



**Danish National Art Library**  
Architecture · Visual Art · Art History · Museology

✉: [dkb@kunstbib.dk](mailto:dkb@kunstbib.dk)

☎: +45 33 74 48 02

[www.kunstbib.dk](http://www.kunstbib.dk)

## Danish National Art Library

Library for visual arts, architecture,  
photography and museology

### Rules and regulations

These rules and regulations apply from  
30 September 2015 and supersede any  
previous rules and regulations.



## **RULES governing the use of resources, services and visits to the library**

### **1. Registration**

All members must be enrolled in the library's register of members to be able to make use of the library's services. A membership profile will be set up for a new member on the library's website ([www.kunstbib.dk](http://www.kunstbib.dk)) under the heading "*Ny Låner*" ("*New Member*"). Here the member can choose a PIN which he can use to reserve and borrow items. The member can use his health insurance card as a library card. A Danish driver's licence and passport are also accepted as proof of identity.

Any member of the public over the age 18 and in possession of a Danish CPR number (a Danish social security number) and an address that has been registered with the "Folkeregister" (the Danish registry office) is permitted to borrow items. Anyone not meeting these criteria may still use the library's resources on the library's premises.

When registering with the library, members agree to comply with the library's rules and regulations. The rules and regulations can be viewed on the library's website ([www.kunstbib.dk](http://www.kunstbib.dk)).

If the library needs to contact a member, it will do so by using the e-mail address that the member provided at the time of registration. The member is responsible for ensuring that his e-mail address is valid and correct. Members of the public that do not use electronic mail may instead opt to receive post from the library by the Danish postal service. However, ordinary post will take longer to arrive than electronic post. The member is responsible for library resources that he borrows and which the library is unable to recall because the member has provided the library with an incorrect address (address registered with the Danish registry office or e-mail address).

The member is responsible for notifying the library of any change of address and any change of e-mail address. Members can notify the library of any change of address or change of e-mail address by visiting "*Lånerstatus*" ("*Member Status*") at [www.kunstbib.dk](http://www.kunstbib.dk) and making the necessary amendments.

### **2. Preventing misuse of the membership profile**

If a member's PIN is made known to any third party, the member is responsible for ensuring that he changes the PIN to one that is secure. This can be done by contacting the library's lending section at Nyhavn 2.

### **3. Electronic lending material**

A member's use of electronic media, such as CD-ROMs, DVDs and other electronic resources is made at the member's own risk.

### **4. Loans**

Members can borrow resources from the library by using the library's self-service machines at Nyhavn 2.

Members can take out resources not on loan from "*Åbne Hylde*" ("*Open Shelves*"). Resources from the magazines must be reserved in the library catalogue at

- Private guided tours are not permitted unless the library has given its prior written agreement.
- Prams must not be brought onto the library's premises, but should be left outside.
- Library staff reserve the right to inspect bags if these are brought into areas of the library that are open to the public.
- Food and drink should not be consumed in the lounge areas of the library's premises at Nyhavn 2. Drinks and dry snacks may be consumed in the Reading Room at Nyhavn 2. In the Study Room in Søborg, food and drink may only be consumed in the lounge area.

---

The Danish National Library has video surveillance in areas of the library that are open to the public.

---

For further information, including details of opening times, please visit [www.kunstbib.dk](http://www.kunstbib.dk).

## 17. Rules on photocopying and copyright

Library staff reserve the right to determine whether items are in a physical condition that allows for photocopying.

Users are responsible for their own photocopying for which a charge will be made. Users may not rely on assistance from library staff.

Original drawings, photographs and archival material may not be copied. The Danish National Art Library may offer to make digital scans of items at a scanning bureau, the security of which is approved by the Danish National Art Library. This service is subject to a charge. Scans of digitised materials in the library's catalogue are sold for repro use. Please visit "*Fotoservice og Copyright*" ("*Photocopying, Scanning and Copyright*") at [www.kunstbib.dk](http://www.kunstbib.dk).

In terms of photocopying, photography using personal cameras, purchased and downloaded scans, the member is responsible for complying with any copyright provisions relating to the copyright holder. Please visit "*Fotoservice og Copyright*" ("*Photocopying, Scanning and Copyright*") at [www.kunstbib.dk](http://www.kunstbib.dk).

## 18. Rules governing visits to the library and use of its services

- All visitors must comply with any instructions given by library staff. Failure to comply with staff instructions may result in users being evicted from the library's service areas.
- Bags, coats, etc. should be placed in the lockers at the entrance to the library at the owner's personal risk.  
At the Study Room in Søborg, coats, bags, etc. must be placed in the entrance area at the owner's personal risk.
- The library's public PCs are principally for members that use the library's information resources and services.
- Users of the library are not permitted to conduct conversations on mobile telephones in the Study Room or Reading Room.
- The library's premises provide 230 V sockets.
- The Reading Room at Nyhavn 2 and the Study Room in Søborg are quiet areas.
- Children are welcome to visit the library accompanied by an adult, but must not be a nuisance to other visitors. Nursery schools and school classes from years 1 to 5 are not permitted to visit the library.

[www.kunstbib.dk](http://www.kunstbib.dk). The staff will find these resources and place them on a reserved shelf. Members will receive an e-mail when the items are ready for collection. Members wishing to view resources in the Study Room in Søborg must place a reservation for these resources in the library catalogue prior to their visit. They must also book a visiting time. Members should visit "*Reserver tid*" ("*Book a visiting time*") at [www.kunstbib.dk](http://www.kunstbib.dk) to book a visiting time.

When borrowing resources, members must enter a CPR number (Danish social security number) and PIN or scan their health insurance card and enter their PIN in the self-service machines. Members are responsible for ensuring that any loans are correctly processed in the self-service machines.

All loans are for personal use only. Any borrowed items may not be passed on to third parties. The library provides a receipt for any items borrowed from the library. The receipt will state the date on which the item must be returned.

If the item that has been borrowed displays any visible signs of damage, the member must report this to the library staff and request that a record of this information is made.

## 5. Lending period

The lending period for items on loan is 30 days. Items on loan may be renewed. A member may borrow items for a maximum of 180 days. The loan period for items from the Study Room in Søborg is 14 days. The lending period for items from the Reading Room in Nyhavn is 30 days. Members may extend the lending period for up to 180 days. This can be done by visiting "*Lånerstatus*" ("*Member Status*") at [www.kunstbib.dk](http://www.kunstbib.dk).

## 6. Research-related loans

Borrowing for the purpose of carrying out research is available to employees at Danish art and cultural institutions. The scheme means that members who meet certain conditions can borrow items for up to 360 days.

Members must complete a special form when setting up a research-related loan that is approved by the Danish National Art Library. The form should be submitted to the library's lending section. Agreements for research-related loans must be renewed every 2 years.

Research-related loans will be automatically renewed every 30 days by the Danish National Art Library, but members must ensure that they are aware that the items on loan have been renewed. However, the items on loan may be recalled after 30 days if they have been reserved by other members.

If and when a member's ceases his/her employment at the institution concerned, his entitlement to participate in this scheme shall also cease.

## 7. Institutional loans

Government, regional, communal (i.e. local authority) and private institutions associated with the area of art and cultural heritage may give employees permission to borrow library resources without the need for their employees to be registered members of the library. The institution sets up a common PIN which is used by employees when they borrow resources. The institution concerned is responsible for ensuring that only authorised staff have access to the PIN. The PIN can be changed by contacting the Danish National Art Library. Institutional loans will be automatically renewed every 30 days by the Danish National Art Library, but the institution in question must ensure that it is aware that the items on loan have been renewed. The maximum lending period for institutional loans is 360 days.

Members must complete a special form when setting up an institutional loan that is approved by the Danish National Art Library. The form will be provided on request.

## 8. Materials not on loan

The library's database provides information on the availability of materials. Materials not on loan may be reserved for use in the Reading Room at Nyhavn 2. Materials that require special storage conditions can only be reserved for use in the Study Room at Søborg.

## 9. Loans from other libraries

Lending materials procured from other Danish or foreign libraries for the purpose of lending from the Danish National Art Library are subject to these rules and regulations and any other provisions or lending restrictions as may be stipulated by the lending library.

## 10. Renewal of loans

Loans are renewed by visiting "*Lånerstatus*" ("*member status*") at [www.kunstbib.dk](http://www.kunstbib.dk).

## 11. Returns

Borrowed items must be voluntarily returned to the Danish National Art Library during opening hours at Nyhavn 2. Members will be issued with a receipt when returning borrowed items in the self-service machines. Members are responsible for ensuring that any returns are correctly processed in the self-service machines.

If borrowed items are not returned on time, the borrower is liable to incur a fine in accordance with current rates (cf. the Danish Library Act). Members can find out what these fines are by visiting "*Reglement og gebyrer*" ("*Rules, regulations and fines*") at [www.kunstbib.dk](http://www.kunstbib.dk). This web page also provides information on when recalls are issued for items that are not returned on time.

If a borrowed item has not been returned after the second reminder has been sent, the member will be sent an invoice, the amount of which will cover the cost of replacing the item plus an administration fee.

## 12. Reservation of books/periodicals and other library resources

Members may reserve items that are out on loan. The library will notify the member by e-mail when the reserved item is ready for collection. The member must collect the item within the period specified in the e-mail.

## 13. Liability

The member is liable for any items borrowed irrespective of any personal fault that may apply.

[For](#) lost and damaged items and for any items that are not returned despite repeated recall notices, an invoice will be issued to compensate for the cost of replacing the items.

The cost of any binding and an administration fee for the cost of acquiring and registering a replacement copy in the library's collections will also be added. The Danish National Art Library follows the regulations relating to claims for damages and compensation as stipulated in the Danish Library Act.

The member is responsible for any losses and expenses incurred by the library arising from the member's failure to meet his obligations. If the amounts owed are not paid on time, they will be notified to the Danish tax authorities (SKAT) which will then act in the library's interests.

## 14. Exclusion

Insofar as any breach of the rules and regulations are not rectified in spite of any reminders that might be sent, the library reserves the right to block the member's entitlement to borrow any resources from the library (cf. the Danish Library Act).

If, despite repeated reminders, the member fails to return borrowed items or returns borrowed items in a damaged condition, his right to borrowing items may be suspended. Furthermore, in accordance with the provisions of the Danish Library Act, the member may be prohibited from borrowing items if the amount that the member owes to the library totals DKK 200 or more.

The exclusion will cease to apply once the member has returned the items or has paid the amount owed.

## 15. The Library's Right of Ownership

The library retains its right of ownership to items on loan that are lost, damaged or not returned, irrespective of whether compensation has been paid. If a lost item is found, it must be returned to the library.

## 16. Complaints

Complaints that cannot be resolved amicably with on-duty members of staff may be submitted to the Director in writing at [dkb@kunstbib.dk](mailto:dkb@kunstbib.dk).