Regulations for Royal Danish Library – Danish National Art Library, Study Room Søborg

1. We reserve the Study Room for users who have a documented requirement for consulting material covenanted for use in the Study Room.

2. Prior to a visit you are, as any other user, obliged to book time and order the materials you are going to consult in the Study Room in the catalogue. You cannot expect delivery of further materials during the visit itself.

3. The appointment is valid from the time the user has received a confirmation by e-mail.

4. You must place bags, computer covers, outdoor apparels etcetera in the area to the right of the entrance.

5. Please consume food and drinks in the Lounge area to the left of the entrance only. The washing of one’s hands is required after eating.

6. You can bring your own books, a laptop, mobile phone (on silent), and handheld camera to the Study Room.

7. On arrival in the Study Room, the user must identify himself with either a health insurance card, a driver’s license, or a passport.

8. On arrival in the Study Room, the librarian on duty will inform the user of where in the Study Room the ordered materials must be consulted, and how to work with the materials, including how to handle the materials physically as to the current state of preservation of the materials.

9. Materials can be produced and ready for use up to 15 days. It is the librarian on duty only who decides how much may be produced per visit on very big orders, and if the material may remain in the Study Room for up to 15 days.

10. At the end of the consultation, the user informs the librarian of the day if the consultations of the materials have been brought to an end, or if a new visit is required. If the user wants a new visit to consult the materials again, a new appointment must be made immediately.

11. You can use the reference collection of the Study Room on site. You must put used books back in place after use.

12. You cannot make photocopies of materials for use in the Study Room. You may take photos with a handheld camera. Some materials may be forwarded for scanning/photographing for the account of the user and is only done in Royal Danish Library’s own department of digitalization.

13. The users are obliged to follow the directions of the librarian on duty at any time even if the directions are not to be found in writing in the regulations.

14. The librarian on duty can search books brought along, papers etcetera pursuant to Act no. 1628 of 26 of December 2013 on certain arrangements against theft from Royal Danish Library.

We draw your attention to:

kb.dk/da/kub/publikum/serviceydelser/reglement/index.html

12 October 2017