



Valid from december 1st 2020

RULES RATES OPENING HOURS



ODENSE
LIBRARIES AND
CITIZEN CENTER



-en del af

**ODENSE
KOMMUNE**



**ODENSE
BIBLIOTEKER OG
BORGERSERVICE**

ODENSE KOMMUNE
By- og Kulturforvaltningen
Fritid og Kultur

ODENSE BIBLIOTEKER OG BORGERSERVICE

Østre Stationsvej 15
5000 Odense C

E-mail: adm-bib@odense.dk
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RULES AND REGULATIONS

REGISTRATION

- Everyone can use the library.
- It's free to use The Odense Libraries.
- You can register at your local library during the staffed opening hours. Please, remember your health insurance card or other valid ID containing your social security number.
- Citizens above the age of 18 can register via Odensebib.dk using their NemID.

LIBRARY CARD

- Your health insurance serves as your library card, and the card can be used in all departments under The Odense Libraries.
- If you wish to get a regular library card, you can get one against payment of a small fee. However, the library card is free for children/young people below the age of 18.
- If you are below the age of 18, you will need to bring both your health insurance card and a registration form signed by your parent/legal guardian.
- When signing the form, parent/legal guardian accept the responsibility for loans made by the child below 18 years, and will be held liable for potential fees and replacements.
- If you are not a permanent resident in Denmark, or you do not have a health insurance card, you can get a regular library card when showing valid ID (e.g. passport, white card).
- Kindergartens, organizations etc. can get a special library card. Certain rules apply for this card. Ask your local library.
- If you lose your library card, you must immediately notify the library to prevent misuse. Lost or damaged library cards can be replaced against a fee. Please see rates at page 5.

- If you change your e-mail address or phone number, please remember to notify the library. You are also able to change it yourself by logging on to the library website, Odensebib.dk using your social security number/pin code and edit your profile.

LOANS AND LOAN PERIOD

- You are free to borrow library materials. However, certain rules may apply for some of them, some can only be used at the library, and some are only accessible for citizens' in Odense Municipality.
- Most materials have a loan period of 30 days. Some may have a longer or shorter loan period.
- You'll find your loan period on the receipt or in your personal status at odensebib.dk.
- Most loans can be renewed up till 5 times, if nobody else have reserved the given materials.
- Interlibrary loans are renewed tentatively. You will receive a notification, if the renewal of your interlibrary loans is not permitted by the lending library.
- You can renew your loans via the library website, at the library self-service machines, via SMS (please see section on SMS-service) and by telephone.
- If you return your borrowed materials later than the stated date, you must pay a fee. Please see rates on page 5.

CONTINUES



RULES AND REGULATIONS

Please note that your loans may cause more than one fee, if:

- *The materials have different return dates*
- *Materials borrowed on the same date, are not returned together*
- *Materials have the same return date, but are returned or renewed too late on different dates*
- If you chose to return your loans using the letter-box at one of our libraries, please notice that this will be at your own responsibility. Also, please note that loans are only considered returned, when they are registered in the library system the following day with regular opening hours. This may cause a fee.

SMS and e-mail service

- As a user of The Odense Libraries you have access to different services via SMS or e-mail.
- If you are registered for this service, you will receive an e-mail and/or a SMS 3 days before your loans expire, when materials are ready at your library, or you can renew your loans via SMS. This service is free.
- Registration will not happen automatically. You must register at the library og via Odensebib.dk/paamin-delse
- In case of no SMS or technical problems, both children and grown-ups will have to pay a fee if materials are returned too late.

Getting you materials

- When an ordered/reserved material is ready, we usually notify you via e-mail, SMS or letter. If you wish to use the SMS service, you'll have to sign up for it at the library or via odensebib.dk. Please refer to section above.
- Notifications are free of charge.

Responsibility and replacement

- Your health insurance card/library card is personal, and you are liable for any materials borrowed with the card.
- The Odense Libraries is not to be held liable for any potential damage, that materials may cause to your playing devices.
- Lost or damaged materials must be replaced in accordance with current value or assessment price.
- Upon determining the replacement price, the price of preparation and the price of e.g. annexes will be added.
- In case of multi-volume works, which are only sold in sets, the library can claim to have the entire work replaced – also even if only one volume is lost/damaged.
- You will not have to pay the copyright fee when replacing videos (DVD, Blu-ray, VHS and CDROM).
- Replaced materials are still library property.

Withdrawing the right to borrow materials

- The library holds the right to withdraw your right to borrow materials temporarily in case of misuse and in case of lack of payments of 200 kr. or more.
- Theft of library materials will be reported to the police.

RULES AND REGULATIONS

Using computers at the library

- There is free wi-fi in all departments under The Odense Libraries.
- You can use public computers in all departments.
- The computers give you free access to search the internet.
- In most departments, you will have to book at computer in advance. To book, please contact your local library.
- You are not allowed to use the computers to search for racist, violent or pornographic content.
- Directions from the library staff must be followed at all times.

Rules of conduct and statutory authority

- The library has specific rules of conduct concerning use of the library. The rules of conduct are displayed visibly in all departments.

- The Municipality of Odense states the rules for using the departments under The Odense Libraries. Rules and regulations and the rate overview in force will be handed out when registering as a user of The Odense Libraries and at the user's request.

Print and copy

- You are able to print and make photocopies at the library.
- In order to do so, you will have to buy a print/copy card, which will give you access to the self-service system. Buy your card at the library.
- Purchase of print/copy card: 20 kr. Black/white prints or copies: 1 DKR per page. Colour prints or copies: 5 DKR. per page.

For more information, please visit odensebib.dk/selvbetjening





RATE OVERVIEW

Period	Adults	Children below age 14
Loan periode exceeded 1-7 days	20 kr.	10 kr.
Loan periode exceeded 8-30 dage	120 kr.	55 kr.
Loan periode exceeded more than 30 dage	230 kr.	120 kr.
New library card	20 kr.	10 kr.

21 days after the loan period has expired you will receive a notice. Balances towards the library can be paid in all departments and via our homepage, unless the balance has been handed over to collection via Odense Municipality. In that case, it is a matter between you and Odense Municipality.

For further information, please see odensebib.dk/selvbetjening.

OPENING HOURS

	<p>Hovedbibliotek og Musikbibliotek Borgernes Hus Østre Stationsvej 15 5000 Odense C Phone 66 13 13 72 e-mail: adm-bib@odense.dk</p>	<p><i>Staffed</i></p> <p>Monday - Friday 10-19</p> <p>Saturday 10-15 Sunday CLOSED</p>	<p><i>Unstaffed</i></p> <p>Monday - Friday 8-10</p>
	<p>Bolbro Bibliotek Middelfartvej 81 5200 Odense V Phone 65 51 43 04 e-mail: bolbro-bib@odense.dk</p>	<p><i>Staffed</i></p> <p>Monday 13-16 Tuesday 13-16 Thursday 11-15</p>	<p><i>Unstaffed</i></p> <p>Monday - Sunday 8-20</p>
	<p>Dalum Bibliotek Dalumvej 95 5250 Odense SV Phone 65 51 43 07 e-mail: dalum-bib@odense.dk</p>	<p>Monday og Wednesday 13-18 Tuesday, Thursday and Friday 10-16 Saturday 10-14</p>	
	<p>Holluf Pile Bibliotek Nøglens Kvarter 10 B 5220 Odense SØ Phone 65 51 43 52 e-mail: holluf-pile-bib@odense.dk</p>	<p><i>Staffed</i></p> <p>Monday, Tuesday and Friday 11-15</p> <p>Thursday 14-18</p>	<p><i>Unstaffed</i></p> <p>Monday-Friday 7-20</p> <p>Saturday-Sunday kl. 8-18</p>

OPENING HOURS

	<p>HØJBY BIBLIOTEK Højbyvej 66 5260 Odense S Phone 63 75 09 12 e-mail: hojby-bib@odense.dk</p>	<p><i>Staffed</i> Monday 13 – 17 Tuesday, Wednesday and Thursday 12 – 16</p>	<p><i>Unstaffed</i> Monday-Friday 7-20 Saturday-Sunday kl. 8-18</p>
	<p>KORUP BIBLIOTEK Præstevej 12 5210 Odense NV Phone 61 39 94 31 e-mail: korup-bib@odense.dk</p>	<p><i>Staffed</i> Monday 12-16 Tuesday 12-16 Thursday 10-14</p>	<p><i>Unstaffed</i> Monday - Thursday 6-22 Friday 6-20</p>
	<p>TARUP BIBLIOTEK Rugvang 40 5210 Odense NV Phone 65 51 43 38 e-mail: tarup-bib@odense.dk</p>	<p>Monday and Wednesday 13-18 Tuesday, Thursday and Friday 10-16 Saturday 10-14</p>	
	<p>VOLLSMOSE BIBLIOTEK Risingsvej 122 5240 Odense NØ Phone 65 51 43 44 e-mail: vollsmose-bib@odense.dk</p>	<p>Monday and Wednesday 13-18 Tuesday, Thursday and Friday 10-16 Saturday 10-14</p>	
	<p>LOKALHISTORISK BIBLIOTEK Historiens Hus Klosterbakken 2 5000 Odense C Phone 65 51 4426 e-mail: historienshus@odense.dk</p>	<p>Monday and Tuesday 12-16 Wednesday 10-16 Thursday 14-19 Friday and Saturday CLOSED</p>	



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