

# LIBRARY RULES

CITY LIBRARY OF MIKKELI – SOUTH  
SAVO REGIONAL LIBRARY

## LIBRARY CARD

Every person has the right to use the library. A library card is needed for borrowing library material. For obtaining a library card you must be able to identify yourself with a photo ID, driving licence or passport. Person under fifteen needs the consent of a parent or guardian.

By signing the library card, the user contents to follow the library directions and to keep to the loan periods. The library card is personal. The holder of the card is responsible for all material borrowed with the card.

A change of name and address, or loss of the library card must be immediately reported to the library.

The holder of the card is responsible for its use, except if it has been reported lost.

User data is kept strictly confidential. After identification the user has the right to check personal information in the library database.

## LOAN PERIODS

The loan period is usually 7, 14 or 28 days.

## RENEWALS AND RESERVATIONS

A loan can be renewed if the item is not reserved by other library users. Reservation can be submitted for currently loaned out items only.

**Renewal by phone:**  
194 2466, 14-18 hrs.

### **Self service:**

The library register can be viewed and renewals and reservations can be submitted via Internet access requires a library card and password determined by the card holder. The password will be saved in the personal register of the holder.

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

Aineistohaku, lainat, varaukset, uusinnat

**WELCOME  
TO  
THE LIBRARY**

## **Books, Paperbacks, Audiotapes, CD`s**

The library offers books, talking books, CD-ROMs, videos, DVDs, music, notes and magazines. The material can be viewed in the library and borrowed free of charge. The staff will be glad to assist you if you need help.

The library computers provide Internet access and are equipped with programs for text and table calculation as well as a CD-ROM drive.

Research rooms can be rented for limited periods of time in the Main Library. Mikkel Hall can be rented for events.