

# Terms of loan

## - for employees at University College Absalon

All new employees are automatically registered as patrons by default.

### How to borrow?

To borrow, you will need your employee initials and the last 4 digits of your CPR number.

### Borrowing and returning: What do I need to be aware of?

You are personally responsible for any materials you borrow and must return them by the due date. If you lose or damage any borrowed materials, you are required to replace them. Notification of courtesy, overdue items, and requests are sent via text message and email.

### Can I request a book?

You can request books at the library. To request a book, you must log in with your Absalon email and Absalon password.

If you locate the item on the library shelf yourself, you have the priority to borrow it before a patron who has requested it online.

You will be notified by text message and email when the item is ready for pick-up.

The item must be collected within 7 days; otherwise, the request will be cancelled, and the item removed from the reservation shelf.

### Is it possible to extend my loans?

You can extend your loans up to 8 times, provided another patron has not requested the material. Extensions can be made by logging into your [patron account](#) no earlier than 14 days before the due date.

If you encounter any difficulties with renewal, please contact the library.

### How long can I keep the library books?

Type of material	Loan period	Maximum number of renewals
Books	30 days	8 times
AV equipment	7 days	3 times
Journals	30 days	8 times
Semester shelf books	1 day	Non-renewable
Anatomical models and massage tables	1 day	Non-renewable
Boxes of anatomical model skeletons	180 days	1 time for 30 days

The loan period for other types of materials may vary. This will be indicated on your loan receipt received as email.

### **Interlibrary loans**

The library participates in the interlibrary loan cooperation among all libraries in Denmark, including public and research libraries. The library can arrange to borrow materials not available in its own collection.

### **Reminders, recalls, and replacement process**

All notifications will be sent by text message and email. Sending out notifications is a service that may, unfortunately, fail due to technical issues. Therefore, it is important for you to monitor your loans and their due dates through your [patron account](#).

<b>Notification to patrons</b>	<b>Timeframe</b>
Courtesy notice	4 days before expiry date
1st overdue notification	Loan period exceeded by 1 day
2nd overdue notification	Loan period exceeded by 15 days
3rd overdue notification	Loan period exceeded by 31 days
Statement of compensation	Loan period exceeded by 38 days

### **Fees and compensation**

Employees at University College Absalon are not required to pay for overdue loans but are responsible for the cost associated with replacing lost or damaged material. If the loan period is exceeded by 38 days, an invoice will be issued for the cost of the material. Once the materials are set for replacement you will receive a message in your Absalon mailbox explaining your options.

### **Exclusion from the library**

You will be prohibited from borrowing, renewing, and requesting materials if your outstanding fees or fines reach 200 DKK or more. The prohibition will be repealed once you have returned the items or settled your account.

### **Paying compensation claims?**

Compensation claims, visible in your [patron account](#) can be paid online using a debit card or MobilePay.

### **For questions and assistance:**

Contact:

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