

I Regulations

General

The Aalto University library comprises the Arabia, Otaniemi and Töölö campus libraries. These regulations are common to the whole Aalto University library.

Usage rights

The Aalto University library is open to all. Anyone can register as a customer and use the library collections. A photo identity card is required for registration.

Borrowing

Aalto University library issues material for home loan. However, not all material is available on loan. The loan periods vary depending on the collection.

Borrowing of material from the library collections is free of charge, as long as the material borrowed is returned or the loans are renewed by the due date.

Aalto University library will arrange inter-library loans from other libraries for its customers. A fee in line with the price list is charged for inter-library loans.

Renewal of loans

Loans made from the library can be renewed. The number of renewals possible varies depending on the collection. Overnight and short-term loans can not be renewed. Renewals can be made by customers themselves using the collection database that includes the book concerned (Arsca, Helcat, TEEMU), by visiting the library or by phone. If a customer has a reservation for a publication that is currently on loan, the loan cannot be renewed.

Reservation of material on loan

A customer can make reservations for publications that are currently on loan. A reservation can be made on a collection database (Arsca, Helcat, TEEMU) or by visiting the library. When the reserved publication has been returned to the library, the reserver is notified. The publication is held and reserved for the customer until the date specified in the notification.

Overdue fines

If a customer does not return material borrowed from the library or renew a loan by the due date, (s)he must pay an overdue fine. The size of the fine will vary depending on the collection.

Responsibilities of the customer

The customer is responsible for the publications borrowed by him/her. (S)he must pay for lost or damaged publications by purchasing new copies in place of them or by paying the price stipulated by the library for them.

The customer is responsible for the return of material borrowed by him/her or the renewal of loans by the due date.

The customer must notify the library of changes to his/her contact details. The library shall send messages addressed to the customer (requests for return, reminders, etc.) to the address that the customer last provided the library with.

The customer is responsible for the use of his/her library card. Each library card is individual. If the card goes missing, the customer must notify the library of this immediately. The owner of the card is always responsible for publications borrowed with his/her card.

The customer must handle property of the library with care. The customer is liable for any damage to library property caused by him/her.

Patron block

The customer shall be blocked from borrowing publications in the following cases:

If publications borrowed are not returned or loans not renewed

If the level of overdue fines reaches or exceeds €10

The patron block shall be withdrawn when the late publications that led to the block are returned and/or the overdue fines are paid.

The use of electronic material

Electronic material supplied by Aalto University library (e-books, e-journals, etc.) is available to all customers of the library on the workstations on the libraries' premises. In addition to this, remote login to electronic material, e.g. from home, is possible for Aalto University students and staff. When electronic material in the library's collections is used, the agreements made with the publisher/vendor of the material shall be complied with.

Use of the library's customer workstations

The library's workstations are intended for use of the library services, for study and for research. Access to some workstations is restricted via user ID.

General regulations

Disruptive behaviour on the library premises is prohibited. When using a phone, a customer must not disturb other customers. The library is not responsible for customers' possessions brought onto library premises.

If a customer does not comply with the library's regulations, (s)he can be prohibited from using the library.

Validity

These regulations shall come into force on 1 April 2011. At the same time, earlier regulations shall be revoked.

II Description of services

Opening hours for Aalto University campus libraries

Arabia	Mon-Thu 10-19, Fri 10-16, Sat 10-15
Otaniemi	Mon-Fri 9-21, Sat 9-16
Töölö	Mon-Thu 9-19, Fri 9-16, Sat 10-15
Opening hours for Otaniemi faculty and department libraries	see http://lib.tkk.fi/yhteystiedot/muut_kirjastot/

The opening hours for summer and other exceptional times are shown on the library's web pages.

Loan periods

Otaniemi, textbooks	2 weeks
Other books and report series at Otaniemi	4 weeks
Otaniemi overnight and weekend loans	
the loan period shall end on the next day the library is open after the item is borrowed one hour after the library opens	
Arabia, textbooks:	2 weeks
Arabia, other books	4 weeks
Arabia, slides	2 weeks
Arabia, videos and multimedia	2 weeks
Arabia, journals	2 weeks
Töölö, textbooks	2 weeks
Töölö, other books	4 weeks
Töölö, short loans	the loan period shall end on the next working day after the item is borrowed one hour before the library closes

Part of the collections is available only on the library premises.

Self-service

It is possible for the customer to carry out various loan-related procedures on a self-service basis. These procedures include:

Borrowing using the self-service machine

Returns of loans using the self-service machine (Otaniemi, Töölö)

Reservation of publications on loan using a collection database (Arsca, Helcat, TEEMU)

Renewal of own loans using a collection database (Arsca, Helcat, TEEMU)

Online payment of overdue fines in a collection database (Helcat, TEEMU)

The ordering of publications available from another Aalto University library unit or from the National Repository Library using the universal borrowing service

Reminders sent to a customer

The library sends reminders for publications borrowed by customers that are falling due for return. The first reminder comes by e-mail before the due date, if the customer has provided the library with his/her e-mail address. The next reminders come after the due date either by e-mail or by post. The intention of the reminders is that the customer returns the publications borrowed by him/her or renews the loan by the due date. The sending of the reminders does not transfer responsibility from the customer to the library for the prompt return or renewal of the loans.

Inter-library loan service

Material that is not available in an Aalto University library can be supplied to a customer via an inter-library loan from other libraries. In the inter-library loan, the terms and conditions of the library that has sent the material shall be followed. Books and copies of articles can be supplied via inter-library loans. The customer must pay a charge for inter-library loans. The fees are listed in the price list which is revised on an annual basis.

Information service

The library provides its customers with an information service. The purpose of the information service is to advise customers in the use of information sources.

The information service is free of charge to Aalto University staff and students. Other customers are charged in line with the price list in force at any given time.

Short consultations for the information service and resolution of search queries are free of charge. Services lasting more than half an hour are chargeable.

Information retrieval training

The library offers training in information literacy to support learning, teaching and research of the customers. The objective of the training is to help with the selection of information sources, to facilitate the information retrieval and the evaluation of it, and to provide tools for information management. The instruction is offered to everyone as open training and to satisfy degree requirements as integrated education. The training offered varies between the campuses. The training in information retrieval is free of charge for students, lecturers, researchers and other staff of Aalto University. Other customers are charged for the training in line with the price list, which is revised annually.