

ArkDes Library

Borrowing rules

You can apply for a library card if you live in Stockholm County. Students registered at an institute of higher education in the Stockholm region can also be a borrower if they live elsewhere.

Books labelled with a barcode may be taken out on loan. Magazines and books from special collections must be read on site in the library.

The loan period is 30 days, and you can extend the loan of a book for twice this period as long as it is not reserved. You can extend the loan on our website arkdes.se or get in touch by phone during the library's opening hours. You can return books to the library or leave them in the return box outside. See the website for current opening hours.

You will receive a reminder by email if you do not return a book on time. After the second demand, your library card will be blocked and we will send a bill. A book that has been lost or damaged must be compensated with the book's value and an administrative fee.

You are personally responsible for books that you borrow. It is not permitted to lend them to anyone else.

Handle books with care. You must not make notes, use self-adhesive post-it notes or paper clips in the library's books. Never repair a damaged book.

The ArkDes library registers names, addresses and personal ID numbers in the library catalogue (Section 10 of the Swedish Personal Data Act). This information is used solely for the ArkDes library's activities (Section 17 of the Swedish Personal Data Act). We delete personal data one year after your last loan. Information about an individual person's loans, reservations or other kinds of orders is subject to Chapter 40, Section 3 of the Swedish Public Access to Information and Secrecy Act. Personnel have a duty of confidentiality.

By signing the application for a library card, you accept these borrowing rules.

Revised 15 August 2017