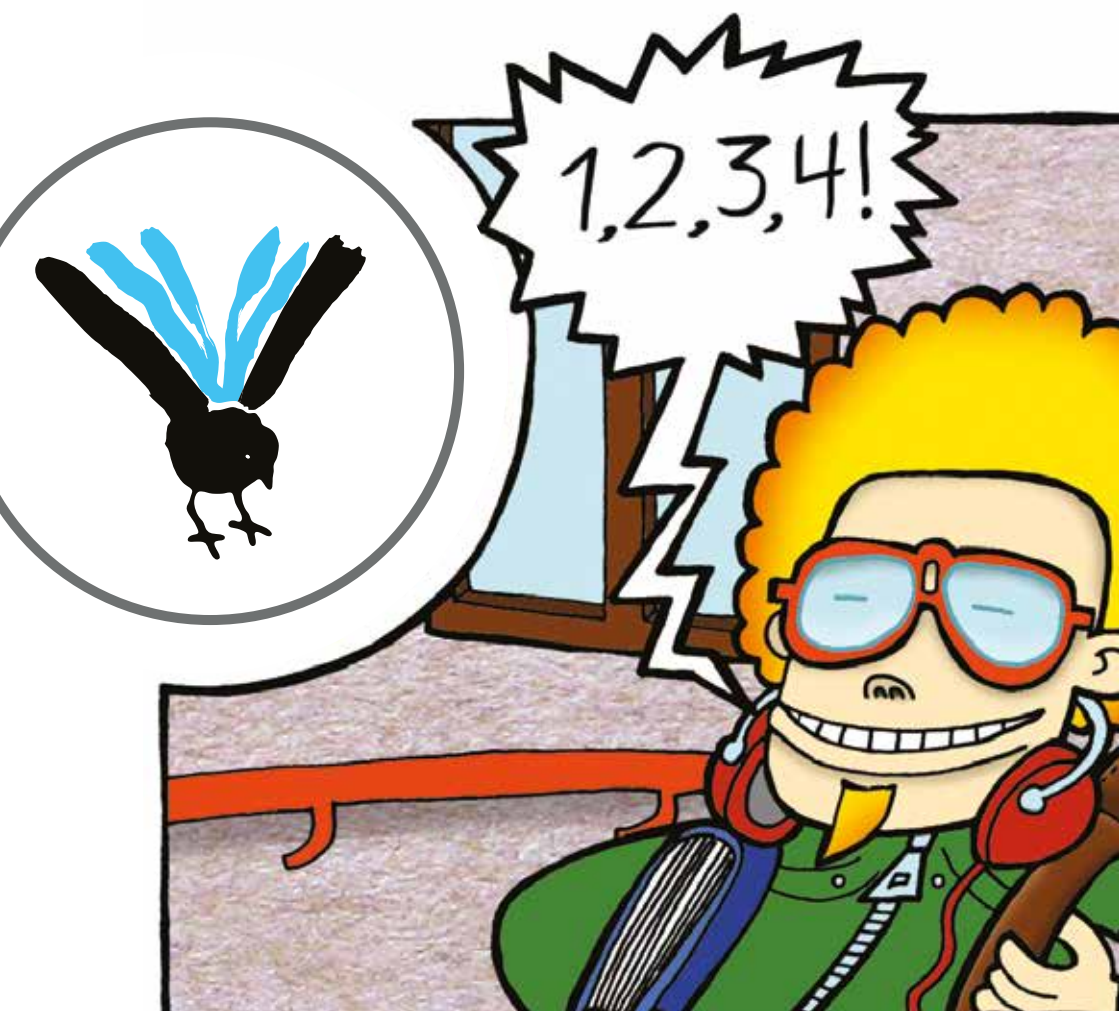


RULES OF USE OF THE VASKI LIBRARIES

from 1 June 2021



The Rules of Use of the Vaski Libraries

These rules of use apply to all Vaski libraries, effective as of 1 June 2021.

Municipalities have the right to establish rules of use regarding their libraries. The right is based on the Public Libraries Act (1492/2016, section 14).

Read the rules of use carefully. You agree to comply with these rules of use when you receive your library card or become a guarantor.

The rules of use can be found in all Vaski libraries and at www.vaskilibraries.fi.

There are separate rules and guidelines regarding the use of the equipment available in different libraries. These can be found on the individual websites of the libraries.

More information about loan periods, late fees and other fees can be found in the appendix to the rules of use.

Libraries are open to everyone

The collections, services and facilities of Vaski libraries may be used by anyone who observes the rules of use.

At the libraries, you can e.g.

- borrow books and other material
- reserve material
- read books and magazines
- study
- spend time
- use the equipment of the library
- take part in various events.

The collections, equipment and facilities of Vaski libraries as well as the expertise of the staff are at your disposal, free of charge.

Some libraries have facilities that can be rented by municipality residents, organisations and associations for their own events.

If you need assistance using the library, the library staff is happy to help.

Library card and PIN code

In order to borrow material from the library and use certain services, you will need a library card and a PIN code. You cannot borrow material with an ID card only.



Getting a library card

You can get a library card at any Vaski library.

To receive a card, you must present an approved Finnish identity card with your photograph and social security number.

Approved identity cards include:

- passport
- driving licence
- photo ID issued by Kela
- ID issued by the police.

If you do not have a Finnish social security number, your library card will be valid for one year at a time.

To be eligible for a library card, you must also have a valid address in Finland.

Your first library card is free of charge. There is a fee if your card is lost and has to be replaced.

Children can have their own library card. A child under the age of 15 needs a guardian's written approval in order to get a library card.

Day-care centres, schools, educational institutions or other organisations may be granted an institutional library card. The institution's contact information and signed authorisation from the institution's guarantor are required for an institutional card.

A library card is a personal value card

You are responsible for any material that you borrow. When material is borrowed using a library card issued to a child under the age of 15, the card holder's guardian is responsible for the material.

Organisations holding an institutional library card are responsible for its use and the material borrowed. Borrowing material by using an institutional library card requires consent from the institution's guarantor.

Report a lost card

If you lose your library card, notify the library immediately. You can report the lost card at any Vaski library.

You will not be held responsible for material borrowed with a lost card after you have reported the card missing.

PIN code and reservation identifier

In order to use certain services, you will need a library card, a personal PIN code and a reservation identifier. The PIN code prevents the unauthorised use of your library card.

You have to enter the PIN code e.g. when you

- use a lending machine
- book a library computer

- view or renew your loans or reserve material from the Vaski online library
- use a self-service library
- use services that require you to log in (e.g. reading e-magazines or e-books).

In some libraries, the PIN code will also be needed to access other local applications.

To obtain a PIN code, visit any Vaski library and present an identity card with your picture.

You can change your PIN code in the online library.

If you forget your PIN code, you can reset it in the online library by ordering a reset link to your email. Please make sure that you have saved your email address in your patron details.

You will need a reservation identifier when picking up reserved material from the self-service shelf.



The reservation identifier is an automatically generated series of numbers or an alias you can select yourself. The identifier helps you find the reserved material on the shelf. If you want to change the identifier, file a request in the online library or visit the customer service desk of your library.

PIN codes and reservation identifiers cannot be requested by email or phone.

Keep your contact information up to date

The library checks its patrons' contact details every ten years. Institutional patrons' details are checked annually.

Please notify the library of any changes in your contact details. Contact details include your name, address, telephone number and email address. You can change your address details in the online library.

The library will charge a fee for checking your address in the population register.

If the guarantor of an institutional library card or their contact information changes, the library should be notified without delay.

Patron information is confidential

The library is entitled to register the patron's social security number. The data stored in the patron record of Vaski libraries is confidential and will not be disclosed to third parties. You must prove your identity to check your data in the patron record.

Guarantors of institutional library cards may check the information of their organisations. A guardian may receive information about the late loans and unpaid fees of their dependant.

The Privacy Policy is available at Vaski libraries and their websites.

Culture Card

A free extra feature called the Culture Card may be attached to the library card free of charge.

As a Culture Card holder, you will receive information by email about cultural events in Turku.

The Culture Card also offers benefits for cultural events, such as discounts on entrance tickets.

Borrowing and returning

You need a library card to borrow material from the library.

Libraries enforce age ratings for games, films and TV series issued by the National Audiovisual Institute (KAVI).

More information about age ratings is available at <https://kavi.fi/en/>

Loan period and due date

Different types of material have different loan periods.

Usually, the loan period is 1–28 days. The loan periods of different types of material have been specified in the appendix to the rules of use.

When you borrow material, you will receive a receipt for your loan. The receipt includes the due date of the material, i.e. the date by which you must return the material.

The loan period expires at the closing time of the library on the due date.

If desired, you will receive a notification of an upcoming due date if your email address is listed in the library's patron record.

Loans must be returned by the due date, even if you have not received a notification of an upcoming due date.

The library cannot be held responsible for disturbances in data communications. Such disturbances do not impact potential late fees.

Returns

You can return your loans at any Vaski library, with the exception of special library material, such as paintings and sports equipment. They must be returned to the library from which they were borrowed. You can get a receipt for the return, if you so desire.

Some libraries have drop boxes where you can return your loans outside the opening hours of the library.

If you return material through a drop box, you will not receive a receipt for the return.

The material returned in the drop box will be registered the next day the library is open. Thus, material returned in the drop box may accrue late fees until the return is registered.

Return material through a drop box at your own risk.

Renewals

You can renew your loans up to five times, provided that no reservations have been made for the material.

You can renew your loans

- in the Vaski online library
- at the library
- over the telephone.

Libraries may also have material which cannot be renewed, such as Jokeri material.

When renewing your loans in the online library make sure that the new due date is saved in your loans.

Late fees start to accumulate after the due date.

If you have problems saving the new due date, please contact the library.

Reservations

Material can be reserved in the online library or at any Vaski library. Reserving material is free of charge. If you fail to pick up the reserved material on time, you will be issued a fee.

When making a reservation, make sure to choose at which library you wish to pick up your reservation.

If you cannot pick up your reservation on time, please notify the library. Your reservation will be cancelled and you will not be charged a fee for an uncollected reservation.

When your reservation has arrived at the library, you will receive a notification by email, SMS or mail. You can choose the mode of notification yourself.

Libraries may also have material that cannot be reserved, e.g. Jokeri material.

Interlibrary loans

If the collections of Vaski libraries do not contain the material you are looking for, libraries may order the material from other Finnish libraries or abroad as an interlibrary loan. Interlibrary loans are subject to a fee.

The Turku City Library only provides interlibrary loans for material not available in the libraries of the local institutes of higher education.

Right to borrow material

Your right to borrow material may be suspended for the following reasons:

- you fail to return material that is overdue and for which the library has sent you an invoice
- your fees exceed a maximum limit defined by the library.

Your right to borrow material will be restored when you return the overdue material and your library fees no longer exceed the maximum limit.

Fees and collection

Fees

If you return material after the due date, you must pay a late fee. You must also pay a late fee if you renew your loan after the due date. Late fees accumulate on all calendar days following the due date, up to the specified maximum amount. The loan periods and fees have been specified in the appendix to the rules of use.

You can pay late fees at the library. Late fees can also be paid in the online library at www.vaskilibraries.fi.

No separate invoice for late fees is sent to the patron.

No late fees are charged for material borrowed from the children's and youth section. However, the library will send a reminder regarding overdue loans for which a fee is charged. If overdue loans result in formal collection measures, collection costs will be charged. This also applies to children's and youth material.

Lost or damaged library material must be compensated for.

The most important fees collected by the library have been specified in the appendix to the rules of use.

Reminders

There is a separate fee for reminders, in addition to the late fees.

If your loan is one week (7 days) overdue, the library will send you the first reminder. You must pay a fee for this reminder.

If your loan is three weeks (21 days) overdue, the library will send you a second reminder. This second reminder is always sent by mail.



Invoice

If your loan is five weeks (35 days) overdue, the municipality will send an invoice according to its own practice.

The collection of the debt can be turned over to a collection agency.

If you are still have the material, you must return it to the library and pay the accumulated fees.

Lost or damaged material must be compensated for.

Debt collection

If you do not return or compensate for the material you borrowed, there will be a formal collection process.

This also applies to children's and youth material, and material borrowed by children under 15 years of age.

When material is borrowed using a library card issued to a child under the age of 15, the card holder's guardian will be responsible for the borrowed material.

Material borrowed using an institutional library card is the responsibility of the institution.

Compensations

If you cause damage to library property, you must compensate for the damage (Tort Liability Act 412/1974).

The library is not responsible for possible damage that borrowed recordings may cause to your equipment.

The library is also not responsible for damage caused by the library's equipment to a third party.

Loss of right of use

Loss of right of use refers to a fixed-term ban on using library services.

You might lose your right of use if, regardless of being told to cease your improper conduct, you continue to disturb other patrons or library staff or damage the library's property.

Improper conduct includes appearing intoxicated or consuming intoxicants in the library premises. The ban for improper conduct lasts up to 30 days.

The right of use is revoked by the head of the library or a library staff member authorised by the head.

Before the ban is put into effect, the parties involved may express their view on the situation.

The ban is always issued in writing.

Self-service libraries

Self-service libraries are libraries that patrons can use outside service hours. There is no staff present at the library during self-service hours.

You can borrow and return material, pick up reservations, read magazines and newspapers and study at the library. The library has a Wi-Fi network.

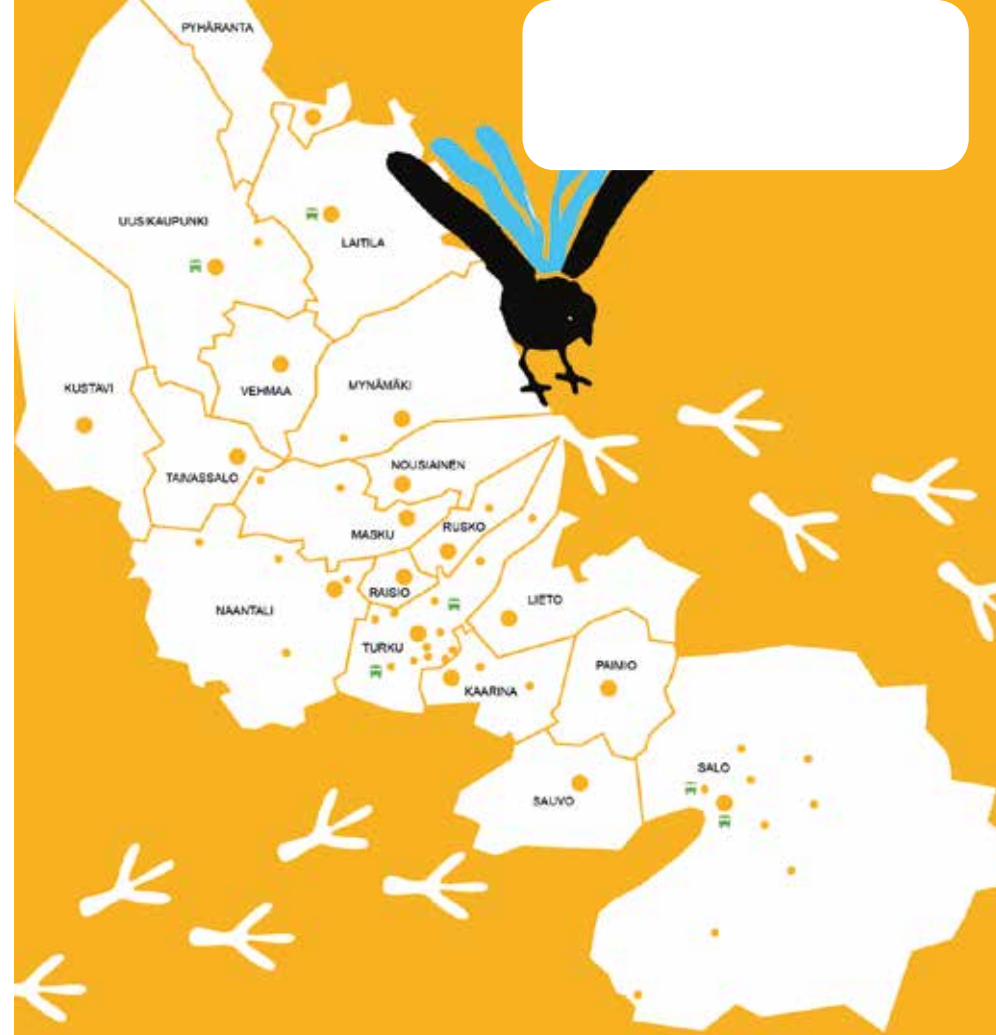
You can enter the library during self-service hours using your Vaski library card and your PIN code.

Self-service libraries may have library-specific rules and guidelines.

As a library card holder, you are responsible for making sure that the library rules and guidelines are observed. You are also responsible for the conduct of anyone accompanying you.

Parents should visit the library facilities and go over the safety guidelines together with their children before letting their children use the facilities independently.

The security of self-service libraries is monitored via access control and recording video surveillance.



1. Turku City Library
 2. Kaarina City Library
 3. Kustavi Municipal Library
 4. Laitila Municipal Library
 5. Lieto Municipal Library
 6. Masku Municipal Library
 7. Mynämäki Municipal Library
 8. Naantali City Library
 9. Nousiainen Municipal Library
 10. Paimio City Library
 11. Pyhärinta Municipal Library
 12. Raisio City Library
 13. Rusko Municipal Library
 14. Salo City Library
 15. Sauvo Municipal Library
 16. Taivassalo Municipal Library
 17. Uusikaupunki City Library
 18. Vehmaa Municipal Library
- Mobile Libraries operate in Turku, Laitila, Mynämäki, Pyhärinta, Salo and Uusikaupunki.



V A S K I

Vaski-kirjastot | Vaskibiblioteken

www.vaskilibraries.fi