

Laurea Library rules

User rights

Laurea Library is open to the public. Some customers have limited rights to reserve materials and access e-materials. More information on customer privileges is available from the different libraries.

Borrowing privileges

Borrowing privileges and a library card are granted to persons over the age of 15 upon the presentation of an ID card with photo and address information. The library card is personal. It must always be presented when borrowing material. The borrower must inform the library of any changes in his or her email address, name or other contact information. Customer contact information is not automatically updated via the student or population register. The library must be informed of a lost library card without delay. The card owner is responsible for all materials borrowed with the card until he or she has informed the library of its loss.

Privacy protection

Lender personal information is saved in the library's customer register. Data protection legislation permits the library to record the customer's personal data.

Information on privacy protection is available from the libraries and on the Haaga-Helia and Laurea library websites.

Borrowing and returning loans

The loan periods for the different collections in the libraries vary. The libraries reserve the right to change loan periods. Some library materials are not lent out. More information on loan period restrictions is available from the different libraries.

Customers agree to return the material they borrow by the due date during library opening hours, even if no notification that the material will be due has been received. Loans can be renewed via the internet, phone or email if the material on loan has not been reserved and customers' borrowing privileges have not been revoked. The libraries have the right to restrict the number of times a loan is extended.

Overdue loans

A fee is charged for overdue loans. Reminders indicating that a loan is overdue are sent by email. The customer is responsible for the overdue fees even if no notification that the material will be due has been received. The overdue fees will be charged even if failing to renew the loans is due to an operation failure of the electronic library or other technical problems.

Borrowing privileges are revoked when fines have accumulated to a specified amount. This amount can be checked in the library's price list. Borrowing privileges are reinstated once the overdue material is returned and the fines paid.

A collection agency will send an invoice for the unreturned loan. The invoice covers the replacement cost of the material borrowed, a collection fee, and, when applicable, legally set penalty interest. Debt collection for unreturned loans applies also to persons under the age of 18.

If legal means are required for the seeking of reimbursement for unreturned materials, the customer will be responsible for the costs incurred. Customers do not have the right to receive back payment after they have paid an invoice even if they return the material. Lost or damaged library material must be replaced by the corresponding material or by paying the replacement fee set by the library.

Reservations

Materials out on loan can be reserved. Customers cannot reserve materials that they have taken out on loan, and a customer can only make one reservation for any particular publication.

Interlibrary loans

Materials not available in the collections of Laurea Library can be ordered from other libraries within set restrictions. Similarly Laurea Library sends materials to other libraries. The interlibrary loans service abides by the principles agreed by participating libraries, and also separate rules set by the sending library. The interlibrary loans service charges customers the costs incurred by the interlibrary loans service.

Library fees

The fees charged by the libraries are listed on fee lists of the libraries and also on the Laurea Library websites.

Library premises and equipment use

The library offers premises for reading, working and meetings. The premises can be used for studies and research purposes during opening hours. The opening hours are listed on the library's website and entrance doors. Notification of any exceptional opening hours will be provided on the Laurea Library websites and on the entrance doors. Users will keep the library a peaceful place to study and work.

The libraries offer computers for the purpose of information search, studies and research. The computers must be used in compliance with the rules regarding their use.

Laurea Library and HAAGA-HELIA Libraries share premises at Porvoo Campus

Abiding to library rules

On registration, library customers agree to abide to the library rules.

If a customer fails to abide to the rules or separate instructions provided by library staff, she/he may lose her/his borrowing or other privileges for a set period of time or permanently. The libraries reserve the right to update the library rules as needed. The library rules are placed in a visible spot in the libraries and also on the Haaga-Helia and Laurea library websites.

These library rules are in force starting 31 May 2018.