EN

WELCOME TO THE LIBRARIES OF LAPLAND

LAPIN KIRJASTO

Lappi kirjerääju Lappi ǩe'rjjpõrtt
Lappi girjerádju

The Libraries of Lapland is a network of public libraries in Lapland. It is open to everyone, and the use of its collections is free of charge. The online library **lapinkirjasto.finna.fi** provides information on the availability of library materials, library servicesand opening hours.

The Libraries of Lapland include libraries in the following municipalities: Enontekiö, Inari, Kemi, Kemijärvi, Keminmaa, Kittilä, Kolari, Muonio, Pelkosenniemi (Sompio Library), Pello (Tornionlaakso Library), Posio, Ranua, Rovaniemi, Salla, Savukoski (Sompio Library),Simo, Sodankylä (Sompio Library), Tervola, Tornio, Utsjoki (Pedar Jalvi Library), Ylitornio (Tornionlaakso Library), as well as libraries in museums and schools.

TERMS OF USE

LIBRARY CARD AND RESPONSIBILITY

- You can get a library card by presenting your identity card or otherwise proving your identity.
- The library card is personal. You are responsible for the loans and services used with your library card. If you are under 15 years of age or have been assigned a guardian, you will need a guarantor.
- The first library card is free of charge.
- The library card can be a physical card or an electronic library card for the online library.
- A library card is valid for 10 years at a time.
- If you are over 15 years old, your customer information will be deleted if you have not borrowed anything with your library card or used the self-service library for 5 years.
- Schools and other organisations can obtain a library card that is valid for one year at a time. The person responsible for the card is noted on the organisation's card. The organisation's card cannot be used to borrow materials intended for private use, such as films.
- The library has services that require PIN code in addition to a library card. You can get the PIN code from the library staff orthe online library. Be prepared to present your ID or otherwise prove your identity.
- Notify the library if your contact details change.
- Notify the library if your library card is lost. We will block your lost card. If you find your card, we will remove the block when you prove your identity at the library customer service desk. You can also get a new card.

BORROWING AND BORROWING RESTRICTIONS

- You need a Libraries of Lapland library card to borrow items. You cannot borrow items with your ID card.
- Some libraries require a PIN code to use the self-service station.
- You can check the due dates of your loans in the online library or on your loan receipt.
- You can renew your loans five times if there are no reservations and you are not subject to a borrowing ban. There may also be other restrictions on renewals.
- The number of loans may be limited.
- Age restrictions apply to films and games. Age limits are determined by the National Audiovisual Institute.
- You are banned from borrowing if
  - you have fees of 10 euros or more on your library card,
  - you have been sent an invoice for unreturned
  - materials,
  - there are gaps in your customer information,
  - your library card has expired.
- The borrowing ban will end when
  - you pay the fees on your library card,
  - you return or replace the invoiced materials and pay the fees incurred,
  - you complete your missing customer information.
- The borrowing ban does not prevent you from using other library services.

RETURNS

- Return your loans by the due date at the latest.
- Some libraries have a return box. Items left in the box will be returned the next day when staff are present. The library is not responsible for items left in the return box.
- You can return your loans to any public library in Lapland. However, objects must be returned to the library from which they were borrowed.

RESERVATIONS

- Reserving materials from the Libraries of Lapland is free of charge.
- When your reservation has arrived, you will get a notification. The notification will tell you by when you must borrow reserved item.
- You can pause or cancel your reservation. You can also change the pick-up location for your reservation. You cannot cancel or edit a reservation that is already in transit.
- If the material you want is not available at the Libraries of Lapland, it can be ordered for you as an interlibrary loan from other libraries. Interlibrary loans may be subject to a fee.

FEES

- The following services are free of charge at libraries
  - use, borrowing and reserving materials from the Libraries of Lapland.
  - guidance and advice,
  - use of the library's wireless network,
  - use of library computers.
- Fees vary by municipality. Check the municipal websites or ask at the library.
- The following may be subject to a fee
  - a new library card to replace a lost one,
  - copying and printing,
  - use of facilities and equipment available for booking,
  - late returns,
  - failure to collect a reservation,
  - interlibrary loans.
- If you have fees of 10 euros or more, the entire amount must be paid at once.
- If you do not return your loans by the due date, the library will send you two reminders, for which you will be charged.
- If you still do not return your loans despite the reminders, the library will send you an invoice. If you are under 15 years of age, the invoice will be sent to your guarantor. If you have been assigned a guarantor, the invoice for the unreturned material will be sent to them. The organisation is responsible for paying for material borrowed with a joint card.
- If you do not pay the invoice, the library may refer the matter to a debt collection agency. Once your unpaid invoice is sent for debt collection, you cannot return the materials to the library any longer. You will incur additional costs for debt collection.
- The library will charge you for any return requests sent to you, even if you have not received the notifications. The library is not responsible for the delivery of notifications.

REPLACEMENT OF MATERIALS

- If library materials you have used or borrowed are damaged or lost, you will be required to replace them as determined by the library.
- The compensation you pay will not be refunded even if you later return the lost material.
- Due to copyright payments, videos, DVDs and Blu-ray discs can only be replaced by paying for them.

USING THE LIBRARY DURING SELF-SERVICE HOURS

- There is no customer service available during self-service hours.
- You can access the library during self-service hours with your Libraries of Lapland library card and PIN code.
- Everyone using the library during self-service hours must log in with their own card. You are not allowed to let others into the library. If you are under 15 years of age but do not have selfservice access, you can visit the library accompanied by an adult.
- During self-service hours, the library premises are monitored by CCTV and access control.
- You may lose your right to use the library during self-service hours if you do not follow the library rules.
- You can find more detailed information about self-service hours on the municipalities' websites.

LIBRARY BAN

- Libraries are public places where you must comply with public order laws and library rules. Staff may ask you to leave if you behave in a disruptive manner.
- If you break the rules, you may lose your right to use the library for up to 30 days.
- The decision to ban you from using the library is made in accordance with the administrative regulations of the municipality.
- Before a ban is imposed, you have the right to be heard on the matter

DATA PROTECTION

- The Libraries of Lapland haves a shared library system.
- The library has the right to store the personal identity codes of customers and their guarantors, as well as the contact details of the person responsible for the customer community, in the library system.
- Personal data is used solely for the provision of library services.
- In accordance with the EU General Data Protection Regulation (EU) 2016/679, you have the right to check your data stored in the library register and to request the correction of any incorrect information. You can find your rights and instructions on how to exercise them on the websites of the municipalities.
- Personal data may only be disclosed to the parties mentioned in the privacy policy. The privacy policy (in Finnish) is available in libraries and in the Libraries of Lapland online library.
- Privacy policy: **https://lapinkirjasto.finna.fi/ Content/ tietosuojaseloste**

These terms of use apply to all libraries belonging to the Libraries of Lapland. The terms of use are valid from 1 April 2025 until further notice.