

## **KARELIA UNIVERSITY OF APPLIED SCIENCES LIBRARY RULES AND REGULATIONS**

**Approved by the President of Karelia UAS on 27<sup>th</sup> April 2016, § 32.**

### **Mission**

The library of Karelia University of Applied Sciences is an open access higher education library. The main purpose of the library is to provide the personnel, students and other members of the UAS community with an access to professional and scientific information. The library offers up-to-date material collections, consultation services and guidance in information acquisition to support learning, teaching, and research and development activities within the different fields of the UAS. The library focuses on the development of the ability for independent information acquisition.

### **Rules and regulations**

These library rules and regulations apply to the library of Karelia University of Applied Sciences.

Library patrons are committed to follow these library rules and regulations and other instructions provided for the different services of the library. These rules and regulations are available on library website and at the library in Tikkarinne 9.

### **Right to use and borrowing**

A library card for a Finnish higher education institution or a student card is required when borrowing library materials. The right to borrow materials from the library can be applied for by filling in your personal information in an application form, presenting a valid ID card, and committing to obeying the rules and regulations of the library. Either a library card or student card needs to be presented whenever borrowing material from the library. If requested, the library patron needs to prove his/her identity by providing an official ID document, such as a passport, driver's license or an ID with a photo.

The library patron is personally responsible for the material borrowed on his/her card. The patron is obligated to inform, without delay, about his/her changed personal information to the library. If the library card gets lost, the patron must immediately report the library in order to prevent misuse.

The first library card is free of charge. A new library card to replace a missing or damaged card is chargeable.

The library has both reference material and collections to be borrowed. The general loan period is four weeks and the loan period for course books two weeks. Loans may be renewed if there are no requests for the items. The patron has the right to request an item.

Any interruptions or technical malfunctions in library information systems do not have an effect on loan renewal times or charges to be paid. Loans can be renewed on the Internet, by email, by phone, by sending a text message, or by visiting the library.

Any damaged or lost material must be paid for. The same applies to unreturned loans that are more than 40 days overdue. A library patron's right to borrow library materials will be suspended until s/he has paid the requested fees. The patron will also be suspended from borrowing when the amount of unpaid fees in his/her customer account exceeds EUR 10. No loans can be renewed or material can be reserved during the suspension. The right will be restored after the disbursement of fees and return of loans.

The library staff may refuse a patron's right to borrow library materials, if s/he repeatedly contravenes library rules and regulations.

### **Other services**

The library personnel provides advice and gives guidance in information acquisition and in the use of the library. Material not available at the library of Karelia UAS or other provincial libraries may be obtained from other libraries through an interlibrary loan service. This service complies with the national service code for interlending libraries and the regulations of the library sending the material. Interlibrary loans are liable to charge.

Library databases are accessible on the Internet. However, local use and distance use of the licensed e-library materials presume a valid Karelia UAS network user name. Licensed materials are also available at the library.

### **Fees**

Borrowing material and using library collections is free for all patrons. Information acquisition services and teaching of information acquisition provided by the library are free of charge for the personnel and students of Karelia UAS.

The library charges the patron for copying and interlibrary services, overdue fees and unreturned material, and for destroyed or lost library material. Information acquisition services and teaching of information acquisition are charged according to a valid price list from customers outside the UAS.

The price list is approved by the CEO of Karelia University of Applied Sciences Ltd and it is available at the library and on its website.

Undischarged fees are distrainable and they will be debt collected after payment reminders. In case of debt collection, the library is not responsible for receiving the requested material anymore or cancelling the procedure, although the material in question would be returned to the library.

### **Privacy protection**

The library has a customer register for saving patron information and supervising circulation. A patron's personal identity number is required for registering one's patron information. No patron information in the register will be revealed to anyone outside the library. However, debt collection agencies are entitled to have an access to the patron's information in case the patron's fees need to be debt collected. According to the Person Register Law, all patrons are entitled to check their personal information saved in the register. A separate register information report required by the Personal Data Act (523/99, 10 §) is available on the website of the library.

## **Opening hours**

The opening hours of the library are settled by the Head of Library and Information Services. Information about the opening hours is available at the library, on the library website, and on Facebook.

## **Selection criteria for material acquisition**

Valid selection criteria for material acquisition, settled by the Head of Library and Information Services, are available on the website of the library. Library patrons have the right to give acquisition proposals.

## **Other regulations**

Library patrons are obligated to take other library users into consideration and avoiding noise at the library.

Feedback on library services and materials can be given to the personnel of Karelia UAS library either personally at the library or online. The Head of Library and Information Services is in charge of handling the feedback and personally responding to identified feedback.

The library is not responsible for personal items left at the library. Furthermore, the library is not liable to damage in case a borrowed item damaged the borrower's equipment.

The patron needs to comply with the Copyright Law when using the photocopying and IT-services of the library.