

## Rules at Metropolia University of Applied Sciences Library

### **General information**

These rules apply to library of Metropolia University of Applied Sciences.

The Metropolia's partner libraries are Music Library of Helsinki Conservatory, Aralis Library and Information Centre and University of Helsinki Dental Library. These all have their own library rules.

### **Borrowing privileges**

The library is mainly used by internal customers: staff and students of Metropolia, but is also open to the public.

### **Lending services**

A library card is required to borrow material. You can get a card in Metropolia libraries and the partner libraries simply by showing your official ID. Persons under the age of 15 will need a guardian's approval for having a library card. Upon receiving a library card, the owner undertakes to follow the library regulations. Contact information must be updated by the customer if there are changes in address information.

The library card is personal, and the owner is responsible for any material borrowed with the card. If the library card is lost, the library staff must be notified without delay. After the library has been notified the owner is no longer responsible for possible misuse of the card.

Metropolia students can have a maximum of 50 items checked out and external customers 30 items.

Loans can be renewed up to ten times, unless a reservation has been made for the material.

### **Reservations**

Material that is checked out can be reserved online. A reservation can also be made by email, phone or at the library.

Material that is on the shelf can be ordered from one Metropolia library to another by email or phone (does not apply to partner libraries).

### **Notices and returning**

The loan periods vary by materials and differ between libraries. Notifications of overdue loans are sent to the customer primarily by email as an additional service, and the customer is always responsible for returning material in time. Material must be renewed or returned at the latest on the due date, either directly to the library or into the return box. Loans can be returned to any Metropolia library unit (does not apply to partner libraries).

### **Overdue charges and the loss of borrowing privileges**

Library charges for overdue materials according to a separate price list.

When unpaid fees reach the amount of 10 € (students) or 5 € (outside customers) a borrowing ban comes into effect. The maximum cost of simultaneously returned loans is 50 €. The fines can be paid at the library with cash, debit or credit card.

When a borrowing ban is in effect, a customer cannot borrow, renew or reserve any library materials.

### **User register and data protection**

The library maintains a common user register. Information in this register will not be released to outside parties. The register is available for consultation at library's service desk.