

Welcome to the Library!

Terms of Use

You can use the materials, services and facilities provided by the library under the following terms:

When you apply for the library card, please provide proof of your identity (ID-card, passport or similar document) and give us an address in Finland. If you are under 15 years of age you also need a signature from your guardian to apply for the card. The Library Card is personal and the holder (or the guardian) is responsible for all the items that are taken out on the card.

Schools, clubs and similar societies can obtain a library card as a group but must name a contact person when applying.

When you have obtained a library card from one of the RATAMO-libraries, it is valid in all of them. These libraries have a common register and the status of your library card is the same in all the libraries and will be checked when you use the card. RATAMO-libraries are the public libraries of Hausjärvi, Hyvinkää, Nurmijärvi and Riihimäki.

Everyone who wants to check out material from the library must have a library card and it must be presented when you borrow material from the library.

There are some other services the library provides where the library card may be asked as well.

Please remember to notify the library of any changes in your address or name. Also if your card is lost, please inform us immediately, since you will not be responsible for material that is checked out on the card after you have notified the library of the disappearance.

Loans and returns

Depending on the material the loan period is 28 or 14 days. Please note that these times may vary in each of the RATAMO-libraries. The maximum number of items you can have on loan from all of the RATAMO-libraries together at one time is 100, of these 30 can be CD-discs and 10 DVDs.

Please note that when you borrow a movie, the libraries will follow the age recommendations set by the Finnish Board of Film Classification. Please note that you use the materials from the library at your own risk; we do not accept any responsibility for possible damage caused by Computer Disks, tapes or other material obtained from the library.

You can renew your loans five times, if there are no outstanding reservations on them. It is also possible to renew the loans by phone or through the internet service.

Once you have received our bill for an overdue loan, you can no longer renew it.

The loan is overdue right after the library closes on the due date. Overdue fine can be levelled on items returned after this time as stated in the rules of each of the RATAMO-libraries. Some libraries provide drop boxes for returning books when the library is closed. You may use them at your own risk.

The overdue fines will be levelled even when you have failed to renew your loans due to technical problems when using our internet site.

Reservations

For a fee you can reserve items that are currently out on loan. We do not charge for reserving items from our Children and Young People's section. All reservations that come from other libraries (RATAMO- or Kirkes-libraries) carry a fee.

Material that is not available in our library may be obtained through the interlibrary loan service. This service carries a fee and we follow the national interlibrary service rules.

You can have 30 reservations at a time and you can receive notification of their arrival through mail, email or text-message.

Fees

You can use most of the services provided by the library free of charge. Please note, however, that there is a fee on

- obtaining a new library card (not the first one)
- reserving items that are currently out
- interlibrary services

These fees and services may vary according to the rules of each individual RATAMO-library.

[Hausjärvi](#) | [Hyvinkää](#) | [Nurmijärvi](#) | [Riihimäki](#) | [Loppi](#)

Lost or Damaged Items

We expect you to handle the items with care. If any of the items checked out on your card is damaged or lost you are expected to replace it or pay the estimated price for it. Please note that VHS, DVD and CD-ROM cannot be replaced because of copyright regulations. With these items only the estimated price is an acceptable form of compensation.

The library can obtain a court order to collect the fees and charges due. In cases of dispute the matter will be taken to the District Court of the Municipality in question.

Fees and charges once paid will not be refunded.

Cancellation of the Right to Use the Library

The cancellation of your right to use the library means that for a set period you may not avail yourself of our services. Your right may be cancelled if you fail to follow the rules of the library, if you damage the property of the library or unduly bother another patron or the personnel even after repeated requests to cease. The period can be from 24 hours to three months.

Before the right of use is cancelled the parties must be given a chance to be heard first. In mild cases the verdict can be given orally, but normally it will be given in writing. The Head Librarian or a person authorized by her can decide of the cancellation.

You can also temporarily lose your right to take out items if you have been sent three overdue notices of the same items or if your register carries unpaid fines to the tune of 12 euros or more. In these cases your rights will be reinstated as soon as the fines are paid and the items have been returned or compensated for.

All fines, fees and charges that you may have must be paid each year when you visit the library for the first time.

Confidentiality of the Library Register

The library keeps a register of the patrons solely in order to keep track of the loans. NO part of that register is given to outside sources. The Personal Data Act gives you the right to find out what information the library has of you in the register.

The library has the right to enter your social security number into the library register (The Personal Data Act 523/1999, 13§).

The applicability of these rules to each case is determined by the head of the library services in each district in question.

Applicable from 1.1.2011

Riihimäki: Head Librarian,
decision 5/2010.



Riihimäki Public Library