My account on leitir.is

Access to My account requires a 4 digit PIN which you choose when you register for a library card.

My account allows you to see your own library information:

- See current loans, due dates and cash transactions.
- Renew loans three times unless the item is requested.
- Place hold requests on items on loan and cancel requests.
- Review your previous loans (latest 200).
- Change your PIN.
- Order interlibrary loans.

How do I sign in to My account?

- Enter the number on your library card.
- Enter your password/PIN.
- Select the group: National and University Library of Iceland
- Select Submit button
- Select the tab My account

Library cards can be issued to anyone with domicile in Iceland and an Icelandic ID no. (kennitala) who’s at least 18 years old. Foreign nationals using the library for research purposes can apply for a temporary library card. Library cards are issued free of charge to students and staff at the University of Iceland.

The card holder is held fully accountable for any material borrowed from the library.
Admission to the library
Every individual has free access to the library. Borrowing privileges are, however, only granted to users, aged eighteen or over, who have an Icelandic identity number and are registered with a permanent address in Iceland. Foreigners residing temporarily in Iceland, who wish to use the library for research purposes, can apply to the library staff for borrowing privileges.

Library cards
On joining the library all users receive a library card with a user identification number on it and, in addition, are given a private pin number which allows them access to their borrowing status records in leitir.is, the library's automated system. The library card holder also uses the private pin number when reserving books in leitir.is or ordering articles or books via interlibrary loan.

Library cards are issued for a period of one year for a fee of 1800 kr. and may be renewed if the borrower has no outstanding loans or fines. The University of Iceland pays for teachers' and students' library cards. The library card should be presented when checking out books or other items. The library should be notified if the card is lost or stolen. A new card may then be purchased for a fee of 600 kr.

The borrower should notify the library of all changes of address, telephone number and/or email.

Borrowing books
Most of the books which can be borrowed are in open stacks on the 3rd and 4th floor of the library. There are, however, also books in closed stacks (geymsla). The circulation staff on the 2nd floor will fetch these books. Books may be borrowed at the circulation desks on the 2nd and 4th floors.

Returning books
Books should be returned at the circulation desk on the 2nd floor. Patrons should wait at the desk until the loans have been discharged and not just leave them on the counter. Patrons will be asked to pay replacement costs for any books lost while checked out on their library card.

Limits
The maximum number of loans allowed at any one time is 10, although students at the University of Iceland may borrow 30 items and University staff up to 50 items.

Loan period
Most items may be borrowed for a period of one month. Some items, however, which are in heavy demand, may only be borrowed for three days or a week. Various items are not available for loan, e.g. some items in the reserve collection, reference books on the 2nd floor and theses and periodicals on the 3rd floor.

Reservations
It is possible for library card holders to reserve items currently on loan. This can be done either by the staff at the circulation desk or by the user online at leitir.is. When the item in question is returned it will be put aside for the requestor and notification will be sent by email.

Renewals
It is possible to renew a loan if no-one has placed a hold on the item in question. Items may be renewed three times by the user online at leitir.is, but further renewals are handled by the staff at the circulation desk. Renewals can be made either in person, by phone (525 5681) or e-mail utlan@landsbokasafn.is.

Interlibrary loan
The interlibrary loan department at the National and University Library provides books, articles and other materials which are not available at the library. Books available at other libraries in the Reykjavik area are usually not provided by the ILL department, and should be borrowed directly from those libraries. Articles can, however, be ordered for the usual service charge.

Responsibility
Borrowers (and their guarantors) are held fully responsible for all items which they have on loan from the library. Overdue fines are charged for late returns and the library has the right to demand compensation for all lost and/or damaged items. Foreign citizens are asked to be sure to return all books to the library before leaving the country.

Overdues
The overdue fine is 40 kr. per day per book. The fine for items on short-term loan is 300 kr. per day, including Saturdays and Sundays if applicable. Further information concerning fines is available at the circulation desk.

If an item has not been returned 60 days after the due date, the library will contact the collection agency Motus, to have any outstanding fees paid.

Security system
There is a security system in operation to ensure that only books which have been issued to a reader are taken out of the library. Sometimes the alarm reacts to other objects. If the alarm sounds as you leave, please co-operate with the circulation staff in trying to find the cause. In case of theft the police will be notified.