Espoo City Library
Helsinki City Library
Kauniainen City Library
Vantaa City Library

REGISTRATION
as a library user

☐ Change in personal information

HELMET

Borrower / Customer

Surname	Given names	Personal identity code
Address		Postal code and office
Telephone / GSM	E-mail address (for library's use only)	I would like to receive my notices from the library by ☐ Postal mail ☐ E-mail
I wish to have the library's printouts in ☐ Finnish ☐ Swedish ☐ English	Sex (for statistics only) ☐ Female ☐ Male ☐ Other ☐ Prefer not to disclose	Institution etc. ☐
PIN code (four digits)	Alias	

To be filled in by the representative (guardian of a child under 15, contact person of day-care centre, school class or other institution)

Surname	Given names	Personal identity code
Address		Postal code and office
Telephone / GSM	E-mail address (for library's use only)	I would like to receive my notices from the library by ☐ Postal mail ☐ E-mail
I wish to have the library's printouts in ☐ Finnish ☐ Swedish ☐ English	Sex (for statistics only) ☐ Female ☐ Male ☐ Other ☐ Prefer not to disclose	

I am responsible for my own and the above-mentioned child's, institution's etc. loans

Place and date	Signature Name in print:

Print

kirjastokorttihakemus_eng 12022018 LiveCycle J.Lepistö

Registration form for printing

It is easier for us to make a new library card for you if you fill this form, print it out and take it with you to the library. Please do not forget your passport or ID. This form cannot be sent electronically.

Registration
The information on the borrower and the guarantor is recorded in the library's customer register. The file description is on view at the libraries and on the website Helmet.fi.

PIN code
When receiving a library card a child will also get a PIN code. The PIN code can be changed at the address www.helmet.fi. You need a PIN code, when you wish to use the automatic lending machine, when you wish to look at what you have borrowed, to renew the loans or to reserve material at Helmet.fi. You can also save data for your own use e.g. your reading history at Helmet.fi. The PIN code is also needed for other electronic services and for the use of customer computers.

Alias
If you pick up your reservations from a library with a self-service pick up shelf, you can get an alias (an assumed name). You will get the alias from the customer service desk at the library, when you present a valid ID card accepted by the library. After you have acquired the alias, the reservation pick up slip will no more show your name but your alias.

Mailing choice
The notices from the library are sent to the borrower's address. If you select postal mail as the sending method for the notices, you will receive the hold pickup notices and the first overdue reminders by mail. If you select email as the sending method for notices, you will receive your hold pickup notices, due date reminders and first overdue reminders by email. The potential second overdue reminder is always sent by mail.

The library card of an institution or community
A staff member of an institution or community can use the institution's or community's library card with the consent of the guarantor of the institution or community.