OULU UNIVERSITY LIBRARY BORROWING RULES

The collections and services of Oulu University Library are mostly available for use by everyone. Library users are required to have a library card. To obtain the card they must present proof of identity. The card must be presented when checking out material from the library. The card is personal, and the card holder is responsible for all items borrowed with it. Customers are obliged to notify the library of any address or name changes. It is also advisable to inform the library as soon as possible if you lose your card.

Upon accepting the card customers agree to comply with the borrowing rules and rules of use of the library.

LENDING COLLECTIONS

Loan period:
• The loan periods for the collections are 14 – 28 days

Renewal of loans:
• Loans must be renewed no later than on the due date. Loans can be renewed if there are no pending requests for the publications and the customer’s borrowing rights are not suspended.
• For some collections the number of renewals for each item is limited.
• It is the responsibility of the customer to renew his loans in time. If the self-service renewal on the library website does not function, the loans must be renewed in some other way.

Placing a request:
• You can only place requests for items which are checked out at the time.
• Requested items ready for pickup will be held for you in the library until the date given in the hold availability notice. Customers will receive an e-mail notification when an item they have requested is available for pickup in the library.
• You can place requests on the library website, in all the libraries, by phone or by e-mail.

Returns:
• Loans must be returned to the library by their due date at the latest. On the due date the items must be returned to the library during the opening hours. In addition to the above, more detailed instructions may apply for different collections in different libraries.

Advance notification of approaching due date:
• Customers are reminded of an approaching due date by e-mail three days before the due date. The customer is still solely responsible for renewing or returning his loans in time.

• Reminders of approaching due dates are not sent by regular mail.
• On the day after the due date customers are notified by e-mail or regular mail that their borrowing rights have been suspended.

Suspension of borrowing rights and late fees:
• If the borrower fails to return or renew his loans by their due date, his borrowing rights will be suspended until he pays a fee of 8-17 €, depending on the number of items not returned by their due date.
• If the borrower fails completely to return his loans, on the 38th day after the due date he will incur a minimum replacement fee of 45 € for each unreturned item + handling expenses 25 €. If the borrower returns a loan after he has been charged for it, the above handling expenses will nevertheless be charged. Unpaid handling expenses will be collected through debt recovery proceedings.
• For more detailed information see the library service price list.

Lost or damaged publications:
• The borrower can compensate for a lost or damaged item by purchasing a new copy for the library or by paying the price of the item (minimum 45 €).

OTHER COLLECTIONS

Material kept in the reference library can be borrowed for overnight and weekend reading. All items borrowed from the reference library must be returned by their due time. Failure to do this will result in immediate suspension of borrowing rights. Material in the rare books collection is only available for reading room use.

Material kept in the legal deposit archives: Staff of the University of Oulu can borrow books from the legal deposit archives for workroom loan. Other customers can get material from the legal deposit archives only for reading room use in the Pegasus Library.