

Self-service Library Rules



How to use a self-service library

A self-service library is a library you can visit even when the staff is not there. There may also be other customers with you at the library during self-service hours. You can access a self-service library with your library card and PIN.

When you arrive at the self-service library when there is no staff present, make sure no other people enter with you. Make sure to close the door behind you when you come to the library and when you leave the library.

You will hear an announcement at the beginning and end of the self-service hours.

When the self-service hours end, you must leave the library without delay.

If you stay in the library after the self-service hours have ended, you will set off an alarm.

If you set off the alarm, you must pay for the costs caused by the alarm.

You can enter the library during self-service hours even if your borrowing rights have been suspended.

If your borrowing rights have been suspended, you cannot borrow anything. Your borrowing rights will be suspended if you have at least 12 € worth of unpaid fees, if you have been sent an invoice for unreturned library items, or if there are deficiencies or errors in your library user information.

How to use the self-service library if you are under 16 years of age

If you are under 16 years of age, you can use the self-service library if your guardian has given you the permission to do so.

The guardian must visit the library and prove their identity so they can authorise you to use the library during self-service hours.

The guardian is obligated to ensure that the person under 16 years of age complies with the self-service library rules.

What can you do at the library during self-service hours?

You can borrow and return items by using the self-service stations,

pick up your reservations that have arrived,
and read newspapers and magazines.

You can also study and work,
and use computers and the library's WiFi.

You cannot print, copy,
pay any fees or get a library card during self-service hours.

If unpaid library fees prevent you from borrowing anything,
you can pay your fees via the OUTI Web Library.

If you need a new PIN for your library card,
you can get one to your e-mail via the OUTI Web Library.

If you have any problems with devices during self-service hours,
you need to solve them with the library staff during customer service hours.
During customer service hours,
the library staff can advise you on how to use the library when they are not present.

Your responsibilities during self-service hours

By using the library services,
you have committed to following the library rules.

The rules also apply during self-service hours.

The library is a public space,
which means that the Public Order Act also applies.

You must not use intoxicants,
disturb other people or behave in a threatening manner in the library.

Please do your part in keeping the library clean, pleasant, and safe.

If you cause any damage during self-service hours,
you will be liable for the damages.
The guardian is liable for any damage caused by a person under 16 years of age.

You will lose the right to use the self-service library for a fixed period if you cause any damage or violate the rules.
Self-service libraries have recording video surveillance systems.
Access control and video surveillance comply with the Data Protection Act.

If you lose your library card,
please report it to the library immediately.

Your library card will be marked as missing so that no one else can use it.



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