



## OULU UNIVERSITY LIBRARY BORROWING RULES

The collections and services of Oulu University Library are generally available for use by everyone. Library users are required to have a library card. Students and staff of the University of Oulu and Oulu University of Applied Sciences get a library card through the Tuudo mobile application. Other library users get a library card in the library by proving their identity. Persons over 15 years of age are eligible for a library card.

Staff contact information is updated in the library's user register directly from the human resources information systems of the University of Oulu and Oulu University of Applied Sciences. Students and other library users must themselves notify the library of any changes to their name or address. It is also advisable to inform the library immediately of a lost library card.

The library card must be presented when borrowing items from the library. The card is personal, and the card holder is responsible for all items borrowed with it. Upon accepting the card, the library user agrees to comply with the borrowing rules and rules of use of the library.

Data protection notice of the library's lending services:

<https://www oulu.fi/en/university/library/processing-personal-data-oulu-university-library>

### Loan period

- Loan periods are 14-28 days.
- Reference library material is available for overnight and weekend loan.
- Material in the rare books collection is only available for reading room use.
- Publications in the legal deposit archive are available for reading room use in the Pegasus Library.
- Staff of both the University of Oulu, Oulu University of Applied Sciences and other organizations that have a service agreement with Oulu University Library are able to borrow publications in the legal deposit archive for office use.

### Renewal of loans

- Loans can be renewed if there are no pending requests for the publications and the library user's borrowing rights are not suspended. Borrowers may be charged late fees for loans renewed after their due date.
- For some collections the number of renewals for each item is limited.
- It is the responsibility of the borrower to renew her 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

- Library users can place hold requests for items that are on loan and on-shelf requests for items not on loan.

- Requested items will be held in the library until the date given in the hold availability notice. Library users will receive an e-mail notification when an item they have requested is available for pickup in the library.
- Library users can place hold requests and on-shelf requests themselves via the Oula-Finna service, by email, in all the libraries or by phone.

### **Returns**

- Loans must be returned to one of the library units of Oulu University 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**

- Borrowers are reminded of an approaching due date by an email sent to their address in the library system three days before the due date. The email addresses of the staff of the University of Oulu and Oulu University of Applied Sciences are updated from the respective human resources information systems. Students and other library users must themselves provide their email address to the library.
- The email notification does not exempt the borrower from the responsibility to renew or return her loans in time.
- On the day after the due date borrowers are sent an email request to return the items.
- The library does not send notifications to library users by mail.

### **Late fees and suspension of borrowing rights**

- The library charges late fees for overdue course textbook loans, 1 € / item / day, max. 10 € / item.
- Overdue items borrowed from the reference collection will incur a late fee of 1 € / item / hour after the due time, max. 10 € / item.
- A library user's borrowing rights will be suspended 14 days after the due date of an unreturned item or if she has accumulated 20 € or more in late fees.
- The maximum late fee is 50 € / each time items are returned.
- If a borrower fails to return her loans, on the 38th day after the due date she will be billed for the unreturned items. The bill consists of the price of the unreturned items, minimum 60 € / publication. 25 € in unpaid handling expenses will be added to the borrower's library account. If the borrower returns an item after she has been billed for it, the above handling expenses will nevertheless be charged.
- No compensation is due for items returned after the bill has been paid.
- If the borrower returns an item after she has been billed for it, but the bill has not yet been paid, the above handling expenses will nevertheless be charged.

### **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 60 €).