

## **LAPLAND UNIVERSITY CONSORTIUM LIBRARY RULES OF USE**

Approved at the Lapland University Consortium Library board meeting on 6.10.2010

The Lapland University Consortium Library is comprised of the library units of the Arctic Centre, Kemi-Tornio University of Applied Sciences, the University of Lapland, the Lapland Institute for Tourism Research and Education and Rovaniemi University of Applied Sciences.

### **RIGHT OF USE**

The library is open to everyone and serves Lapland in particular. Some of the material and services are intended only for the students and staff of the library's own university or educational institution.

Users are required to adhere to the library's service-specific rules and instructions.

### **LIBRARY CARD**

To obtain a library card, users must present proof of identification. Under-15-year-olds must also obtain their guardian's signature. The library card is personal and its owner is responsible for material loaned with it.

Users are required to notify the library of changes to their name or address and of the loss of their library card. A fee is charged for replacing a lost card.

### **LENDING**

Detailed information about lending is given in the [lending rules](#).

### **INTERLIBRARY LOAN SERVICE**

If material needed by a user cannot be found in the Lapland University Consortium Library's own collections, the user may request a loan of the material from other libraries in Finland or abroad. The fee for interlibrary loan service is specified in the currently effective [price list](#).

### **ELECTRONIC MATERIAL**

On the basis of current license agreements, the students and staff of Lapland's HEIs have user rights only to databases and electronic material acquired by their own HEI. They are available through workstations connected to their HEI's intranet and elsewhere through remote login using their own organisation's passwords. Local users of the library may use electronic material acquired by the library using workstations in the library's facilities in accordance with relevant agreements.

The students and staff of Lappia Vocational College, Santasport and the Porokatu unit of Lapland Vocational College have access to electronic material acquired by their own

college, and for the most part, also remotely. Other users may use the material in the library.

The license agreements for electronic material specify the rules of use for all materials, which must be observed by the library and its users. User rights to electronic material allow the material to be read, saved and printed out within the limits specified in currently effective copyright law and user licences.

More information about the terms of using electronic material can be obtained from each HEI's [Nelli portal](#) and from the library's staff.

## **INFORMATION SERVICE AND INSTRUCTION**

The library staff guides and advises in the information retrieval and in the use of databases and other e-material. A fee for wide information retrievals is specified in the price list.

The library staff provides instruction in information literacy, which is included in curricula, during different phases of students' studies and also arranges education for staff members. Library presentations and instruction in information retrieval can be arranged for outsiders for a fee specified in the price list.

## **LIBRARY PREMISES**

The library hours of the library's various units are posted in the libraries and on their [web pages](#).

The library has facilities for different purposes, e.g. group workrooms and reading rooms. Working peace must be guaranteed for other library users in rooms marked as quiet rooms.

Some library units have reading rooms and workrooms that are accessible 24 hours by means of access permits. More information about 24-hour access is available in the library.

## **CUSTOMER FEEDBACK AND PROPOSALS**

Users may submit proposals and other feedback directly to the library or with on-line forms.