

## The National Library of Finland's Conditions of Use

1. The National Library of Finland serves research, teaching and studies in Finland, as well as the needs of others requiring information.

### Reading rooms

2. The reading rooms, as well as other study areas in the Library, are intended primarily for readers using the Library's own collections.

3. Scholars and research groups can reserve study carrels, seats and shelves for fixed periods.

4. The Library's collections can be used in the library's reading rooms.

5. The following materials can only be used in the Special Collections Reading Room:

- Special collections, including the Reenpää-collection
- maps
- pictures
- manuscripts
- material printed before the year 1800 from the Humanities Collection

See also Special Reading Rooms own Conditions of Use.

6. The National Collection's materials may be used only in designated areas. Self-service copying of the National Collection's materials is forbidden. The following materials belonging to the National Collection require a special permission and can be used for research purposes in reading rooms for a fixed period:

- fiction
- entertainment magazines
- textbooks
- original issues of facsimiles, microfilmed or digitalized publications

7. The following materials from the Humanities Collection and the Slavonic Library may be used only in the reading rooms:

- literature printed before the year 1900
- valuable, rare, and irreplaceable publications
- literature from the Slavonic library printed before the year 1960
- reference books, handbooks, bibliographies
- newspapers
- maps and pictures
- microforms
- items in poor condition

### **Home loans**

8. Subject to certain restrictions, the right to take books out of the Library is granted to private individuals, local libraries, archives, government departments and other institutions. Home loans may not be taken outside of Finland or transferred to another person.

9. To obtain a home loan, the user must obtain a Helka card. The card is issued for the exclusive use of the person named on the card and may not be loaned to another individual. Apply for the card by using the application form; you will be asked to provide your personal identification number and your address

in Finland. The issuance of the card also entails compliance with the Helka libraries' common regulations.

10. Home loans are not issued for materials belonging to the National Collection, the Manuscript Collection, the Special Collections, and the materials from the Humanities Collection and Slavonic Library specified in Paragraph 7.

11. Books loaned from the Library must be returned by the due date; the length of the loan period is collection-specific.

12. If a publication borrowed from the Library is overdue and has not been returned, even after the user has been asked to return the book, the user's loan privileges will be revoked at all Helka libraries. The loan privileges will be reinstated after when the requested book has been returned or replaced and the overdue fee paid. If a reader fails to return an overdue book after several reminder notices have been sent, it will be considered as lost, and the Library will make arrangements for its replacement, if necessary by initiating legal proceedings.

### **Interlibrary Service**

13. For research and study purposes, the Library loans original publication or facsimiles from other libraries for materials that are not held in the Library's own collections or in any local libraries.

14. Loans and copies from the Library's own collections are sent to other libraries.

15. The following types of materials are not sent as interlibrary loans:

- materials from the National Collection
- manuscripts
- maps and pictures
- newspapers
- publications and microfilms in the Reference Collection or marked "not for home-loan"

16. The following materials are only sent at the Library's discretion:

- literature from the Humanities Collection printed in the 1800s.
- literature from the Slavonic Library printed between 1800 and 1960.

17. General interlending rules are followed in the Library's Interlibrary Services.

18. Inter-library loans and copies are paid services according to the tariff in the valid price list.

19. Interlibrary loans from other libraries can only be given as home loans with the permission of the owner library.

### **Reprographic Service**

20. Copies of materials in the Library's collections can be made or ordered according to copyright regulations for personal research work or studies.

21. Reproductions may not be made of materials that could be damaged by copying.

22. The Library supplies chargeable copies from its collections within the limitations determined by the Copyright Act and Payment Decree. Detailed guidelines concerning the reproduction of manuscripts are provided in the guidelines for the Manuscript Collections.

23. Except for materials from the Humanities Collection published during the 1800s, the self-service copying of the materials specified in Paragraphs 5-7 is prohibited; chargeable copies can be ordered from the Library.

#### General guidelines concerning loans

24. A user must order materials in his or her own name.

25. Materials loaned from the Library's collections must be handled carefully and protected against damage. No marks or underscores of any kind shall be made in books.

26. A library user who has damaged or lost library materials or equipment is obligated to compensate the Library for any damages incurred.

27. A library user must provide proof of identity if requested.

28. If requested, a Library user is obligated to prove that the books being taken out of the Library have been properly registered as loans.

#### Other instructions

29. Library users are only allowed in the buildings; visitor areas.

30. No briefcases, large bags or outdoor coats may be taken into the Library's rooms.

31. The Library is not responsible for users' personal property left inside the Library.

32. Eating and drinking is permitted only in the Library's café.

33. The use of mobile phones is allowed only in the Library's café and entrance foyer.

34. Users' personal computers may be used in designated areas.

35. The Library's technical equipment is intended for research work.

36. Posters and advertisements may be attached only on designated notice boards.

37. Behavior that disturbs the Library's activities or its customers may result in the revocation of library privileges.

38. The Head of the Service Department has the right to withdraw a reader's or an institution's right to use the Library if they fail to comply with any of these conditions. Complaints against a decision must be made to the Rector within 14 days from the decision date. Regardless of the complaint the decision will become effective immediately.

39. Further guidelines for the use of the Library are found in the Library's leaflets and the regulations applicable to specific collections and the Circulation Department.

Approved by the Library Director March 1<sup>st</sup>, 2007.