



TERMS OF USE

- Lapin kirjasto (Lapland Library) is a network of public libraries in Lapland's municipalities.
- Lapin kirjasto has common customers and common-use materials.
- The Lapland libraries are open to all. As a library user, you are responsible for the library's materials, equipment, and facilities. These Terms of Use describe your rights and responsibilities.
- In the library you can, for example:
 - use and borrow books, magazines, and other materials
 - get help in searching for information
 - use the library's equipment, facilities, and wireless network.

LIBRARY CARD AND RESPONSIBILITY

- You can get a library card if you have a postal address in the Nordic countries.
- You are responsible for your library card and its use.
- You can only have one library card to Lapin kirjasto. The first library card is free of charge. The library card can be a physical card or an electronic library card for the online library.
- When you apply for a library card, you must prove your identity.
- If you are under 15 years of age or have a guardian assigned to you, you will need a guarantor. The guarantor guarantees that you use the card correctly.
- A school or other organisation can get a library card that is valid for one year at a time. A responsible person will be marked on the organisation card. He or she is responsible that the card is used correctly. Movies that are only intended for home use cannot be borrowed with an organisation card.
- The libraries have materials and services for which you will need a PIN code in addition to the library card in order to use them. You can get the PIN code from the library staff or from the library's online service.
- Notify the library of any changes to your contact information.
- If your library card is lost, notify the library. The lost card will be banned from use. You can cancel the ban by proving your identity. You can also get a new library card to replace the lost one, in which case your old customer ID will be invalidated.

BORROWING

- To borrow items, you will need a library card from Lapin kirjasto.
- Ask the library about the applicable loan periods.
- You can renew your loan 5 times if no-one else has reserved the same material and you do not have a borrowing ban. Renewal may also be subject to other restrictions.

You cannot borrow if:

- your card has outstanding payments for EUR 10 or more
- your card is banned from borrowing
- your card has expired.
- If the material you want is not in Lapin kirjasto, it can be ordered for you as an interlibrary loan from other libraries. Interlibrary loans are subject to a fee.
- Movie and game loans are subject to age limits. The age limits are set by the National Audiovisual Institute KAVI.

RETURNS

- Return your loans on the due date at the latest.
- You can also return your loans to the return box. The library is not responsible for any material left in the return box.
- If you leave material in the return box, it will be returned the next time the library is open.
- You can return the material to any municipal library in Lapland. Objects must be returned to the same library from which they were borrowed.
- You can order a reminder in your e-mail of the approaching due date of your loans.

RESERVATIONS

- Reserving materials from the Lapin kirjasto is free of charge.
- When your reservation has arrived at the library, you will receive an arrival notification. The notification will tell you when the material must be picked up at the latest.
- You can cancel your reservation until the material you reserved is on its way to your chosen pick-up location.

FEES

- All libraries provide the following free of charge:
 - use of the library's materials
 - borrowing and making reservations
 - advice and information service
 - use of the library's wlan network
 - use of the library's customer computers.
- A fee may be charged for:
 - renewal of a library card
 - photocopying and printing
 - booking of facilities and equipment
 - late return of loans
 - unclaimed reservation
 - interlibrary loan from outside Lapin kirjasto.
- If you have outstanding payments for EUR 10 euros or more, the entire debt must be paid at once.
- If you do not return your loans by the due date, the library will send you two reminders that are subject to a fee.
- If you do not return your loans despite the reminders, you will be sent an invoice for the unreturned material.
- The library will invoice the custodian for the unreturned loans borrowed by a person under 15 years of age. The same applies to persons to whom a guardian has been assigned.
- If the invoice remains unpaid, the library can forward the matter to a debt collection agency. After that, the loan can no longer be returned to the library. The collection will incur additional costs for you.
- Return your loans on the due date at the latest.
- The fees accrued from the notifications sent to you will be charged even if you had not received the notifications for reasons beyond the library's control.

REPLACEMENT OF MATERIAL

- Handle your loans carefully.
- If the library material you borrowed is broken or lost, you will have to replace the material. You must purchase a similar replacement item for the library or pay the replacement price determined by the library. The replacement price will not be refunded even if you return the material later.
- Videos, DVDs and Blu-ray discs have their specific copyright fees. For this reason, they cannot be replaced with another copy but instead a replacement fee must always be paid for them.
- The library is not responsible if your devices break when you use the library's materials.

USE OF THE LIBRARY DURING SELF-SERVICE HOURS

- You can visit some libraries outside of their regular opening hours during self-service hours.
- Library use during the self-service hours is subject to the same rules as any other library use.
- Municipalities may also have other rules or restrictions related to self-service use of the library.
- If you break the rules, you may be banned from using the library during self-service hours.
- When you check in during self-service hours, you are also responsible for any other people who enter the library with you and for any damage they may cause.

LOSS OF RIGHT TO BORROW

- You will lose your right to borrow if:
 - you have outstanding payments for EUR 10 or more
 - an invoice has been sent for the unreturned material.
- The borrowing ban will be lifted when you pay your debt or return the invoiced material.

LOSS OF RIGHT TO USE THE LIBRARY

- The library is a shared space open for everyone.
- In order for everyone to enjoy themselves in the library, the library's terms of use must be followed.
- In the library, everyone must behave in such a way as not to disturb others.
- The staff may order the customer to leave if he or she behaves in a manner that causes disturbance.
- If you violate the library's terms of use, you may lose your right to use the library.
- The ban on use is imposed by the director of the library concerned or other person responsible. The ban on use may last from 1 to 30 days.
- Before the ban is imposed, the individual concerned has the right to be heard in the matter. The ban on use will be issued in writing.

DATA PROTECTION

- Lapin kirjasto has a common customer register. The data protection notice of Lapin kirjasto is available in the libraries and in the library's online service.
- Lapin kirjasto comprises the libraries of the following municipalities:

Enontekiö, Inari, Kemijärvi, Kemi, Keminmaa, Kittilä, Kolari, Muonio, Pelkosenniemi (Sompio library), Pello (Tornionlaakso library), Posio, Ranua, Rovaniemi, Salla, Savukoski (Sompion kirjasto), Simo, Sodankylä (Sompio library), Tervola, Tornio, Utsjoki (Pedar Jalvi library), Ylitornio (Tornionlaakso library), additionally, libraries of various museums and schools.

These Terms of Use apply to all libraries that belong to Lapin kirjasto. The Terms of Use are in effect from 2 September 2022 until further notice.