

**Photocopiers and printers**

The photocopiers are operated by magnetic cards, that can be bought at the circulation desk. Students and staff at The Red Cross University College have access to printers via personnel log-in accounts. External users may print at cost price.

**Library hours and more information**

For more information about the library's collections and services, library hours, staff etc. please visit the library website <http://biblioteket@rkh.se>.

# THE RED CROSS UNIVERSITY COLLEGE LIBRARY



## Borrowing rules and general information

### THE RED CROSS UNIVERSITY COLLEGE

Postal address: Box 556 76, 102 15 Stockholm  
Visiting address: Teknikringen 1

Telephone: +46 (0) 8-587 516 00  
Telephone library circulation desk: +46(0)8-587 516 78  
Telefax: +46 (0) 8-587 516 90  
Email: [biblioteket@rkh.se](mailto:biblioteket@rkh.se)  
[www.rkh.se](http://www.rkh.se)

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### **Library collections**

The library holds literature principally within the subject areas of nursing, global health and medicine. The library also holds a special collection of national and international Red Cross publications. The collections are primarily intended for students, teachers/researchers and other personnel at the Red Cross University College. Students from other universities and others who need library services for research and higher education may also register as library users. The collections are a national resource and accessible to other libraries via the interlibrary loan system. The Red Cross University College students can also borrow books from the library at Sophiahemmet University College.

### **Library card**

In order to obtain a library card students must show personal photo identification (passport or a valid identification card). A library card is a valuable document and any loans made using it you will be held responsible for. A library card is required for borrowing books, for interlibrary loans and for identification when using online library services. Please notify the library if you lose your library card, a new card costs **40 SEK**. If your card has been stolen this fee will be waived if you can confirm the theft with a copy of the police report.

It is your responsibility to make sure that we have your correct postal and e-mail address. As a user you are obliged to follow the library rules. Any changes concerning the rules are notified on the library website. The library card must be used when borrowing books and using our databases outside campus.

### **Borrowing and returns**

Most of the collections may be borrowed and taken from the library apart from reference literature, journals and essays. Only members of staff and students at the Red Cross University College may borrow obligatory course literature. All loans must be registered at the circulation desk or by the self-checkout machine. All returns should be checked in by the self-return machine, handed to a member of staff at the circulation desk, or when the library is closed, be placed in the book box.

### **Fines and replacement**

The user is eligible to replace any damaged or lost item with a new identical copy, or alternatively pay a fee of **500 SEK** + an administrative charge of **100 SEK** and possible overdue costs.

### **Borrowing regulations**

Books: **28** days

Course literature: **7** days

Short period loan: **7** days

Course reference books: home loan from Wednesday to Thursday and over the weekend. For more information visit our website.

### **Overdue fines**

Course literature, video & CD-ROM: **10 SEK/item/day**.

Course reference literature: **10 SEK/hour**.

Books: **3 SEK/item/day**.

Users with debts exceeding **100 SEK** will be banned from further loans as long as there are unpaid fines. All fines must be cleared before the end of term.

### **Make reservations and renew loans**

In the library catalogue Emmy you can search the library database for books and other documents. You can request material that is checked out. A book on hold must be collected within 3 days. If you are logged in on your borrower account, you will have access to all your loans and reservations, and you may also renew your loans, make or cancel reservations and change your address.

### **Privacy**

Information about individual loans, orders and reservations may not be disclosed in accordance with paragraph 3 chapter 40 in Offentlighets- och sekretesslagen (SFS 2009:400). The library processing of personal data is regulated by law (Personuppgiftslagen, SFS 1998:204).

### **Interlibrary loan**

Students and staff at RKH that are registered library users can request interlibrary loans for literature not owned by the library. There is a charge for articles. Students may not borrow books from libraries in Stockholm and the suburban areas via the interlibrary loan system. You can order an interlibrary loan via the library website or personally at the library.

### **Dyslexia service**

Please contact the library staff for more information about dyslexia service for students.