



Bibliothèque nationale de Luxembourg (BnL) : RENEWAL FORM

Applicant's details

Mrs. Mr.

Last name : _____
(where appropriate, please indicate maiden name first)

First name(s) : _____

Date of birth : _____

ADDRESS

House no. : _____ Street : _____

Postcode : _____ City : _____

Country : _____

Email : _____

I hereby apply for the renewal of my membership of the Bibliothèque nationale de Luxembourg (BnL) and its library services. A library card, which is intended for personal use only, will be issued in my name and I will receive a personal login and password to access the BnL's library services.

I have read and I understand the information notice and I confirm that I have received a copy of the library's Conditions of use.

I agree that the personal data I provide will be stored in the central user database that can be accessed by all libraries in Luxembourg's bibnet.lu network.

I agree to abide by the BnL's Conditions of use. I moreover undertake to notify the BnL of any changes to my address and to reimburse the equivalent value for any loan item that I accidentally damage and/or fail to return.

By signing this document, I certify that the details given above are correct.

Date : _____

INFORMATION NOTICE

The following text is a free translation from French into English of the "notice d'information". The French text is legally binding.

Registration with the Bibliothèque nationale de Luxembourg (BnL) is subject to the provision of the following information and supporting documents: last name, first name, date of birth, nationality, postal address, telephone number, email address, occupation, proof of ID (copy). The BnL reserves the right to request proof of address and/or of registration with a higher education institution approved by the Luxembourg state.

Unless extended, BnL membership is valid for two years. 24 months after your BnL's membership expires, your personal data will automatically be erased. Your loan history will be retained in an anonymised format to enable the library to perform statistical analyses. The library reserves the right to retain my personal data until the settlement of any cause of dispute (unreturned loans, unpaid fines, ...) has been reached.

Personal data is recorded in the central user database of Luxembourg's bibnet.lu library network ("central user database") and is accessible to all the member libraries of the network (*). You can use your login and password in all libraries in the bibnet.lu network that you are registered with/can register with. Your personal data may be processed by a limited number of persons duly authorised and trained for the purposes listed below.

Personal data is collected and processed to allow

- you to register with the BnL and update your account details;
- you to reserve items for home loan, consult documents at the library and reproduce documents;
- you to request interlibrary loans;
- the BnL to contact you regarding your reservations, reminders and fines;
- you to use IT services provided by the BnL;
- you to access and consult digital resources offered by the BnL;
- the BnL to prepare anonymous statistics to improve the library services offered;
- to detect fraud and misuse of the digital resources made available by the library;
- the BnL to handle your requests regarding the processing of my personal data.

The director of the Bibliothèque nationale de Luxembourg, under the authority of the Minister of Culture together with the other libraries in Luxembourg's bibnet.lu network, is the data controller responsible for processing according to the European General Data Protection Regulation (GDPR) dated 27 April 2016 (2016/679). The information provided for in Article 13 GDPR can be found in the BnL's conditions of use.

You have the right to access as well as to rectify your personal data. You can modify your personal data directly at the BnL (front desk) or online via "my account" on www.a-z.lu.

You have the right to withdraw your consent for inclusion of this data in the bibnet.lu network's central user database, to oppose the processing of your personal data as well as to request the erasure, limitation of processing, or portability of your personal data. In the event of violation of the applicable rules on the protection of personal data, you also have the right of lodging a complaint with a supervisory authority such as the National Commission for Data Protection (CNPD).

In certain cases provided for in the GDPR, the library may object to these rights. If you delete your personal data, you will no longer be able to access the BnL's loan and IT services.

For more information on your rights and on how to exercise your rights, you can contact the BnL via email < dpo@bnl.etat.lu > or by mailing a letter to the following address:

Données Personnelles / Secrétariat de direction
Bibliothèque nationale de Luxembourg
37, boulevard F.D. Roosevelt
L-2450 Luxembourg

(*) For details of the libraries in the bibnet.lu network, go to http://www.bibnet.lu/blog/?page_id=5255