

FEES

The patron is obliged to compensate any damage to the material that has been borrowed from ARAB 's collections. The same goes for interlibrary loans.

Anyone who loses a book or do not return a borrowed book as it is requested by ARAB, is bound to replace the book à 700 SEK – as well as the administrative fee. The administrative fee is intended to cover ARAB 's costs of the search for a new item, delivery and other costs associated with the requirement.

ARAB sends out a reminder after which an invoice is issued. ARAB charges compensation for payment reminders, so-called debt collection costs. If the borrower does not pay, the invoice will be submitted as a claim to the Enforcement Service for collection.

REPRODUCTIONS

The patron can generally copy all materials.

When copying, the material should be shown to the staff to assess its condition. Cost of copying is à 2 SEK / A4.

The borrower can also make copies from microform, à 2 SEK / A4.

Reproduction of materials that staff deem as fragile, must for preservation purposes only be done by ARAB 's staff. A special price list exists for such copying.

Reproductions of sound, image and film are done by staff, see separate price list for this.

COPYRIGHT

ARAB is not responsible for how the customer uses the reproduced material. The client must check the extent to which the requested material is protected in accordance with the Law on Copyright of Literary and Artistic Works, or the Law on the Right to Photographic Image, and inform themselves about the provisions applicable of such material.

CONTACT

RESEARCH DESK & READING ROOM

forskarexpedition@arbark.se
08 – 412 39 29

INFORMATION

info@arbark.se
08 – 412 39 00

ADMINISTRATION

administration@arbark.se
08 – 412 39 00

VISIT AND POSTAL ADDRESS:

Swedish Labour Movement's Archives and Library/
Arbetarrörelsens arkiv och bibliotek
Elektronvägen 2
141 49 Huddinge
SWEDEN

WEB ADDRESSES AND SOCIAL MEDIA

www.arbark.se
www.arbetarhistoria.se

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RULES AND REGULATIONS

SWEDISH LABOUR MOVEMENT'S ARCHIVES AND LIBRARY

The collections held by the Swedish Labour Movement's Archives and Library, hereinafter referred to as ARAB, will be available to the extent ARAB decide.

The principle is that we are open to all and that the majority of the material is made available for loans.

- For library material, you need to show a valid ID and sign a patron agreement.
- For archival material, it is enough with name and contact information. You must also fill in a GDPR compliance form.

ARAB is granting loans to physical persons. Businesses or organizations shall be represented by a physical person. The exception applies for interlibrary and inter-archive loans where the department or library are granted loans, not the individual patron.

Only those who are of legal age may enroll as patrons. Persons who are registered in Sweden should indicate the residential address in Sweden and identify themselves with valid photo ID with Swedish personal identity number or with a Swedish passport.

Persons who are not registered in Sweden should indicate both residential address in Sweden, and full permanent address. Valid passport or photo ID must be shown. Patrons who are not registered in Sweden may not borrow books for regular loans from ARAB, only for reading room loans. If the stay in Sweden is for more than three months, however, regular loans might be granted.

LENDING RULES

The patron agrees to follow ARAB's lending rules. Those who do not follow ARAB's lending rules risk being suspended. Patrons are responsible for all loans until each loan is deregistered.

The patron shall at the issue date check the material's condition. At the patron's request, the library make note of any already occurred damage. If damaged material must be replaced and occurred after the material was checked out, the patron is required to pay the cost of a new acquisition.

If a barcode strip or archive delivery note accompany the loan, it must continue to accompany the loan until it is deregistered.

- LIBRARY LOANS: can't be picked up by another person without presentation of valid ID.
- ARCHIVAL LOANS: can after agreement with staff and current patron, also be made available for other patrons.

STANDARDS OF CONDUCT

The visitor of ARAB shall leave coat, briefcase and handbag in the cloakroom. The cabinets in the cloakroom may be used day-time only and must be emptied by the end of the day. A lost key must be replaced. Pets are not allowed.

The reading room is for study of ARAB's material. It should be quiet in the reading room. Private conversations and telephone calls shall be held beyond the research desk to the extent that it does not interfere with other patrons.

In the reading room, the following may not be brought:

- Drink
- Food
- Fruit
- Sweets

ARAB's material from the collections should not be taken out of the reading room or designated area for archival and library material. If anyone disturb order or impose a danger to others or to others' property, the staff has the right to intervene. Photographing and filming of the premises of ARAB is allowed only by permission.

HANDLING MATERIALS

Everything included in ARAB's collections should be treated with care. In order not to damage the material, the following is not permitted:

- making notes or underscores in the material
- using paper clips, adhesive patches or tape on the material
- putting hands or arms on the text or images
- disrupting the order in volumes and capsules.

Loose sheets should be left in its dust jacket. Single sheets supplied in a plastic pouch shall remain in it during the studies. If books with uncut pages are found, these must be submitted to the staff.

Notes and underscores count as damage which will give consequences of:

- A librarian determines the value of the damage of library material. The patron is thereafter offered to buy a new replacement copy to ARAB by agreement with staff. If not, the already mentioned fee is collected.
- Archival material is unique and any damage is irreparable. The borrower is suspended and any privileges as a patron are withdrawn.

REQUESTING MATERIALS

ARAB's collections are mainly stored in our stacks and therefore have to be requested. The request is done primarily through the web catalogues or by e-mail. Requested material from the library is set aside for 7 days. If not picked up as a loan, it will be available for others after this time. Requested material from the archive is set aside for 30 days.

READING ROOM LOANS

All archival materials are in-house loans, referred to as reading room loans. Some of the library materials are also in-house loans:

- Newspapers
- Brochures
- Reference literature
- Prints from the organizations collections
- Frail materials
- Rare books

Time period for all loans are 30 days.

REGULAR LOANS

Most of the library monographs are usually regular loans. Recalled books must be returned immediately. The patron is responsible for a required book to be returned immediately. If the book is sent by mail, it must be well packaged.

Time period for all loans are 30 days.

INTER LIBRARY/ARCHIVAL LOANS

INTER-ARCHIVES LOANS: A general right does not exist. We will make an assessment of each individual case.

INTER LIBRARY LOANS: ARAB does not request any material. ARAB only lends out material which has been requested by other libraries, not by individuals.

THE LIBRARY DOES NOT PERMIT INTERLIBRARY LOANS OF: microform, newspapers, magazines, books older than 100 years, the printed collections of our organizations and fragile materials. If an interlibrary loan consists of copies, these are always subject to a charge. See specific price tariffs for these.