



Kauniainen City Library, 10.2.2020.

# Self-service library rules

## 1. What is a self-service library?

A self-service library allows customers to use the library independently outside the library's ordinary opening hours (e.g. in the mornings, evenings, weekends and on holidays), when there is no staff present.

More information about the self-service library opening hours is available on our website ([www.helmet.fi/kauniainenlibrary](http://www.helmet.fi/kauniainenlibrary)).

## 2. What you can do at the library during self-service hours

During the self-service hours, you can borrow and return material, pick up your reservations, read newspapers and magazines, study, work or just spend time at the library. You have access to the library premises, the library collections, the customer computer terminals and our open Wi-Fi network.

## 3. What you cannot do at the library during self-service hours

Library services that require the presence of library staff are not available during self-service hours.

During self-service hours, public assemblies or events defined in the Assembly Act (530/1999) cannot be held in the library, unless otherwise agreed with the Kauniainen City Library.

## 4. Logging in and leaving the library

During self-service hours, you can access the library if you have a valid Helmet library card. You log in to enter the library using your library card with PIN-code. Each customer must log in using his or her own library card. Children under the age of 15 are permitted to use the library during self-service hours in the company of their guardian. The child's guardian can also sign a form permitting a child under 15 to use the library alone during self-service hours. The permission form must be completed at the library, where the guardian must be present in person so that his or her identity can be verified. The beginning and end of self-service hours will be announced on the library premises over loudspeakers, and information is also posted in the library. You must leave the library premises at the end of self-service hours and when the library closes.

## 5. Responsibilities and liabilities

The library rules apply during the self-service hours. The customer is liable for any damage he or she causes. The user regulations of Helmet libraries, the Public Libraries Act (1492/2016) and the Tort Liability Act (412/1974) apply to cases where damage has occurred. In Finland, the age limit for criminal liability is 15 years of age. In principle, however, persons under the age of 15 are liable to compensate for damages unlawfully caused, because there is no statutory lower age limit for the liability to compensate for damage.



A client entering the library must ensure that no one else enters at the same time. Children under 15 are, however, allowed to enter with a guardian without logging in separately.

Each client is responsible for the material registered to his or her library card.

If problems occur with borrowing or returning items, the problems must be solved with library staff during the regular opening hours.

A library is a public place where the Public Order Act (612/2003) applies. Under the Public Order Act, actions prohibited in a library include the following:

- use of intoxicating substances
- making noise or causing other similar disturbance
- threatening behaviour towards others, both verbal and physical.

Each library user must undertake to ensure that the library is tidy, pleasant and safe. You must leave the library premises at the end of self-service hours and when the library closes. If a customer remains in the library after closing, the alarm will be triggered. The library will invoice customers for triggering the alarm in this manner. You may be banned from using the self-service library if you break the library's rules or violate the Public Order Act. Where necessary, offences will be reported to the police.

## 6. Surveillance and safety

The library has an access control system and recording camera surveillance. Camera surveillance includes footage of customers entering the library, surveillance of the premises and video footage based on motion detectors. The indoor lighting and the loudspeaker announcements are also operated by the control system. The library's fire alarm system is linked directly to the emergency services. More information on exit routes, emergency exits and fire fighting equipment is posted on information sheets in the library. The exit routes and emergency exits are also signposted in the library. A security service makes occasional checks of the library premises and a security check when the library closes.

The recordings from the access control system and recording camera surveillance constitute a personal data register under the Data Protection Act (1050/2018). Camera surveillance recordings can be handled only by persons authorized to do so as part of their work. The units have named persons authorized to handle recorded material. There are some additional staff authorized to view recorded material. The register description is available at the library and on the Helmet libraries website: under the tab "Info", see the section "Using the library". The data controller is the City of Kauniainen.

## 7. Emergencies

In an emergency, call the emergency number, 112. The emergency number and the telephone number of the security guards are posted on signs near the library's main doors and on the notice board.