



Kajaani Public Library

Library rules

Welcome to use Kajaani Public Library and Kainet libraries. Kainet libraries have a shared customer register and library system. The library card can be used in the following Kainet library locations:

- Kajaani
- Hyrynsalmi
- Kuhmo
- Paltamo
- Puolanka
- Ristijärvi
- Suomussalmi

You are committed to follow this set of library rules and the potential changes of the rules when you receive a library card or when you accept becoming a guarantor. Municipalities have a right to draw up rules regarding the use of their libraries. The right is based on the law concerning public libraries (1492/2016).

Library facilities and opening hours

The collections, services, and facilities of Kajaani Public Library (later library) are available to all members of the public who are able to follow these regulations. The opening hours and mobile library's timetables are available in the library facilities and library's online pages.

The library offers an open wireless network connection (WLAN). The connection is unprotected, and the users are responsible for ensuring sufficient security measures for their devices. The library is not responsible for any problems or possible damage caused by WLAN, customer computers, mobile devices offered by the library or other devices used in the library facility.

The library offers facilities for events.

Loans, returns and renewals

Library card is needed to borrow materials from the library. A card will be issued to you upon presenting a form of picture identification, stating a valid address in Finland, and accepting the registration of your national security number. Applicants under the age of 15 will need a written permission from their parent or guardian and the permission to register parent's or guardian's national security number. Without Finnish security number, a library card is valid for one year at a time. Institutional patrons (schools, day care centers or other institutions) must register a legal aged guarantor. Public libraries are entitled to register patrons' national security numbers for a library customership. The national security numbers form a customer register. The privacy statement of the customer register is available at the library facilities and on the library's web page.

Library card is personal. You are responsible for all material borrowed on your library card. Please inform the library of any changes in your name and/or address. If you lose your card, please notify us immediately to prevent any misuse. Users remain liable for fines until the loss is reported.

To use Kainet web library, eLibrary or self service hours you need a library card and a PIN code. A PIN code will be issued to you in person after presenting a library card and a form of picture identification. PIN codes are not issued by phone or email due to security reasons.

The library offers both physical and electronic material to use and loan. The library is not liable for the content of offered material, nor for the validity of information or possible damage caused by it to the users.

The loan period is 1-4 weeks depending on material. Library may follow other loan periods as well e.g. for home service, schools or day care centers. The library follows statutory age limits concerning the lending and the use of visual recordings and games.

A loan may be renewed for a maximum of five times if not reserved by another patron. You can renew your loans by visiting the library, by phone during opening hours or on the Kainet Finna web library.

Materials can be reserved at the library, by phone or on the Kainet Finna web library. You will receive a notification about reservations that can be picked up by a text message, email or letter. Reservations are free of charge. Reserved materials must be picked up in 8 days after receiving a notification. Mobile library reservations must be picked up in 14 days. Reservations that are not picked up will be charged.

Material not held in Kajaani Public Library can be obtained by an interlibrary loan from other libraries. Loans are subject to the lending library's regulations. A fee is charged for this service. See the Fees for interlibrary loan and uncollected reservation charges.

Returns and due dates

Loans must be returned by the due date. Customers are responsible for returns. A return receipt is given upon request. Users are responsible for items returned in the library drop box until the loans have been returned by staff. The items will be processed on the next working day.

Due dates are on the check-out receipt. You can receive an email notification of an approaching due date 1-5 days in advance. The library cannot be held responsible for disturbances caused by failing data communications. Overdue fees start to accumulate after the due date. Overdue fees will be charged even if a loan renewal on the web library has not been successful due to a service error or other technical problem. The library sends a reminder for overdue materials. See the Fees for overdue fees. Outstanding payments will be transferred to external debt collection.

Patron responsibilities

The library user must not disturb other users or the staff at the library or damage the property or jeopardise the safety of the library. The customer must take care when handling the material and property of the library, so that it is not damaged.

Free and charged services

Using, borrowing, and reserving material from Kajaani Public Library and information service are free. Fees apply e.g. to overdue and damaged material, long distance loans and prints. Fees are charged according to Fees in Library rules. A lost or damaged item must be compensated by providing the library with a similar item or paying a fee assessed by the library. Visual recordings can not be replaced with a similar item due to copyright restrictions.

Loss of borrowing rights

Unpaid fees of 10 € or more will result in losing the borrowing rights until the debt is cleared. The borrowing rights are also lost when unreturned material is billed. The borrowing rights are recovered when overdue material is returned, lost or damaged material is compensated and fees have been paid.

Loss of user rights

Head of library services is entitled to deny user's right to library services (up to 30 days), if user repeatedly ignores personnel's warnings and keeps causing significant disturbance for the library operations, endangering safety or harming property. Before being denied user rights, the user has the right to be heard. An administrative decision is made concerning the denial of user rights. User may claim for a revised decision in accordance with the local government act.

Committee of Education and Cultural services 28.4.2021 § 32.

Fees

Since 1.1.2020

Service fees	€	Copies and printouts	€
Uncollected reservation	1	Black and white A4, A3 / page	0,40
Interlibrary loan from the libraries in Kainuu region	3	Colour A4 / page	1
Interlibrary loan from Finland		Colour A3 / page	2
- item	8	Other fees	€
- copies: as billed by sending library or at least	8	Replacement of library card	2
		Bags	0,20-10
		Used book sale	0,20-10
Overdue fees	€		
Reference material: day / loan	1		
Other material: day / loan	0,20		
Maximum fee / loan	6		
Overdue notice / time	1,80		

Overdue fees are not charged for materials borrowed from the children's department or the mobile library.

Committee of Education and Cultural services 18.12.19 § 116

Libraries online

<http://www.kajaani.fi/kirjasto>
<https://kainet.finna.fi>
kaupunginkirjasto@kajaani.fi
<https://kainet.finna.fi/Content/ekirjasto>

Facebook: Kajaanin kaupunginkirjasto
Kajaanin kirjastoauto
Instagram: kajaaninkaupunginkirjasto
YouTube: Kaupunginkirjasto Kajaani



Library's homepage:

Libraries and opening hours

reduced hours in the summer

Main library

Seminaarinkatu 15
Mon-Fri 10–20, reading room 9–20
Saturdays and eves 10–15

Reading room's self service hours

Sat 9–10 and 15–19
Sun 9–19

Phone numbers

Customer service 044-7100826,
044-7100670

Interlending department 044-7100838
Chief of Library Services 044-7100431

Lehtikangas Library

Rinnekatu 2
Tel. 044-7100671
Mon-Thu 10–19
Fri 10–16
Eves 10–15

Self service hours:

Mon-Thu 9–10 and 19–21
Fri 9–10 and 16–21
Sat-Sun 9–18

Lohtaja Library

Menninkäisentie 1 B
Tel. 044-7100672
Mon-Wed 10–19
Thu-Fri 10–16
Eves 10–15

Otanmäki Library

Uunimiehentie 6, Otanmäki
Tel. 044-7157169
Mon-Tue 12–19
Wed-Thu 12–17
Fri closed
Eves 10–15

Self service hours:

Mon-Sun 9–21

Mobile Library

Tel. 044-7100848

Timetables available from the mobile library, the library's homepage and libraries.



Mobile Library's timetable:

Welcome to the library!