




RULES OF USE OF THE VASKI LIBRARIES

from 1.1.2013



A S K I

kirjastot | biblioteken | libraries



Rules of Use of the VASKI Libraries

The VASKI libraries include the city libraries of Turku, Kaarina, Laitila, Naantali, Paimio, Raisio and Uusikaupunki as well as the municipal libraries of Kustavi, Lieto, Masku, Mynämäki, Nousiainen, Pyhäranta, Rusko, Sauvo, Taivassalo and Vehmaa.

The library is open to everyone

The VASKI libraries welcome you to take full use of their resources: borrow material, hang out, study, use the available equipment, read magazines and books, or participate in various events and literature evenings.

The libraries place their diverse collections, up-to-date equipment and information retrieval tools, library facilities and experienced staff at your disposal free of charge.

To borrow material and use some of the other services, you will require a valid library card and a PIN code.

The collections, services and facilities of the VASKI libraries are available to anyone who will observe the following library rules.

Rules of use

Familiarise yourself with the rules of use and retain them for future reference. The effective rules of use can also be found on the websites of the VASKI libraries at www.vaskikirjastot.fi.

Upon receiving a library card or agreeing to act as guarantor, you undertake to comply with these rules of use.

Separate rules and regulations regarding the available equipment and their rights of use are available on the libraries' websites.

Library card and PIN code

Obtaining a library card

You can obtain a library card and PIN code at any VASKI library. To receive a card, you must present an acceptable identity card that carries your photograph and personal identity code. The card will not be granted if you do not have an address in Finland.

The first library card is free of charge.

A person under the age of 15 will need a guardian's written approval to obtain a library card. The minimum age for obtaining a library card is 5 years. Day care

centres, schools or other institutions can be granted an institutional library card. A guarantor and the institution's contact information and authorisation are required for an institutional card.

The library card is your personal value card

Card holders are responsible for material borrowed on their library card. The guardian is responsible for material borrowed by a person under the age of 15.

Each organisation in possession of an institutional library card is responsible for its use and the material borrowed on it.

To prevent misuse of your library card, you can request that the library attendants always check the identity of the person borrowing material on your card. Borrowing at the automatic lending machine is protected by a PIN code.

An institutional library card can be used by staff members of the respective institution or organisation to borrow material with the consent of the guarantor.

Notify of a lost card immediately

You must notify the library immediately if you lose your library card. The notification can be made to any VASKI library. You will not be held responsible for material borrowed on the lost card after you have reported the card missing.

Cards that are reported lost are cancelled. A fee will be charged for the replacement card.

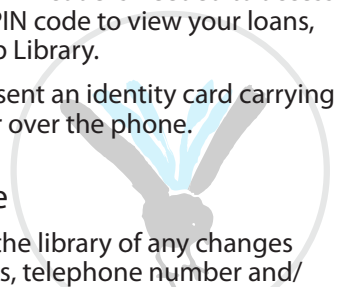
Obtaining a PIN code

You will need a PIN code, in addition to your library card, to use lending machines or databases that require you to sign in, or to make reservations to use the library's customer terminals. In some libraries, a PIN code is needed to access the library's Wi-Fi network. You will also need your PIN code to view your loans, renew them, and reserve material via the VASKI Web Library.

To obtain a PIN code, visit any VASKI library and present an identity card carrying your picture. PIN codes are not granted by e-mail or over the phone.

Keep your contact information up-to-date

As a patron of the library, you are obliged to notify the library of any changes in your personal contact information (name, address, telephone number and/or email address). If the guarantor of an institutional library card is changed, this must be reported to the library without delay. You can check your address information and notify changes via the VASKI Web Library. The library will charge a fee for address checks from the population register.



Patron information is confidential

According to the Personal Data Act, the library is entitled to register the patron's personal identity code.

The information stored in the VASKI libraries' patron register is confidential, and it will not be disclosed to third parties. Library patrons have the right to check their information in the patron register. Guarantors may check the information of their respective organisations or the expired loans and unsettled fees of the under-aged person for whom they are responsible.

To access this information, guarantors must first prove their identity by presenting an acceptable identity card carrying their photograph. The register description is available for viewing at the libraries and on the websites of the VASKI libraries.

Culture Card

Library card holders may attach a free extra feature called Culture Card to their library cards. You can subscribe to the Culture Card service at any VASKI library. As a Culture Card holder, you will receive information via e-mail on local cultural events and services and benefits attached to them.

Borrowing and returning

A library card is always needed to borrow material.

The lending of audiovisual material is subject to the age limits imposed by classifiers approved by the Finnish Centre for Media Education & Audiovisual Media.

Loan period and due date

The loan period for library material is normally 28 days.

As an exception to this, the loan period for the so-called Jokeri material as well as magazines, music recordings, DVDs, Blu-ray discs, console games and video cassettes is 14 days. Furthermore, e-materials have a loan period of either one day or one week. Other materials may have individual loan periods.

When borrowing, you will receive a receipt with the due date. The loan period expires at the library's closing time on the due date.

You will receive a notification of an impending due date if your e-mail address is listed in the library's patron register.

The due date shown on the receipt is binding even if you have not received a notification of an impending due date. The library cannot be held responsible

for disturbances caused by failing data communications. Such disturbances do therefore not reduce the amount of late fines you may have accumulating.

Returns

Loans can be returned to any VASKI library, with the exception of the libraries' special materials such as paintings, sports equipment etc. You can receive receipts for your returns if you so desire.

Some libraries have so-called drop boxes for returns. If you return material through a drop box, you will not receive a receipt as the material is not immediately registered as returned. The library staff registers the material deposited in the drop box as returned on the next opening day of the library. Material returned in a drop box will accrue late fines until the return is registered. Returning material through a drop box is at your own risk.

Renewals

You can renew your loans via the VASKI Web library, over the telephone, or at a library over the counter up to three times provided that there are no reservations for the material. High-circulation Jokeri material cannot be renewed.

When renewing your loans, make sure the new due date is successfully saved in your loan register. Late fines start to accumulate when the due date in your loan register is exceeded. If the new due date fails to be saved, please contact the library.

Reservations

Material can be reserved via the VASKI Web Library or at any VASKI library. All reservations are subject to a fee. Notifications of reserved material that is available for collection can be received by e-mail, text message or post. Jokeri material cannot be reserved.

Interlibrary loans

Interlibrary lending is subject to effective instructions and fees concerning interlibrary services.

The VASKI libraries order material for their patrons from other Finnish libraries or abroad when the collections of the VASKI libraries do not contain the requested item.

The Turku City Library only provides interlibrary loans for material that is not available in the libraries of the local institutes of higher education, or in the scientific or special libraries in the Turku area.

Borrowing right

Your borrowing rights will be revoked if:

- you fail to return invoiced borrowed material
- you lose or damage library material
- your overdue payments exceed the limit specified in the separate payment decision

To restore your borrowing rights you must:

- return the overdue material
- compensate for lost or damaged library material
- pay all your library fees



Payment and collection

Charges

A late fine is charged for all material returned or renewed after the due date. The late fine accumulates for all calendar days following the due date up to the specified maximum amount. The late fines are registered in your patron information when the material is either renewed or returned. No separate invoice is sent to the patron for late fines.

No late fines are charged for material borrowed from the children's and youth section; however, the cost of a reminder notice is charged even for this material. Furthermore, collection costs will be charged for material for which formal collection measures have been commenced. This also applies to children's and youth material.

The most important charges collected by the library are listed in the payment appendix to the rules of use.

Lost or damaged library material must be compensated. Instructions regarding the compensation procedure can be found in the payment appendix to the rules of use.

Reminder

The library will send a reminder of overdue material when a week has passed from the due date. If there are reservations for the overdue item, or if the item in question is labelled as Jokeri material, the reminder will be sent on the day following the due date. In this case, a notification fee will be charged in addition to the late fines.

You will receive the reminder as an SMS or an e-mail message or a letter, depending on which form you have chosen for your notifications.

Invoice

The library will send an invoice of overdue material five weeks after the due date. If the items you have borrowed have been damaged or lost, they must be compensated as per the invoice.

The city libraries of Turku, Raisio and Paimio do not send an invoice of overdue material. Instead of the invoice, these libraries send a second reminder three weeks after the due date, after which the collection of the debt will be turned over to a collection agency.

Collection

A formal collection process will be commenced for unpaid invoices of unreturned library material, and the collection costs will be added to the existing charges and fines.

Collection measures will also be taken with regard to material borrowed by persons under 18 years of age and children's and youth material. The respective guarantors are responsible for items borrowed on the library cards of persons under 15 years of age and on institutional library cards.

Compensations

Patrons must compensate damage caused to library property.

The library is not responsible for possible damage that borrowed recordings may cause to the patron's equipment or for damage caused by the library's equipment to a third party.

Loss of usage rights

Loss of usage rights refers to a fixed-term prohibition from using the library in cases where the patron, regardless of being told to cease his or her improper conduct, continues to behave disruptively towards a staff member or another patron, or to damage the library's property.

Improper conduct includes, among other things, appearing intoxicated or consuming one's own intoxicants in the library. The duration of the loss of usage rights can be from one day to six months. The prohibition can be imposed by the head of the library or a library staff member authorised by the head.

Before the usage prohibition is put into effect, the involved parties are heard. In minor cases, the prohibition is issued orally but, otherwise, it is issued in writing. The prohibition will be recorded in the library's patron register, but record of the incident will be removed after the end of the specified term.



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Pyhäranta Municipal Library • Raisio City Library • Rusko Municipal Library
Sauvo Municipal Library • Taivassalo Municipal Library • Turku City Library
Uusikaupunki City Library • Vehmaa Municipal Library

Mobile Libraries in Turku, Laitila, Lieto and Uusikaupunki.