

Welcome to the Blindern VGS Læringscenter (Library)

How to borrow books:

- If you are a new student at the school, you must bring a signed **loan agreement** before you can borrow books. If you are below 18 years of age you will also need to have it signed by a parent or guardian. You can get this from the **reception** at the first floor.
- To borrow books, you will need to download the **It's Me ID app** and have made a **pin code** in Cicero Surf.

Loan time

- **Books:** 28 days
- **Dictionaries:** 1 day
- **Boardgames:** 7 days
- **Textbooks:** are borrowed for a school year.

Rules for the library

- This is a food free zone. That means you eat your food elsewhere.
- Take off your shoes if you want to sit with your feet up or lay in the couch.
- Please toss garbage in the trash bins.
- Please respect other students desire to work in peace.
- In the quiet zone you don't talk above a whisper, don't make any other noise, and all appliances are in silence mode.

Textbooks

- Textbooks are borrowed for a year and are returned by end of the school year. MYP and IB students can extend their textbooks loan period for another year.
- If you do not return a book or return a damaged book, you will receive a compensation claim. Three reminders will be sent. A compensation claim will be sent out 28 days after the last reminder. Contact the library should you not be able to return the books due to illness. When a compensation claim has been sent to Utdanningsetaten, it cannot be undone.
- If you lose a textbook during the semester and need a new one, you must pay a fine of 500 NOK for the lost book.
- If you lose or destroy other books, you must pay 400 NOK. You will receive a money order in Digipost.
- You must write your own name in the textbooks; first name, last name, and year, in the format 26/27. This is to make sure you do not mix **your** textbooks with other students which might result in the textbooks becoming lost. If you lose **your** textbooks, you must pay a replacement fine.

Self-check machines

- You borrow and return books via the self-check machines using the **barcode in the Min Inschool app** and **your pin**.
- Here you can view or extend your loans via the RENEW function.
- Do not pass through the safety gate if the alarm beeps. Wait for assistance from the librarian.

You can administrate your loan online via Cicero Surf;

<https://surf.cicero-suite.com/institution/NO-3030301>

Please note: Messages and reminders will be sent to your school email, and not as a message to your phone. It is your responsibility to keep track of when a book is due.

