

Welcome
KOUVOLA CITY LIBRARY



User regulations and price list

1.1.2013

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Right of use

The right to use the library includes the permission to use the collections, the services and the public premises of the library according to these rules.

You can get a personal library card and PIN code at any Kyyti library or mobile library. A new customer must prove his or her identity with an ID card with a photograph and give an address in Finland. A child under 15 years of age needs a permission from his or her guardian, who will be responsible for the child's loans. When you sign the library card, you agree to follow the library rules.

The library card must be presented each time you borrow material from the library. The owner of the card is responsible for all the material borrowed with the card. You must report any changes of name or address to the library. If you lose your library card, please inform the library immediately so that your card can be cancelled. You are not responsible for the possible misuse of the card, once the loss has been reported. The age limits prescribed by The Finnish board of film classification are followed in the lending of audiovisual material.

Borrowing

The loan period is 7, 14 or 28 days depending on the material. At Kyyti libraries you can borrow a maximum of a 100 items, which includes 30 CDs, 10 CD-ROMs and 10 DVDs at the same time. Libraries (in the Kyyti area) can also have different restrictions.

You can renew your loans, max. 5 times, also by phone or by the Internet if they are not reserved by other customers. The library is not responsible for any damage caused to the customer's equipment by recordings borrowed from the library.

Reserving

There is a fee for reserving material. It will not be refunded if the customer does not pick up the reserved material. The reserved material must be picked up in 10 days.

You can request an item through the interlibrary loan service if the item does not exist in the collections of Kyyti libraries (Iitti, Hamina, Kotka, Kouvola, Pyhtää, Miehikkälä and Virolahti). Interlibrary requests follow the general interlibrary rules.

Fees

Library services are generally free of charge. However, there are charges for

- replacement of lost or damaged library card
- reservation
- copies and print-outs
- interlibrary loans

Reminding and collecting of fines

- 1st reminder:
 - o reserved material next day after the due date
 - o DVDs and video cassettes 4 days after the due date
 - o other material 14 days after the due date
- 2nd reminder:
 - o reserved material 8 days after the due date
 - o DVDs and video cassettes 11 days after the due date
 - o other material 28 days after the due date
- invoice:
 - o reserved material 35 days after the due date
 - o DVDs and video cassettes 39 days after the due date
 - o other material 56 days after the due date
- The matter is handled by the collecting agency, which causes considerable additional expenses to the customer

Loss of user rights

You may lose your right to use the library services if you

- do not follow the library rules
- damage library material or property
- disturb library services or other customers.

The loss of user rights can last from one day to six months. The library director or a staff member of the library authorized by the director can order the loss of user rights.

Before the ordering of the loss of user rights the parties will be reserved the chance to be heard. In minor situations the prohibition regarding the loss of user rights will be ordered orally, otherwise it will be ordered in writing. The prohibition will be recorded in the customer register of the library and the record will be removed when the user rights are returned after the fixed term.

You may lose your right to borrow material from the library

- if you fail to return your loans or to pay the charges
- if your debt to the library is €10 or more

You must pay your debt to the library, no matter how small it is, at the end of each year.

Data protection

The customer data files are confidential. They are used only for controlling the borrowed material. No outsider has access to the customer data. Anyone can check his or her own details in the registration files by proving his or her identity. The library has the right to register the customer's social security number (Personal Data Act 523/1999, section 13).

Furthermore, the library director of each town or municipality in the Kyyti area is entitled to decide how these rules are applied in uncertain cases.

PRICE LIST 1.1.2013

Most library services are free of charge.

The following charges apply:

- Replacement of lost or damaged library card €2
- Interlibrary loans €2,50 + the fees of the sending library
- Items removed from the collections: adult books €1, children's books €0.50, magazines €0.20, music materials €1

Reservation fees

- Adult section materials €1/reservation
- Children's DVDs, Blu-rays and videos €1/reservation
- The reservation of all other children's materials is free.

Overdue fines

- All adult section materials €0.20/day/loan
- Children's DVDs, Blu-rays and videos €0.20/day/loan
- There are no overdue fines for other children's section materials.
- Overdue fines begin on the first day overdue.
- Overdue notices
 - 1st notice €1,10
 - 2nd notice €1,10
 - invoice €3

Fees for lost or damaged items

The library will charge a replacement fee for lost or damaged materials. The fee is either the cost of the item to be replaced or an average cost. The average costs:

- Adult section materials €19
- Children's section materials €8,50
- DVD, Blu-ray and other copyright films or games €40
- AV material €19
- One audiobook CD or cassette €4,50
- Jewel cases and storage bags €2,10

Photocopies and printouts

- A4 €0.50 (colour €1.20) A3 €1 (colour €2.20)

IT products for sale

- USB drive €6,40
- Rewritable CD, DVD €1.80

Facility rental fees (incl. VAT 24%)

- Main library auditorium €18/hour
- Main library private study rooms €11,55/week

Exhibition spaces

- Main library €120,75/week (An advance payment of 50% will be charged.)
- Main library lobby €11,55/week
- Kustaa Gallery, Valkeala library €90/week
- Myllykoski library €66,15/week
- Kuusankoski library €42/week
- Haanoja library €11,55/week
- Korja library €11,55/week

Please note!

At the Kyyti libraries you can have a maximum of 100 loans at the same time, including 10 DVD/Blu-ray discs and 5 console games. There may also be library-specific restrictions.

ELECTRONIC DATABASES

Access available only in the library:

Aleksi

<http://aleksi.btj.fi/>

Reference database of Finnish newspaper and periodical articles

ePress

<http://www.epress.fi/>

Finnish local and provincial newspapers online

MOT dictionary

<http://mot.kielikone.fi/mot/kouvola/netmot>

English and Russian dictionaries

The National Biography of Finland

<http://www.kansallisbiografia.fi/kb/>

Biographies of famous Finnish figures, politicians and artists

Statistical Yearbook of Finland

http://pxweb2.stat.fi/Redirect/kouvolan_kaupunginkirjasto/alku.asp

Key Finnish and international statistic

Open access databases (access available from any computer):

Arto

<http://arto.linneanet.fi/>

Reference database of Finnish journal articles

Fennica

<http://fennica.linneanet.fi/>

The national bibliography of Finland

Frank-monihaku

<http://monihaku.kirjastot.fi/>

Finnish libraries meta search

Kymenlaakso-tietokanta

<http://kymenlaakso.prettybit.fi/>

Reference database of Kymenlaakso area related topics in newspapers, magazines and books

Kymenlaakson Nelli

<http://www.nelliportaali.fi/kymenlaakso>

National electronic library interface. Some content is only accessible in the library.

Linda

<http://linda.linneanet.fi/s>

Union catalogue of Finnish university libraries

Naxos Music Library

<http://kouvola.naxosmusiclibrary.com/>

Music catalogue service. Offers the opportunity to listen to music free of charge. Log in with your Kyyti library card number.

PressDisplay

<http://library.pressdisplay.com/>

Online access to over 2200 newspapers and magazines from more than 97 countries in 54 languages

Viola

<http://viola.linneanet.fi/>

The Finnish national discography and national bibliography of sheet music