

## Usage rights

The Aalto Mikkeli Campus Library is open to all. Persons aged 15 or older can register as a customer. To register, a valid photo identification document and a Finnish postal address are needed. Exchange students and researchers visiting Aalto University can get a library card regardless of the terms mentioned above.

## Borrowing

Aalto Mikkeli Campus Library issues material for home loan. However, not all material is available for loan. The loan periods vary depending on the collection. Borrowing of material from the Aalto Mikkeli Campus Library collections is free of charge, as long as the material borrowed is returned or the loans are renewed by the due date. Aalto Mikkeli Campus Library will arrange inter-library loans from other libraries for its customers. A fee in line with the price list is charged for inter-library loans.

## Renewal of loans

Loans made from the Aalto Mikkeli Campus Library can be renewed. Short-term loans can not be renewed. Renewals can be made by customers themselves using the Aalto-Finna database, by visiting the Aalto Mikkeli Campus Library service point or by phone. If a customer has a reservation for a publication that is currently on loan, the loan cannot be renewed.

## Reservation of material on loan

A customer can make reservations for publications that are currently on loan. A reservation can be made via Aalto-Finna or by visiting service point. When the reserved publication has been returned to the Aalto Mikkeli Campus Library, the reserver is notified. The publication is held and reserved for the customer until the date specified in the notification.

## Overdue fines

If a customer does not return material borrowed from the Aalto Mikkeli Campus Library or renew a loan by the due date, (s)he must pay an overdue fine. The size of the fine will vary depending on the collection.

## Reminders sent to a customer

The Aalto Mikkeli Campus Library sends reminders to the customer near the due date of publications. The first reminder will come before the due date by e-mail if the customer has notified his/her e-mail address to the Aalto Mikkeli Campus Library. The following reminders are sent after the due date by e-mail or letter. The purpose of the reminders is that the customer returns the borrowed items or renews the loans by the due date. Sending reminders does not absolve the borrower of the responsibility to renew or return the item to the Aalto Mikkeli Campus Library on time.

## Responsibilities of the customer

The customer is responsible for the publications borrowed by him/her. (S)he must pay for lost or damaged publications by purchasing new copies or by paying the price stipulated by the Aalto Mikkeli Campus Library. The customer is responsible for the return of material borrowed by him/her and the renewal of loans by the due date. The customer must notify the Aalto Mikkeli Campus Library of changes to his/her contact details. The Aalto Mikkeli Campus Library shall send messages addressed to the customer (requests for return, reminders, etc.) to the address that the customer last provided the Aalto Mikkeli Campus Library with. If the customer does not, despite reminders,

return his/her loans or pay late penalty fees, the Aalto Mikkeli Campus Library will send information on loans and fines to a collection agency. Book compensation amount is at least EUR 100 per book. The customer is responsible for the use of his/her library card. Each library card is for personal use only. If the card goes missing, the customer must notify the Aalto Mikkeli Campus Library of this immediately. The owner of the card is always responsible for publications borrowed with his/her card. The customer must handle Aalto Mikkeli Campus Library property with care. The customer is liable for damage (s)he causes to the Aalto Mikkeli Campus Library property.

#### Patron block

The customer shall be blocked from borrowing publications in the following cases: If publications borrowed are not returned or loans not renewed. If the level of overdue fines reaches or exceeds € 10. The patron block shall be withdrawn when the late publications that led to the block are returned and/ or the overdue fines are paid.

#### The use of electronic material

Electronic material supplied by Aalto Mikkeli Campus Library (e-books, e-journals, etc.) is available to all customers on the workstations in the Learning Centre premises. In addition to this, remote login to electronic material, e.g. from home, is possible for Aalto University students and staff. When electronic material in the Aalto Mikkeli Campus Library collections is used, the agreements made with the publisher/vendor of the material shall be complied with.

#### Use of the library's customer workstations

The Aalto Mikkeli Campus Library workstations are intended for use of the library services, for study and for research.

#### General regulations

Disruptive behaviour on the Aalto Mikkeli Campus Library premises is prohibited. When using a phone, a customer must not disturb other customers. The Learning Centre is not responsible for customers' possessions brought onto Aalto Mikkeli Campus Library premises. If a customer does not comply with the Aalto Mikkeli Campus Library's regulations, (s)he can be prohibited from using the Aalto Mikkeli Campus Library.

#### Validity

These regulations shall come into force on 1 August 2019. At the same time, earlier regulations shall be revoked