

## GENERAL INSTRUCTIONS

You must take other users into consideration in the library facilities and avoid making noise and disturbance. In order to guarantee a peaceful working environment, eating, drinking and the use of mobile phones is forbidden in the library facilities.

The library is not responsible for any property that customers leave in the library.

The customer is responsible for compensating the library for any damage to library equipment or property. You may not install your own programs on the library computers.

The library is not responsible for any damage caused by functional disruptions or computer viruses in equipment on the premises.

The equipment and workstations provided by the library are intended for research and study purposes. If necessary, the library may make some of the devices available only to the staff and students of the Turku School of Economics.

A working group made up of members of the Library and Information Services staff has compiled these rules for use. The Head of Library and Information Services confirmed them on 27 August 2005.

<http://www.tse.fi/kirjasto/>

updated 18.12.2008

## LIBRARY AND INFORMATION SERVICES

# RULES FOR USE

*Library and Information Services of The Turku School of Economics is a scientific library open to all users. The library operates as an information centre for economic information in its region. The library's primary task is to serve the staff and students of the Turku School of Economics (TSE).*

*Users of the library services commit to observing the rules for use and the instructions provided by staff. If a customer does not observe the library regulations and staff instructions, his/her lending privileges can be suspended, either temporarily or permanently. The rules for use can be viewed on the library website and are also available at the customer service desk in the library.*

## **CUSTOMERS AND BORROWING**

Students of the Turku School of Economics use their student card as a library card. The required information about new students is transferred from the continuously updated student register maintained by the study office to the library's customer register. Following graduation, your student card still functions as a library card. Other customers have to prove their identity and fill out a customer information form in order to obtain a library card.

The customer always has to present the library card when borrowing and reserving material. The card is non-transferrable and the holder commits to observing the library's rules for use and other instructions concerning loan activity provided in bulletins. The customer is responsible for his/her card and the loans that it is used for. The customer may authorise another person to borrow material on their behalf by providing their library card; when borrowing on behalf of someone else, the authorised person must prove their identity when requested to do so. The customer is responsible for immediately informing the library of any changes in his/her contact information (name, address, e-mail address). The customer must also inform the library about the loss of a card to avoid being held responsible for the abuse of that card.

The library's customer register is used for monitoring loans. Information in the customer register is only used for official purposes. In cases of collection, the information may be turned over to the collection agency handling the matter. In accordance with the Personal Data File Act, any customer is entitled to check the information in his/her register. Each customer can check the information about borrowed material in Library Database Valpuri. Information about borrowed material is deleted from the borrower's record after the material has been returned and any overdue fees and other compensation have been paid.

## **INTERLIBRARY LOAN SERVICE**

The library utilises interlibrary loans to deliver material not available in its own collections or other Turku libraries. The library charges a fee for interlibrary loans in accordance with the valid service price list. Correspondingly, the library also grants interlibrary loans from its own collections to libraries and organisations that make requests. However, textbooks that are part of the degree requirements at the Turku School of Economics are not sent as interlibrary loans.

Interlibrary Loan Services observes the valid general instructions governing interlibrary loans and the rules of the library sending the material.

## **INFORMATION SERVICE**

Information Service performs information searches by assignment in accordance with the customer's topic. Information searches for teaching and research purposes are free of charge to the staff, but other customers have to pay a fee in accordance with the service price list. You can also make information search requests using the form available on the Library and Information Services website.

Information Service also provides teaching in information reading skills to students in different phases of their studies. Students that participate in the training can receive individual information search guidance when they have reached the middle phase of writing their thesis.

Information Service also arranges staff training at no cost. An introduction to Library and Information Services and training in information searching can be arranged for other people as well, and they will be charged in accordance with the service price list.

for replacing the borrowed material and paying the expenses. If the customer has received an invoice and then returns the overdue loan, he/she is responsible for paying the handling fees for the invoicing. Unpaid material compensation, overdue fines and handling fees can be collected from the customer by means of invoicing and legal collection.

If the customer has unpaid fees in excess of EUR 6, the system will impose a borrowing and renewal ban. Borrowing privileges are returned when the customer has paid his/her fines.

You may not make any notes or do any underlining in library materials. A library user that damages or loses library material is responsible for compensating the library for the damage.

You can take copies of material that is part of the library collections according to the valid copyright legislation. The copies must be taken in a manner that avoids damaging the material itself.

## **COLLECTIONS**

### **PRINTED MATERIAL**

#### **Textbooks**

The loan period for basic studies books is one week and two weeks for advanced studies books. The loan period for books included in the degree requirement for graduate studies is two weeks. There is also a reading room copy of each textbook, which can be taken out for an overnight or weekend loan 30 minutes before the library closes. Reading room copies borrowed on an overnight or weekend loan must be returned as soon as the library opens on the next working day.

#### **Other books available for loan**

Other books available for loan are located in the reading room and distant collections. The reading room collection is an open-shelf collection located in the library reading room. The distant collection is located in the storage rooms of the library. You have to make a material request (a call slip) to get items from the distant collection. The requested material is usually delivered to the customer on the next working day at the latest.

The loan period for books in the reading room and distant collections is four weeks. The loan is automatically renewed for six months from the time of the loan unless there is a reservation or a ban on borrowing has been imposed on the customer. The customer is separately notified of the end of the loan period, and then the book has to be either returned or renewed.

Turku School of Economics staff loans from the reading room and distant collections are always renewed automatically unless there is a reservation for them.

#### **Serial publications**

Serial publications for the current year are located in the balcony of the reading room. Older volumes are located in either the balcony of the reading room or the distant collection. Serial publications can be taken out as overnight or weekend loans. You always have to make a material request (a call slip) for a serial publication in the distant collection.

## **Theses**

Theses completed at the Turku School of Economics are located in the distant collection. They can be borrowed for use in the reading room. You have to make a material request (call slip) for theses.

## **Reference collection books**

Material from the reference collection can be taken out as overnight or weekend loans.

## **ELECTRONIC MATERIAL**

Some of the material purchased for the library is in electronic format. Electronic material is available on the computers linked to the Turku School of Economics and Business Administration network and remotely using TSE's user IDs. When using the library computers and electronic material, you must observe the TSE instructions concerning data security and the instructions pertaining to the use of online materials issued by the library.

Materials in electronic format have access rights governed by an agreement, not rights of ownership. The conditions of these licenses vary between different producers and retailers.

You are usually allowed to browse the material and record or print a moderate amount of excerpts. The students, researchers and staff of the organisation participating in the agreement as well as, in many cases, local residents can use the material. Summaries of user-rights agreements negotiated through FinELib are available at [http://www.lib.helsinki.fi/finelib/aineistot/kaytto\\_oikeudet.html](http://www.lib.helsinki.fi/finelib/aineistot/kaytto_oikeudet.html).

The customer is responsible for the appropriate use of the material. If the user does not observe the instructions provided and the agreements, access rights to the material can be revoked and he/she also be held responsible for any damage.

## **USING THE COLLECTIONS**

You can loan books, serial publications and theses contained in the distant collection by making a material request (a call slip) in the Valpuri Database.

Reservations (holds) for material already out on loan are also made in Valpuri. You cannot reserve material that is already on loan to yourself. A reserved textbook must be collected two days after notification of its arrival at the latest. Other reserved books must be collected within five working days. If the customer does not need the reserved book, the reservation must be cancelled immediately, either through Valpuri or by informing the library.

Loans can be renewed if there are no reservations for them and the customer does not have a ban on borrowing. You can renew a loan on the Internet, by phone, by email or at the customer service desk in the library. If renewal is unsuccessful over the Internet by the due date as a result of an interruption in use or other technical disturbance, the customer is responsible for renewal by other means, for example, by phone.

When borrowing material the customer commits to returning it to the library on the due date at the latest. The loan period ends at the end of library opening hours on the due date. Material left in the return box outside the library is processed on the following working day. An overdue fine is charged for overdue loans.

You can also return loaned items by mail. However, the sender is responsible for the loans until they reach the library. If an unregistered shipment does not arrive, the borrower is still responsible for the loans.

The customer receives notification of the end of the loan period by e-mail one day before the due date. A return request for due loans is sent immediately following the due date. A second return request is sent one week after the due date. If, in spite of the requests, the customer does not return the loans, he/she is responsible