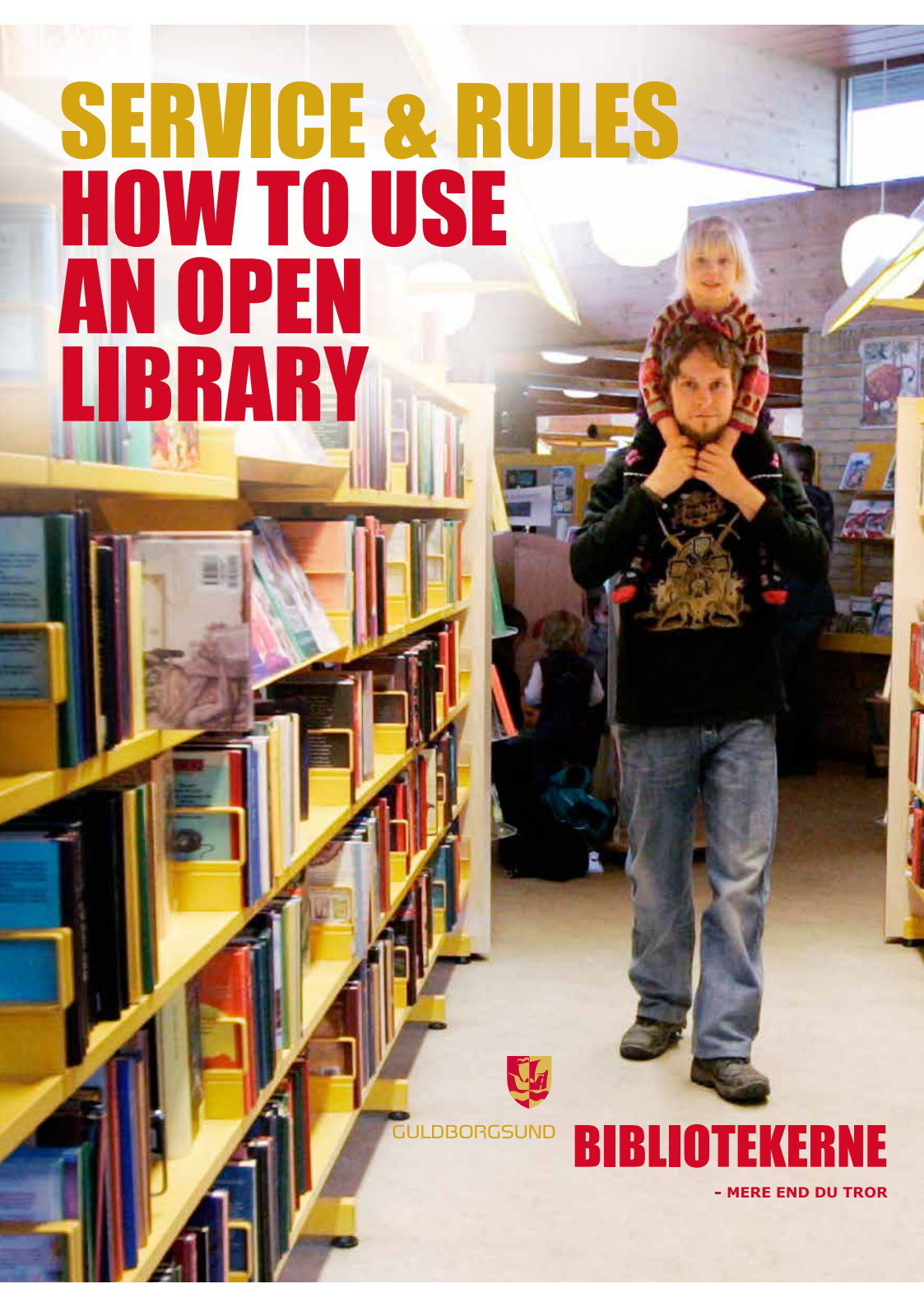


# SERVICE & RULES

# HOW TO USE

# AN OPEN

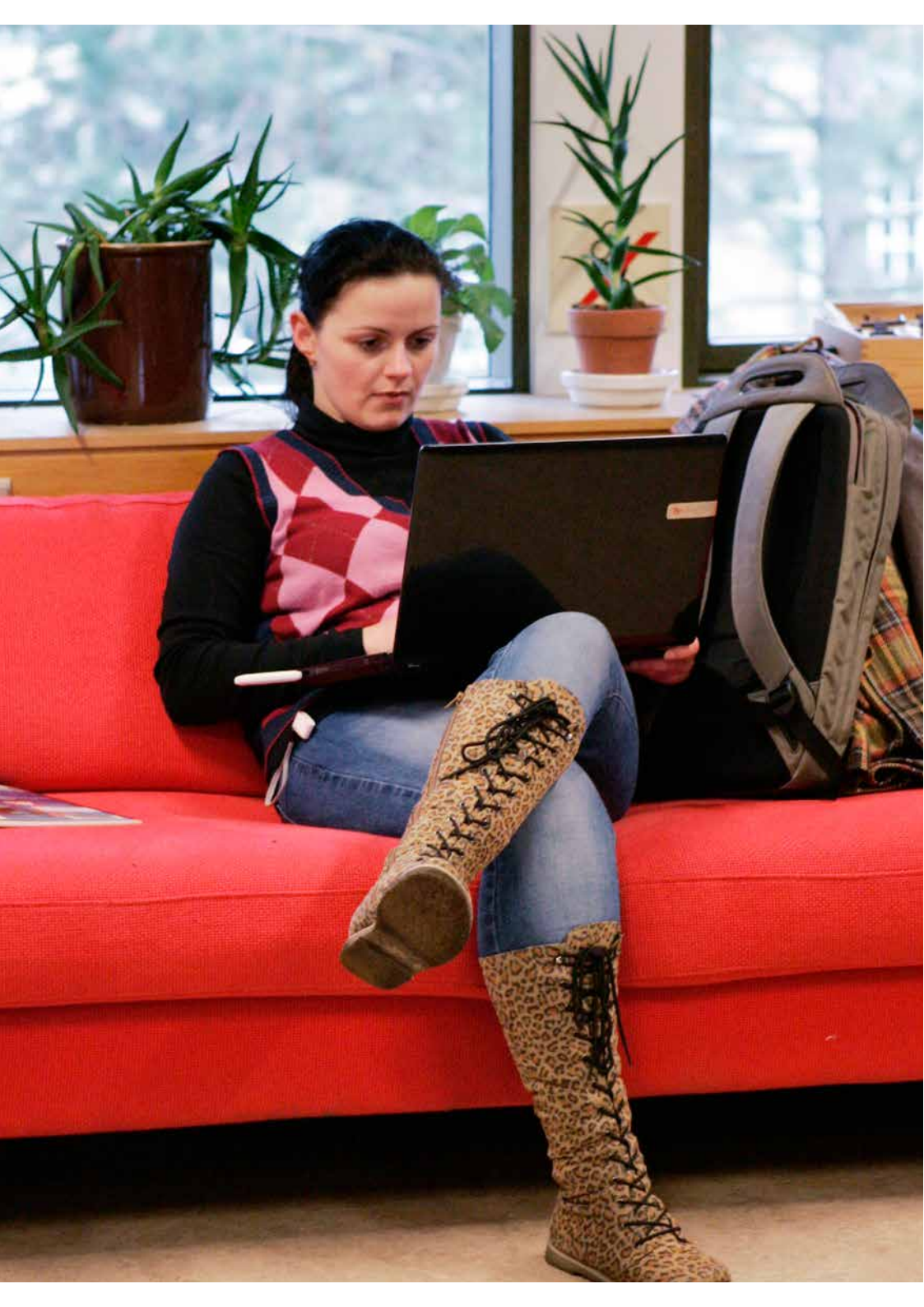
# LIBRARY



GULDBORGSUND

**BIBLIOTEKERNE**

- MERE END DU TROR



## SERVICE & RULES

### HOW TO USE AN OPEN LIBRARY

#### WHAT IS AN OPEN LIBRARY?

The Open Library is a self-service solution whereby you let yourself in and use the library outside the library's opening hours with service.

The self-service solution is an extra service in addition to the opening hours with service where staff are present.

We call this **self-service opening hours**, a service based on a relationship of trust between you and the library. So be sure to look after the library.

During the self-service opening hours, you are left to your own devices. Naturally, help is still at hand from the staff during **opening hours with service**. You can see when staff are available to help under: Opening hours with service.

#### WHO CAN USE AN OPEN LIBRARY?

You can let yourself into the library outside opening hours with service if you

- have joined the Guldborgsund libraries
- are aged 15+
- are under 15 but the library has registered that you have the written permission of your parents or guardian to let yourself in
- have your health insurance card or library card with you or you enter your CPR number at the door
- have a 4-digit pin code. You can obtain a pin code from the staff during opening hours with service.

You **must** use your own health insurance card or a library card when you let yourself in to the library.

If you let others into the library, you are responsible for them. Only let those in who you know.

#### WHEN CAN I USE AN OPEN LIBRARY?

You can use the library in Nysted, Nørre Alslev, Sakskøbing, Stubbekøbing and Væggerløse from 7.00–22.00, seven days a week.

At the library in Nykøbing, self-service opening hours are 8.00–10.00, Monday to Friday.

You can let yourself in outside opening hours with service.  
See: Opening hours with service.

#### HOW DO I GET IN?

During self-service opening hours, use the keypad on the door at the library entrance. To open:

- insert your health insurance card or library card or enter your CPR number
- enter your 4-digit pin code

At the library in Nykøbing, you do not need to use the keypad, simply use the entrance door.

#### HOW DO I GET OUT?

You have to leave by the same door you came in.

#### WHAT HAPPENS WHEN THE LIBRARY CLOSES?

The library closes at 22.00 hours. The PA system warns you that the library will be closing in 15 minutes. The alarm is automatically switched on and the lights turn off automatically after 15 minutes.

#### WHAT CAN I DO AT AN OPEN LIBRARY?

You can borrow, return and collect ordered books and other library items. You can read newspapers and magazines. You can use the computers, internet and games consoles. You can photocopy. The library has Wi-Fi, so you can use your own laptop, iPad, etc.

#### **Borrowing**

When borrowing books and other library items via the self-service machines, check that the word "Loaned" appears on the screen next to all the items you wish to take home with you. If something has not been loaned correctly, the alarm at the gate by the exit will flash and sound. If there is a problem with an item, you cannot take it home with you.

#### **Returns**

When you return your books and other library items on the self-service machine, it is very important to read what it says on the screen and to follow the instructions.





### **Collecting items you have ordered**

If you have been informed that an item you have ordered is ready for collection, you will also have been given a collection number. All items ready for collection are lined up in numerical order on a shelf near the self-service machine. Once you have found your item, remember to check it out at the self-service machine. If you have forgotten your collection number, it can be found by pressing "status" on the self-service machine.

### **Fees (fines)**

If you have incurred fees (fines), they will automatically be transferred for later payment. You can pay the next time you visit the library during opening hours with service, or you can choose to pay the full amount at [www.guldbib.dk](http://www.guldbib.dk) -> "mine sider -> mine regninger"

### **Printing**

Prints from the computers come out of the photocopier. Payment (DKK 1 per page for black/white and DKK 3 for colour) should be placed in an envelope in the post box.

### **Photocopying**

Payment for photocopies (DKK 1 per page for black/white and DKK 3 per page for colour) is made in the coin slot on the photocopier. Unfortunately, the machine does not give change.

### **ACCESS CONTROL AND CCTV TV**

When you let yourself into the Open Library, your CPR number is registered. There is CCTV at the entrance and in the library. Your CPR number and CCTV footage will only be used in connection with violation of the law or inappropriate behaviour. The registration of your CPR number complies with the Danish Act on Processing of Personal Data. The CCTV is in accordance with Executive Order no. 1190 on CCTV.

Vandalism will be reported to the police.

### **EXCLUSION**

Failure to comply with Guldborgsund Municipality's "Service & rules – how to use the library, or "Service & rules – how to use an Open Library" may result in exclusion from using the Open Library.

### **LIMITED ACCESS**

### **Library events**

When children's theatre or other events are taking place in the library, access to the Open Library may be limited. Posters in the library and at the entrance inform you when this is the case.

### **Snow**

Snow is only cleared during opening hours with service. During snowy weather, access to the Open Library may therefore be limited.

### **TELEPHONE**

The telephone in the library can be used to call 112 (acute emergency and life-threatening situations), 114 (police), 5473 1600 (the main library) and 7027 0717 (Biblioteksvagten.dk). Other numbers cannot be called.

### **LIGHTS**

For energy-saving reasons, the lights switch off if there has been no movement in the room for a while. If this happens, simply move and the lights will come on again.

### **OPENING HOURS WITH SERVICE:**

#### **Nørre Alslev Library**

Monday 13–17, Tuesday 10–14, Wednesday 10–14, Thursday 14–18, Friday 12–16, Saturday 10–13

#### **Stubbekøbing Library**

Monday 14–18, Tuesday 10–14, Wednesday 10–14, Thursday 13–17, Friday 12–16, Saturday 10–13

#### **Sakskøbing Library**

Monday 14–18, Tuesday 10–14, Wednesday 10–14, Thursday 13–17, Friday 12–16, Saturday 10–13

#### **Nysted Library**

Monday 14–17, Tuesday 10–13, Wednesday 13–16, Thursday 15–18, Friday 13–16, Saturday closed

#### **Væggerløse Library**

Monday 15–18, Tuesday 10–13, Wednesday 13–16, Thursday 14–17, Friday 13–16, Saturday closed

#### **Nykøbing Library (main library)**

Monday–Thursday: 10–19, Friday 10–17, Saturday 10–14

"SERVICE & RULES – HOW TO USE AN OPEN LIBRARY" HAS BEEN PREPARED IN ACCORDANCE WITH THE DANISH LIBRARY ACT (ACT NO. 340 OF 17/05/2000) AND THE REGULATIONS THAT APPLY TO OPEN LIBRARIES STIPULATED BY THE DANISH AGENCY FOR LIBRARIES AND MEDIA IN JULY 2009. "SERVICE & RULES – HOW TO USE AN OPEN LIBRARY" WAS APPROVED BY GULDBORGSUND MUNICIPALITY'S CULTURE AND LEISURE COMMITTEE ON 23 NOVEMBER 2011. AMENDMENTS MADE IN APRIL 2014 HAVE BEEN ADMINISTRATIVELY APPROVED BY GULDBORGSUND MUNICIPALITY.

## THE GULDBORGSUND LIBRARIES

### THE MAIN LIBRARY

#### NYKØBING FALSTER LIBRARY

Kongensgade 43, DK-4800 Nykøbing Falster

TEL: +45 5473 1600

E-MAIL: [nyfac@guldborgsund.dk](mailto:nyfac@guldborgsund.dk)

### NYSTED LIBRARY

Adelgade 11, DK-4880 Nysted

TEL: +45 5473 1735

E-MAIL: [bibnyst@guldborgsund.dk](mailto:bibnyst@guldborgsund.dk)

### NØRRE ALSLEV LIBRARY

Helene Strangesvej 1, DK-4840 Nørre Alslev

TEL: +45 5473 1700

E-MAIL: [bibnoer@guldborgsund.dk](mailto:bibnoer@guldborgsund.dk)

### SAKSKØBING LIBRARY

Rådhusgade 6, DK-4990 Sakskøbing

TEL: +45 5473 1720

E-MAIL: [bibsaks@guldborgsund.dk](mailto:bibsaks@guldborgsund.dk)

### STUBBEKØBING LIBRARY

Dosseringen 3, DK-4850 Stubbekøbing

TEL: +45 5473 1675

E-MAIL: [bibstub@guldborgsund.dk](mailto:bibstub@guldborgsund.dk)

### VÆGGERLØSE LIBRARY

Stovbyvej 3, DK-4873 Væggerløse

TEL: +45 5473 1692

E-MAIL: [bibvaeg@guldborgsund.dk](mailto:bibvaeg@guldborgsund.dk)

[WWW.GULDBIB.DK](http://WWW.GULDBIB.DK)



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