

Library Rules

A registered borrower is obliged to observe the following library rules. The borrower is held responsible for all items borrowed with their library card. The borrower is obliged to inform the library about any changes in their contact information in person, via [web services](#), by e-mail or by phone.

1. Borrowing

- Borrowing without a library card is not possible.

2. Library card

- The library card is free of charge. A replacement card costs 2 euro.

3. Items available for loan

- The library units are open for everyone. Some items may not be borrowed.
- Video material is available for borrowing for the staff and students of Oulu UAS and Oulu Vocational College Kontinkangas Unit

4. Loan periods

- Books in general collection: 3 weeks
- Course books: 2 weeks
- Journals: 3 weeks, the latest issue cannot be borrowed
- CD's: 3 weeks
- Sheet music and music collection books: 4 weeks
- Video material: 1 week
- Reference books: overnight and weekend loans

5. Overdue charges

- 0,40 euro per item per day
- Reference library items: 1 euro / hour after the appointed time
- 6 € / item, when a borrowed item is 14 days overdue
- A maximum of 50 euro per customer per returns on one occasion
- The borrower is obliged to pay the overdue charges even if he has failed to receive e-mail notices or renew loans online due to service break of the online catalogue or other technical problem.
- The charges the customer has paid will not be refunded

6. Suspension of borrowing rights

- The borrowing rights will be suspended when an item is at least 14 days overdue or when the customer's accrued charges reach 20 euro.
- The borrowing rights will also be suspended when a reference library item is at least seven days overdue.
- The borrowing rights will be regained when the overdue charges have been paid or paid partially to be less than 20 euro.

7. Compensation of items

- Lost or damaged items can be compensated primarily by replacing the item with a copy of the same item, by paying the replacement cost according to the [Library charges](#) or by paying the replacement cost invoice.
- Video material can only be compensated by paying the replacement cost according to the Library charges or by paying the replacement cost invoice. (For more information see [charges](#).)

8. Renewal of loans

- Loans can be renewed at the library, by using the library [web services](#), by e-mail or by phone. Loans can be renewed 20 times if there are no reservations. Renewal and reservation policies of video material may vary between libraries. Overdue loans are charged according to the [Library charges](#).

9. Reservations

- Reservations can be made free of charge at the library, using [the web services](#), by e-mail or by phone. For availability notices sent by post there is a 2 € charge if the customer has not given their e-mail address to the library.

10. Electronic resources

- All customers are allowed to use the electronic databases and full-text material within the library premises. The staff and students of Oulu University of Applied Sciences have [remote access](#) to the electronic resources.

11. Interlibrary loans

- The charge for an interlibrary loan is 6 - 12 euro /item. When ordered from abroad the charge is 20 euro / loan. The price of article copies depends on the length of the article and whether it is ordered domestically or from abroad. (See [Charges](#))

12. Suspension of borrowing and using rights

- If a customer does not observe the library rules and instructions, his rights to borrow or use other library services may be suspended for a period of time. Restrictions and suspensions of rights are decided by the Library Director.

13. Exceptions

- The Library Director will decide on any exceptions to these library rules.

These rules have been approved by the staff at a meeting on June 6, 2000. The library rules have taken effect on August 1, 2000.

The library rules have been updated on February 22nd, 2018. The changes have been confirmed by Minna Koistinen, Director of the Library, in decision §18/2018 February 22nd, 2018. The library rules have taken effect on February 22nd, 2018.