

# Terms of loan

## - for students and course participants at University College Absalon

New students on a full-degree programme and course participants are automatically registered as patrons before the start of the programme/course.

### How to borrow?

To borrow, you will need your roll number 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](#).

Notifications to patrons	Timeframe	Fees and fines
Courtesy notice	4 days before expiry date	0 DKK per material
1st overdue notification	Loan period exceeded by 1 day	5 DKK per material
2nd overdue notification	Loan period exceeded by 15 days	10 DKK per material
3rd overdue notification	Loan period exceeded by 31 days	25 DKK per material
Statement of compensation	Loan period exceeded by 38 days	The material is now in replacement: + price of material + fees

\* Fees are charged on the day the deadline is missed.

Compensation claims that have not been paid within 14 days of receiving a "Statement of compensation" will without further notice be passed on to the economy department of University College Absalon. The economy department will send an invoice, then a reminder and finally transfer the compensation claim to the Danish Debt Collection Agency (Gældsstyrelsen). Once the compensation claim has been sent to the economy department it is no longer possible to return the books to the library.

Books borrowed from other libraries and lent to you by Absalon's library are an exception to this rule. In this case, please contact the library.

## 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.

When you have paid an invoice sent by the economy department, contact one of our libraries and show the payment receipt. Your prohibition will then be repealed. If the library is unstaffed, please call 72 48 35 00.

If you have paid your invoice through the Danish Debt Collection Agency (Gældsstyrelsen), the prohibition will be lifted once the library has been informed of the payment by the economy department.

**Paying compensation claims?**

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

If you have received a request of replacement in the form of an invoice sent by the economy department, you need to pay as instructed in the invoice.

**For questions and assistance:**

Contact:

Tina Johansen

Tlf. 7248 1466 / mail: [tij@pha.dk](mailto:tij@pha.dk)