

## Welcome to the PIKI libraries

All PIKI libraries share a common library management system. The libraries are open to all, and their collections, services and facilities are available to anyone observing the library rules. The clients share responsibility for the appropriate use of library collections, tools and facilities.

## Protection of user data

The library is entitled to use the client's personal identity code in the register of borrowers (Personal Data Act 523/1999 Section 13). The register is only used for purposes required for the provision of library services. The clients' personal data is to be made available on demand to outsiders which are mentioned in the description of the file. According to the Personal Data Act, the client has the right to check his or her records in the library register. The Description of the file is available for inspection in the libraries and on PIKI Net Library.

## Borrowing and returning

The initial library card is free of charge and can be obtained from any PIKI library. To obtain a library card, you need to present your ID card containing a photograph and your personal identity code and to give your contact details. A client under 15 years needs verification from his or her parent/guardian. In receiving a library card, you agree to observe the rules of the PIKI libraries. You can hold only one library card entitling to the use of the PIKI system.

The card is for your personal use only. As a card holder, you will be held responsible for any items checked out to your card or the card of a child verified by you. The library should be notified of any change of address or name. The loss of a library card should be reported immediately. You will not be held responsible for items checked out to your card after the loss was reported.

The loan period varies from 1 to 28 days. The borrowed items should be returned by the due date within the library's opening hours. The library is entitled to restrict the number of items checked out or held on loan at a time. A loan can be renewed five times, unless the item has been reserved by someone else. The borrowing of visual recordings and video games is subject to official age limits.

Some libraries have outdoor book drops for returns. They can be used on the client's own [responsibility](#).

## Suspension of borrowing privileges

A client who fails to return borrowed items or to pay any associated fees or charges will be suspended from borrowing from any PIKI library until the items are returned or compensated and the accumulated fees or charges are paid in full.

A client's right to borrow will be suspended when the overdue charges exceed the predefined sum.

## Payments and replacement cost

The client is responsible for the payment of fines that accumulate while the item is overdue. Any material returned after the due date will be charged an overdue fine and the cost of recall notices or collection. An overdue fine will be charged even if an operation failure or other technical malfunction has prevented loan renewal online.

Due date reminder is an extra service to help clients manage their loans. The library will not be held responsible for undelivered due date reminders.

Any lost or damaged material must be replaced either with similar material or with the cost determined by the library. All material is not replaceable because of the copyright fees paid on title-by-title basis. These material are, for example, video recordings, DVDs, CD-ROM-, Blu-Ray discs, radio plays and video games. All payments can be paid at any PIKI library. No refunds of payments are made by the library.

The borrowing and the use of material in the library are free of charge. The following services will be charged:

- reserve requests
- transports between library branches
- interlibrary loan services
- replacement of a lost or damaged library card

## Other

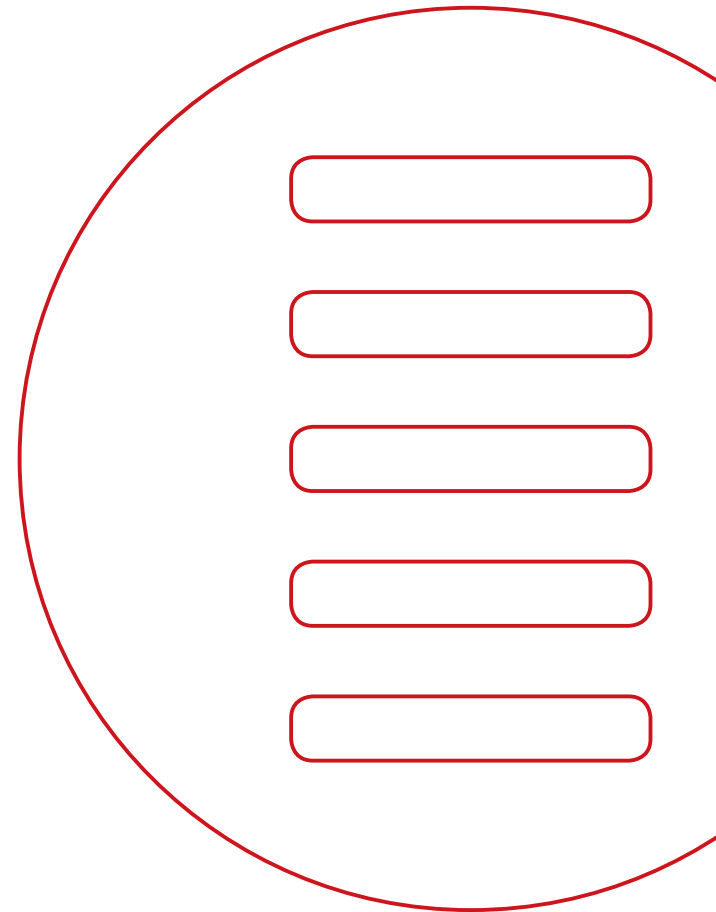
Any behaviour creating a disturbance to the library or other users may lead to the loss of library use privileges. The library will not be held liable for any damage to the client's devices by a borrowed recording. Libraries may have supplementary rules and regulations.

Any disputes will be settled by the District Court of Pirkanmaa.

The library staff will be pleased for any feedback or suggestions.

## Validity

These rules have been approved by the senior official of the PIKI libraries or the municipal library committee. The effective date is January 1, 2014.



# KÄYTTÖSÄÄNNÖT LIBRARY RULES