

## Regulations for the Administrative Library (DAB) in E West

### LOAN

The Administrative Library is open to everyone, but the service we provide and the rules that apply to the use of the library depend on where you are employed.

Employees in the central administration (ministries, boards and directorates, etc.) are our primary users and are given free service.

We also serve employees in municipalities, regions, companies, and associations, however, these external loan groups are charged with fees.

As a citizen or student, you are welcome to use the collection on-site and copy or scan from the collection, but you cannot borrow directly from the library collection. However, it is possible to borrow materials from DAB through other libraries, as DAB participates in the loan cooperation and lends to Danish and foreign libraries.

### NEW PATRONS

Patrons must comply with the current loan rules for the Administrative Library. You may register yourself as a patron by filling [this formular](#).

### LOAN PERIOD

The loan period for each material is shown in the loan receipt, and can always be seen if you log on to your personal page via dab.dk. You log in with Borrower ID (e.g. your CPR number) and PIN code (a 4-digit self-chosen code). When the loan period expires, you will receive a reminder per mail.

### RETURNING LOANS

- The person registered for a loan is liable for the loan and is responsible for returning it in undamaged condition.
- The patrons are responsible for returning the material to the library.
- If the materials are not delivered at the end of the loan period, it will be recalled and must be renewed or returned immediately.
- Receipts are handed out if you so wish when you return material

### FEES

If you exceed the loan period you will be asked to pay a fee. The amount depends on where you are employed.

- Read about [fees for central administration](#) employees (only in Danish)
- Read about [fees for employees in companies, organizations, associations](#), etc. (only in Danish)

## DAMAGED MATERIALS

- Materials not returned one week after the 3rd recall notice are considered to be lost.
- Lost or damaged materials must be replaced by the borrower. The price of replacement will be added a handling fee.
- Compensation and fee must be paid regardless of whether the borrower refuses to return or the material is returned in a damaged condition.
- Compensation must also be paid if the material is returned later on.
- Unpaid balance is handed in to debt collection.

## OTHER RULES REGARDING THE USE OF THE LIBRARY

- E Vest is the place of service for borrowers to the Administrative Library (DAB). The entire library's collection is immediately available on open shelves. The room also includes a number of study places. Users have access to copy and scan of materials from the room.
- Inactive patrons (if you have not borrowed from the library in two years) are automatically deleted from the library's borrower register.
- DAB must be notified in case of address changes, including changes to e-mail and employment.
- Conversation (e.g. use of mobile phone) in the library must take place with due regard for patrons and staff.
- The users are obliged to follow the instructions of the staff, whether or not they are in writing. Threatening behavior against the staff will result in exclusion from using the facilities in The Black Diamond.
- Complaints must be directed to the management at DAB.
- Violation of this regulation will lead to expulsion and exclusion as a borrower.