Kirkes library rules

THE USE OF LIBRARY

The library is open for all users who abide by the library rules. These rules are valid in Järvenpää, Kerava, Tuusula and Mäntsälä municipal libraries.

Borrowing and using material in the library is free of charge. However, there are fees associated to holds and overdue loans, and unreturned, lost or damaged materials.

LIBRARY CARD

You can obtain a library card and a PIN code by presenting a photo ID, and notifying the library of your address. A guardian’s written consent is required for anyone under 15 years of age.

You can use the services of all Kirkes libraries (Kerava, Järvenpää, Mäntsälä and Tuusula) with one library card. The library card is for personal use only. The library card holder is responsible for materials borrowed. The guardian is responsible for materials borrowed by children under 15 years of age.

A day care center, school, or other institution or community can obtain a library card. A contact person, who works at the institution, must be appointed for the card. An institutional library card is for classroom or community use only, not for personal use.

The library card must be presented when borrowing material or using other library services, if needed. The library must be notified immediately if a library card is lost. After this notification the library is responsible for the possible misuse of the card. There is a fee for replacing a lost library card.

The same rules apply to the digital library card.

Possible changes in address or name must also be notified to the library immediately. Be prepared to prove your identity with a photo ID.

LOANS, RETURNS AND RENEWALS

Depending on the material type the loan period is 1 - 42 days. The loan period ends on the due date at library closing time.

Libraries may restrict the maximum amount of loans per customer. If there are no holds, loans can be renewed five times.

The libraries comply with age limits set in the Act on Audiovisual Programmes (710/2011). Audiovisual programs (movies, TV-series, digital games) with age limits of 7, 12, or 16 years, will not be loaned or shown to children under the age limit.

The Kirkes libraries recommend returning material to the same municipal library from which it was borrowed. In any other case, a transportation fee will be collected.
Outside library hours customers may return material in the book drop at their own risk. Items returned in the drop box will be processed when the library reopens.

Any materials not found at a Kirkes library may be requested through interlibrary loan. Interlibrary loan service follows the national interlibrary loan rules, and terms set by the lending library. Interlibrary loan service is a fee-based service.

FEES

Holds made to your own library’s hold collection are free of charge, however, a hold fee is charged if the item is not picked up. A hold fee will be collected for regional holds.

A transportation fee will be collected when materials are returned to another municipality than they were borrowed from.

Overdue fees will be collected on overdue material, as well as overdue notice fees and other collection costs.

Late fees start accruing the day after the due date, and continue accruing for each calendar day until items are returned. The late fee will be collected even if renewing loans online was unsuccessful due to a connection or other technical failure.

For children's material, only overdue notice fees and collection costs are collected.

Customers may compensate for a lost or damaged item by paying the replacement costs, or by bringing in a replacement copy. Exceptions: recordings of cinematographic works cannot be replaced with a new copy due to copyright issues.

SUSPENSION OF BORROWING PRIVILEGES

The borrowing privileges will be suspended at all Kirkes libraries

- after the second overdue reminder is sent out
- if library fines exceed the maximum amount determined by the library
- for losing or damaging library property.

Borrowing privileges will be reinstated when

- overdue materials are returned
- late fees are paid
replacement costs for lost or damaged items are paid.

The borrowing suspension does not prevent a customer from visiting the library or using other library services.

SUSPENSION OF LIBRARY PRIVILEGES

The library staff is entitled to remove a disruptive customer from the library. Disruptive behavior can lead to a suspension of library privileges.

A suspension of library privileges means the customer is temporarily banned from using library services.

Reasons for library suspension:

- Failure to abide by library rules.
- Damaging library property.
- Disruptive behavior towards staff or fellow customers.

Library suspension can last 1-30 days.

Before receiving a library suspension both parties have the right to be heard. Suspensions can be given verbally, or in writing. A suspension can be ordered by the library director or a staff member authorized by the library director. The suspension will be entered in the library's customer database. The entry will be removed at the end of the suspension.

Viewing violent or pornographic content on library computers will result in a suspension of computer use in the library.

DATA PROTECTION

Customer information will be recorded in the Kirkes library database. All customer information is private and confidential and will not be released to any outside party.

The library has the right to register the customer's personal identification number (Finland's Personal Data Act 523/1999, 13§). According to the Personal Data Act, everyone has the right to review their personal information recorded in a database. This also applies to the guardian's dependent children under 15 years of age.

The Privacy Policy for the library's customer database is available at the library.

OTHER

The library welcomes customer comments and suggestions for the improvement of library services. The library will not compensate for damage on customer’s equipment when using library items, or for third-party damage caused by library equipment.