



## 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 written permission from their parents or guardian and the permission to register parent's or guardian's national security number. Without Finnish security number, library card is valid for one year. 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 loss is reported.

To use Kainet web library, eLibrary or self service hours you need a library card and a pin code. A 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.

Loan period is 1-4 weeks depending on material. Library may follow other loan periods as well e.g. home service, schools, 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 over Kainet Finna web library.

Materials can be reserved at the library, by phone during opening hours or over the Kainet Finna web library. You will receive a notice concerning reservations ready for picking up by text message, email or letter. Reservations are free of charge. Reserved materials must be collected in 8 days after receiving a notice. Mobile library reservations must be picked up in 14 days. Uncollected material is charged.

Material not held in Kajaani public library can be obtained by an inter-library loan from other libraries. Loans are subject to the lending library's regulations. A small fee is charged for this service. See the Fees and replacements for inter-library loan and uncollected material 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 fines start to accumulate after the due date. Overdue fines will be charged even if loan renewal from the web library has not been successful due to service error or other technical problem. The library sends a reminder for overdue materials. Outstanding payments will be transferred to external collection.

## Patron rights and 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 should also take care when handling the material and property of the library, so it is not damaged.

## Free and charged services

Using, borrowing, and reserving material from Kajaani public library and information service are free. Fees apply to overdue and damaged material, long distance loans and prints. Fees are charged according to Fees and replacements section in Library rules. Lost or damaged item can be compensated by providing the library with the same item of similar value or paying a fee assessed by the library. Visual recordings can not be replaced with similar item due to copyright restrictions.

## Loss of loan rights

Due fines of 10 € or more, or failure to return an item after a reminder has been sent, will result in suspension of the right to borrow material until the debt is cleared or the loans returned. Suspension is also given when unreturned material is billed. Loan rights are recovered when overdue material is returned, lost or damaged material is compensated and fines 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 and replacements

Since 1.1.2020

Service fees	€	Copies and printouts	€
Fee from uncollected material	1	Black and white A4, A3 / page	0,40
Inter-library loan from the libraries in Kainuu region	3	Colour A4 / page	1
Inter-library loan within Finland		Colour A3 / page	2
- item	8	<b>Other fees</b>	<b>€</b>
- copies: the cost of sender-library or at least	8	Replacement of library card	2
		Bags	0,20-10
		Used book sale	0,20-10
<b>Overdue fines</b>	<b>€</b>		
Reference material: day / loan	1		
Other material: day / loan	0,20		
Maximum fee / loan	6		
Overdue notice / time	1,80		

**Materials borrowed or reserved from the children's department or the mobile library are not charged.**

Committee of Education and Cultural services 18.12.19 § 116

## Libraries online

<http://www.kajaani.fi/kirjasto>  
<https://kainet.finna.fi>  
[kaupunginkirjasto@kajaani.fi](mailto: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

Office 044-7100022  
Information service 044-7100825  
Adult department 044-7100826,  
044-7100670  
Children's department 044-7100827  
Interlending department 044-7100838  
Chief of Library Services 044-7100432

### 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-Thu 10–19  
Fri 10–16  
Eves 10–15

### Otanmäki Library

Unimiehentie 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, homepage and libraries.



Mobile Library:

**Welcome to the library!**