

GENERAL INFORMATION

Oulu University Library is a scientific library, the task of which is to provide library and information services for the researchers, teachers and students of the University of Oulu. The library is open to all public, and in addition to the students and staff of the University of Oulu, it also serves other customers in need of information.

The library units are:

- Pegasus Library – humanities, education, economics, science and technology, legal deposit archive of domestic literature, EU collection
- Medical Library – health sciences
- library services are also available in Kajaani through the Kajaani University of Applied Sciences Library

The course textbooks for each discipline are kept in the library of the discipline in question.

Other rules regarding the use of the library besides the ones stated here can be issued in library guidebooks and other detailed instructions pertaining to the different library units and collections.

ACCESS RIGHTS

All customers shall be entitled to use the library's information resources, facilities and equipment. However, the library shall, at its discretion, have the right to restrict the borrowing of specific items, the remote use of electronic resources and the use of computers.

The users of library materials and services shall comply with these rules of use and other instructions issued by the library. Library users are liable to pay compensation for damaged or lost material or equipment. In some cases they may also lose their borrowing privileges or other access rights either temporarily or permanently.

Restrictions and prohibitions regarding access rights shall be decided upon by the Director of Libraries.

OPENING HOURS

Library opening hours may vary by library. The opening hours shall be decided upon by the Director of Libraries.

INFORMATION RESOURCES

The library shall offer for use information resources mainly in the fields represented at the University of Oulu.

In addition to this, pursuant to the Act on the Collection and Preservation of Cultural Material (1433/2007), the library is entitled to receive copies of every book and periodical printed in Finland. The obligation to preserve this material prescribed by the above act limits its use.

The library's EDC (European Documentation Center) status also entitles it to receive copies of the official publications of the European Union.

Electronic resources

The library's electronic resources are available for use by all library customers on every library computer, pursuant to the license agreements and copyright law. The staff and students of the University of Oulu are also granted off-campus access to the resources. All users must adhere to the terms and conditions for the use of electronic resources (<http://www.oulu.fi/library/node/11642>) and the terms of use for IT services at the University of Oulu (<http://www.oulu.fi/ict/node/29326>).

LIBRARY CARD

Library customers shall need a library card for borrowing library materials, renewing their loans, reserving materials, viewing their customer information and using some of the equipment.

Library customers shall receive a PIN (password) together with their library card, with which they can access their own account in the online library catalogue OULA to view and renew their loans and place requests.

In order to be issued a library card the customers must provide proof of their identity with an official identification with a picture, such as an identity card, a driving licence, a passport or a personal health insurance card (Kela card) with a picture.

Customers under 16 years of age must also provide a letter of commitment undersigned by their legal guardian.

The recorded customer information shall always include the customer's Finnish personal identity code in its entirety (Personal Data Act 523/99, 13§ and the Publicity and Data Management instructions of the University of Oulu). More information on the recorded customer information can be found in the description of the library's borrower register, which is available at all library units and on the library website.

Library card holders shall have a street address in Finland; a poste restante address shall not be sufficient. The customers must notify the library of any changes to their name or address without delay. The Finnish postal service does not relay information about changed addresses to the library. In case the customer fails to receive mail due to erroneous address information, the customer shall be held responsible for it and possible fees resulting thereof.

The library card shall be personal. The card holder shall be responsible for all material borrowed with his or her card, and upon accepting the card he/she shall agree to comply with the borrowing rules and the rules of use of the library.

FEES

The fees charged by the library shall be based on the Universities Act (558/2009), the Act on Criteria for Charges Payable to the State (150/92) and the related Decree (211/92), the Decree on Fees Collected for Services Produced by Universities (1082/2009) issued by the Council of State, and the Act on the Collection of Receivables (513/1999).

Fees shall be charged for interlibrary loans, copies, printing, overdue and unreturned loans, damaged materials, and in some cases for information service.

The customer shall also be liable for fees arising from invalid or erroneous e-mail or other address information in the customer register or from interruptions in other than the library's data connections or information systems.

The library fees shall be paid via online banking services or at the service desks either in cash or by payment card. Invoiced materials are paid by bill. Unpaid bills and invoicing fees shall be collected through recovery proceedings.

BORROWING

No material shall be taken outside the library or to any storage facilities in the library without borrowing it.

When asked, library users are required to show evidence that they have borrowed the library material that they are taking with them.

The library card holder shall be responsible for all material borrowed with his/her card.

Home loans

The majority of items in the library collections shall be available for home loan. Reference library material shall only be taken outside the library on overnight or weekend loan; otherwise the material is available for use on the library premises. Material in the legal deposit copy archive and in certain special collections shall not be available for home loan.

Research Loans to Offices

The legal deposit copies stored at the Pegasus Library shall be lent out for use outside the library premises only to the staff of the University of Oulu for use in their offices.

Reading room loans

All customers shall be able to borrow literature from the legal deposit copy archive for use in the reading rooms of the Pegasus Library.

RETURN OF LOANS

Customers shall return the material they have borrowed on the due date at the latest (overnight and weekend loans by the time given) or renew the loan. When returning borrowed items to the library on their due date, the items shall be brought to the library during library opening hours.

If a customer fails to return or renew his/her loans by their due time, he/she shall pay a late fee that accumulates on a daily basis. Overdue overnight and weekend loans shall result in a non-recurring late fee. A customer's borrowing rights will be suspended 14 days after the due date of an unreturned item or if the customer has accumulated 20 euros or more in late fees.

For more detailed instructions on borrowing see the Borrowing instructions on the library website.

INTERLIBRARY LOANS AND UNIVERSAL BORROWING

The Interlibrary Loan Service shall supply material unavailable in Oulu University Library from libraries outside Oulu. Interlibrary loans can be either material that can be borrowed for home reading, reading room loans or copies of the original. Copies or original items shall be sent from the library collections as interlibrary loans to other libraries; however, course textbooks shall only be sent out for the use of the students and staff of the University of Oulu.

The Interlibrary Loan Service shall observe the rules of use of the library owning the material and the borrowing instructions and loan periods agreed upon by the interlibrary loan libraries.

Interlibrary loans shall be subject to a fee as specified in the service price list, with the exception of interlibrary loans from the National Repository Library, from which the staff and students of the University of Oulu shall be able to borrow items and order copies free of charge.

If a user's borrowing privileges have been suspended due to a failure to comply with either local or interlibrary loan instructions, he or she shall not be able to order interlibrary loans.

Universal borrowing shall allow the customers themselves to order items for borrowing and copies of articles (copies shall be available only for the staff and students of the University of Oulu for study and research purposes) from the National Repository Library in Kuopio, as well as books from Oulu University of Applied Sciences Library and Kajaani University of Applied Sciences Library. The loans and article copies shall be free of charge.

INFORMATION SERVICE AND LIBRARY AND INFORMATION SKILLS TRAINING

All library units shall provide information services that are meant to guide the customers in the use of information resources, databases and electronic journals. Brief instruction sessions shall be free of charge to all customers.

Information searches shall also be made for customers on commission. These information searches shall be free of charge to the staff and students of the University of Oulu. Information searches commissioned by customers from outside the university shall be subject to a fee as specified in the service price list.

The library shall provide training in the use of information resources and library services. This training shall be free of charge to the staff and students of the University of Oulu. Non-university groups shall be provided open training sessions and short introductory sessions free of charge, but longer training sessions shall be subject to a fee as specified in the service price list.

FACILITIES

The library shall provide reading and working spaces, group study spaces, quiet reading rooms and various storage facilities.

The use of mobile phones is prohibited in quiet reading rooms, and the phones shall be switched to silent mode.

Library employees and the university security staff shall be able to ask a customer to leave the library premises in case he or she causes a disturbance in the library or to other customers, and his or her library privileges can be suspended either temporarily or permanently.

EQUIPMENT AND SOFTWARE

The equipment located in the customer areas of the library shall be available for use by all customers. Most of the customer terminals shall be reserved for the use of the staff and students of the University of Oulu with their university account, while some of the terminals shall be open to all customers.

The library equipment shall be used either for information seeking for research and study purposes or for using library materials and services. All users shall observe the instructions and regulations issued by the University of Oulu.

Customers shall be allowed to use their personal computers on the library premises with the exception of certain quiet reading rooms. Customers shall be able to access the internet with their personal computers using the library's wireless local area network.

The library staff shall provide assistance in the use of computers or equipment only when the said use pertains to the use of library materials or services.

The library shall not be liable for damages to users resulting from a malfunctioning computing device, telecommunication device or piece of software on the library premises. The library shall also not be liable for interruptions in telecommunications connections.

The customers shall be responsible for the use of their computer files and storage media. Installing personal software on the library computers shall be prohibited. Customers shall be liable for damages caused to library equipment.

OPEN WIRELESS INTERNET CONNECTION

On the university campuses customers have access to both the secure wireless network eduroam and the public access wireless network panOULU. Since the panOULU network is not a part of the University of Oulu local area network, the electronic resources of the library can only be accessed via the off-campus access service. The coverage areas of both networks are indicated by stickers with their respective logos.

COPYING

Customers shall be allowed to take copies of materials in the library collections for their private use for research and study purposes, insofar as such copying is not in violation of the Copyright Act (404/1961), Copyright Decree (574/1995), the copying agreement and the Decree on Fees for Services Provided by Universities (1082/2009), and copies can be made without damaging the material. See also the Kopiraitti website.

Digital copying of the electronic resources only available on the designated legal deposit workstations has been prevented due to the regulations in the Copyright Act. Likewise, copying of the material only available for restricted use on the designated e-thesis workstations has been prevented due to the regulations in the Copyright Act. Making paper printouts is possible on both types of workstation.

LOST PROPERTY

The library shall not be responsible for any property left in the library by customers. Items of small value shall be stored at the library for three months. The library shall attempt to notify the owners of any valuable and confidential items or deliver them to the lost property office of the local police.