

Borrowing agreement

Terms and conditions of the VTI library

- To be able to borrow you must reside in Sweden.
- You can borrow books and reports, but not reference literature or journals.
- You can collect a loan on behalf of another person on presentation of proof of permission.
- Transfer of a borrowed item to another person is not permitted.
- The loan period is 30 days. You may renew a loan 11 times unless the item has been reserved by someone else.
- It is your responsibility to observe the due date for a loan and renew or return the item in time.
- You are personally responsible for your loans until they have been returned.
- You must take good care of borrowed items and return them undamaged. Notes and markings in the items are considered damage.
- You are responsible for replacing items that have not been returned, are damaged or lost and will be charged the cost of repair or replacement. If the invoice is not paid it is sent to debt collection.
- You are responsible for keeping your contact details up to date. Any changes must be reported in person to the library.
- Should you violate the library's rules, you may lose the right to borrow. The decision to revoke or restore rights is made by the head of the library.

I have read and understand the borrowing rules of the VTI library and agree to abide by them and keep myself informed of any changes.

Date and place	Signature
<input type="text"/>	<input type="text"/>
Name in print	Address (street address, postcode, city)
<input type="text"/>	<input type="text"/>
Telephone number	E-mail address
<input type="text"/>	<input type="text"/>

Information on how VTI library processes personal data

When you fill out this agreement, VTI library will process personal data about you. The purpose of the processing is to be able to perform our services and fulfill our obligations to you. The processing of personal data is carried out in accordance with the General Data Protection Regulation. Read more about how VTI processes personal data at <https://www.vti.se/en/about-vti/personal-data>.

The signed borrowing agreement is sent by regular post or via e-mail (scanned) to

VTI
Biblioteket
581 95 Linköping
E-post: bibliotek@vti.se