

Pori Public Library Regional Library of Satakunta



Gallen-Kallelankatu 12
PL 200, 28101 PORI
Tel. 02- 621 5800
Fax 02- 633 2582

www.pori.fi/kirjasto
e-mail: kirjasto@pori.fi
catalog: www.satakirjastot.fi

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THE LIBRARY BORROWING SYSTEM

The library provides, free of charge, access to books, newspapers, magazines, audio-visual material, and offers information retrieval and electronic resources and services. The library staff will provide assistance in using the library services.

Library Card

- You will get your first library card free of charge.
- A new card to replace a lost or damaged one is 2 €.
- To get a library card and borrowing right you must show proof of identity and submit your social security number for the library user register. The social security number is for use within the library only. The library card does not show your social security number.
- Foreigners will be registered with the date of birth.
- To get a library card, children under the age of 15 need to obtain written consent from a guardian or an adult guarantor and must show their Sickness Insurance Card (the KEELA card) or some other proof of identity.
- By signing the library card the library user agrees to abide by the regulations. The library card is personal property of the borrower, and the card holder is held responsible for any material borrowed on her/his card. The guardian or guarantor is held responsible for loans made by children under 15 years.
- Always have the library card ready when borrowing books and hand it in at the circulation desk.
- The library can also accept the use of other library cards or identity card with a bar code.

Borrowing

- Loan period for borrowed material is usually 28, 14 or 7 days.
- The borrower may have, at any given time, a maximum of 150 items on loan, of which up to 30 may be CD or LP records, 10 video tapes and 10 CD-ROMs or DVDs.
- Borrowed material must be returned promptly by the due date. The loan period expires on the due date on regular opening hours. If items are returned to the drop box, they will be registered on the next opening day. The customer is responsible for the loans which are returned to the drop box.
- Fines for overdue items and any additional charges are entered into your debt account. When the account shows that you owe the Library more than 10 € in fines or other charges your borrowing privilege will be suspended. Borrowing privilege will be given back to you when all debt is paid.
- The customer has a possibility to have his/her or guarantor's identity checked at the time of the borrowing process. If the library card is lost the card holder is held responsible for any material borrowed on his/her card until he/she has given a notice to the library of a lost card and it has been cancelled.

Satakirjastot Net Library

Satakirjastot is a combined net library for public libraries in Satakunta at: www.satakirjastot.fi. There you can see the material of all the libraries belonging to Satakirjastot. The library card of one of the libraries is valid in all others. Borrowed material can be returned in any of these libraries.

Receipt

- You will get a receipt of the loans you make.
- The return-date of the items (the due date) is printed on the receipt so you should keep it to help you remember to return the items on time.
- When returning or making reservations for items be sure to ask for a receipt if you want one.

Renewing loans

- Items can be renewed by phone (02-621 5817) or on the Internet (www.satakirjastot.fi) on condition that they are not reserved for another customer. Items can be renewed up to 8 times.
- In order to renew loans on the Internet a PIN code is needed. To get a PIN code the customer will be asked to present his/her identification card.

Reservations

- Reservations for material currently on loan can be made by paying a reservation fee. Reservation can be made at the service desk or over the Internet. Reserving over the Internet the customer needs a PIN code.
- You will be charged 50 cents for each item reserved at the Pori Public Library or 1 euro for a reservation from a public library belonging to the Satakirjastot net library. At the Children's´ department the reservation fee is 20 cents.
- Reservations are arranged into one line of reservations, so that reservations made in the various libraries all enter the same line. This why the circulation of material is speedy and democratic, and the items reach you in the farthest branch library just as fast as they would had you placed the reservation in the main library.
- Library offers free e-mail or SMS message notification of reserved items. When your reservation is ready for you to pick up, the library will send an e-mail or SMS message. To receive notices you have to give your cell phone number or your e-mail address. Please contact the Circulation desk or library personnel.

E-mail reminders before the due date

- An e-mail reminder will be sent to you 1-7 days (you can define yourself) before the item is due, notifying you that the due date is approaching. That way you can be sure to return it on time and avoid overdue fines

CHARGES AND COMPENSATIONS

The holder or guarantor of the library card is responsible for the payment of charges. If fines or charges remain unpaid, or if the amount of fines owing exceeds 10 €, borrowing privilege will be suspended. Borrowing privilege will be reinstated after all overdue material has been returned or compensated and fines and charges have been paid.

The library will send two reminders and an invoice for expired loans. After that the library will contact a collection office to have the charges and compensations paid.

Fines for overdue items

Fines for overdue items are charged after the due date.

Charge for all items is **10 cents / day**. Max. 6 €/loan.

Only posting and handling charges are charged for overdue items from the Children's and Young Adult's Department.

- ***An overdue notice sent 1 week after the due date.***
Posting and handling charges **2 €**
- ***An overdue notice sent 4 weeks after the due date***
Posting and handling charges **3,5 €**
- ***An overdue notice sent 2 months after the due date together with an invoice subject to collection.***
Posting and handling charges **8,5 €**

Compensations

Lost or damaged material must be compensated in accordance with catalog pricing.

- Slide case, safety bag for multimedia 4 €
- Cassette, disc or video tape case 2 €
- Supplement (paper) 3,5 €

Library card

- The first library card free
- A new card to replace a lost or damaged one 2 €

Reservation fee for an item

- **50 cents**

- **1 euro** for a reservation from a public library belonging to the Satakirjastot net library.
- Children's´ department **20 cents**

Copy service

Paper copies - photocopy **50 cents**
Charges cards for photocopies for A4 copies

- 6 copies 2 €
- 12 copies 3,5 €
- 70 copies 17 €

Interlibrary loan

Customers to the interlibrary loan system must be registered borrowers. The request fee will not be refunded even though the item cannot be supplied or the request is cancelled by the borrower.

Photocopies 2 € and charges set by the holding library, the minimum charge being **50 cents/page**. Payment on collection.

Loans

The request fee is either collected when the request is handed in or entered into the borrower's debt account.

Interlibrary loan in Finland **4 €/request**
No additional charges to the initial request fee.

Interlibrary loan from the Nordic countries **4 €/request**
The request fee plus **4 €** on collection of the item.

Interlibrary loan from rest of the world **4 €/request**
The request fee plus **16 €** on collection of the item.

Microfilmed material: microfilmed reel **1 €/reel**,
microfiche **4 €/request**.

NB! In addition to the above charges, the National Archives and Regional Archives of Finland will send an invoice to the borrower.

Exhibition area and Conference room

Exhibition area 50 €/exhibition + VAT 22 % (2 weeks).
Conference room 50 €/meeting + VAT 22 %.

Sell of used library books

Most books 0,5 – 2 € each. Valuable books according to value.

Prints 20 cents /page.

INTERNET BOOKING SYSTEM and USER GUIDELINES

- Pori Public Library has Internet workstations for your use at no charge.
- Internet sessions can be booked by Internet Booking System
<http://pori.ajanvaraus.atp.fi>
- In order to use the Internet Booking System you need a library card and a PIN code. To get them you will be asked to present your identification card.
- Bookings may also be made by telephone during library hours or with the help of the personnel at the service desk. Tel. 02-621 5815, 02-621 5822.
- Users under 15 years old may only make reservations to use workstations in the Children's Department.
- Use is limited to 2 hours/day.
- You can make only one booking at a time. A new booking can be made when you use the computer you booked.
- You cannot reserve a new Internet session until you have used the previous one.
- Reservations can be made up to 2 weeks in advance.
- In the lobby there are 3 workstations only for using e-mail. Maximum session is 30 minutes.
- The Main Library has also queue-up computers, which cannot be booked. But you need to log in to the computer with your library card and your PIN code. Use is limited to 30 minutes.
- There is 20 cents charge per page for printing.
- Hardware and software cannot be added to or deleted.
- Staff provides limited assistance for basic start up procedures.
- Free Internet classes are held on Thursdays 13.00 – 15.00. No advance sign-up is needed.

THE PORI PUBLIC LIBRARY ONLINE CATALOG

[**http://www.satakirjastot.fi**](http://www.satakirjastot.fi)

The Online Catalog can be consulted, free of charge, from any computer connected to the Internet network.

Search the Catalog to see whether an item is in the Library or on loan or how many reservations are on it.

If you have a PIN code you can check your current loans, renew them or make reservations.

To obtain a **free PIN code**, contact the Circulation Desk and provide proof of identity.

MAIN LIBRARY AND BRANCH LIBRARIES

MAIN LIBRARY

Gallen - Kallelankatu 12, 28100 PORI

Tel. 621 5800

Fax 633 2582

kirjasto@pori.fi

homepage: **www.pori.fi/kirjasto**

online catalog: **www.satakirjasot.fi**

ADULT'S DEPARTMENT and INFORMATION SERVICES

Tel. 621 5810, 621 5811, 621 5812, 621 5821

tietopalvelu@pori.fi

- fiction and non-fiction books, language audio tapes, audio books, video tapes, CD-ROMs, DVDs, reference collections.
- copy machine

MAGAZINE READING LOUNGE

Tel. 621 5822

lehmus.kirjasto@pori.fi

- 700 Finnish and 100 foreign magazines, microfilm readers, copy machine, researcher's rooms
- newspaper and magazine databases

MUSIC DEPARTMENT

Tel. 621 5823

lehmus.kirjasto@pori.fi

Music recordings, books on music, printed music (inc. scores)

NB! Foreign language fiction on the second floor.

CHILDREN'S DEPARTMENT

Tel. 621 5819

lapset.kirjasto@pori.fi

Fiction and non-fiction books, comic books, magazines, video tapes, CD-ROMs, fairy tales, music recordings, Internet, CD-ROM games, board games

CIRCULATION DESK

Tel. 621 5815

lainaustoimisto.kirjasto@pori.fi

Library cards, reserved items, overdue notices and invoices, renewal of books on loan (Tel. 621 5817)

INTERLIBRARY LOAN SYSTEM

Tel. 621 5810

kaukolainat@pori.fi

Provides items not available in this library.

SATAKUNTA COLLECTION

Tel. 621 5845 (weekdays 10 - 16)

Books, magazines, annual reports, articles etc. on Pori and Satakunta

EUROPE INFORMATION

Desk staffed on Monday – Friday 10 - 15.45

Tel. 010 3456 610

GSM 040 510 7528

Fax. (02) 633 2582

www.eurooppa-tiedotus.fi

Information on the EU and Finland's membership, free advice, information retrieval, leaflets, reference books, maps.

BRANCH LIBRARIES

Ahlainen	Nahkurinkuja 2 29700 Ahlainen	Tel. (02) 548 6335 ahlainen.kirjasto@pori.fi
Käppärä	Kalevanpuisto 56 28120 Pori	Tel. (02) 621 5883 kappara.kirjasto@pori.fi
Noormarkku	Finpyyntie 4 29600 Noormarkku	Tel. (02) 540 5155 noormarkku.kirjasto@pori.fi
Pihlava	Rieskalantie 4 28800 Pori	Tel. (02) 621 5886 pihlava.kirjasto@pori.fi
Reposaari	Kirkkokatu 20 28900 Pori	Tel. (02) 638 4096 reposaari.kirjasto@pori.fi
Ruosniemi	Ylikyläntie 8 B Ruosniemen ala-aste 28220 Pori	Tel. (02) 639 3120 ruosniemi.kirjasto@pori.fi
Sampola	Kouvonraitti 7 28370 Pori	Tel. (02) 621 5881 sampola.kirjasto@pori.fi
Central Hospital	Sairaalantie 3 28500 Pori	Tel. (02) 627 7299 keskussairaala.kirjasto@pori.fi

MOBILE LIBRARY

The timetable for mobile library is available in all libraries and on Internet
<http://www.pori.fi/kirjasto/toimipaikat/kirjastoauto.html>

Tel. 044-701 9239, 02-621 5832
auto.kirjasto@pori.fi

OPENING HOURS 2011

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pääkirjasto	10-20	10-20	10-20	10-19	10-19	10-15
Ahlainen	14-19		10-14	14-19		
Käppärä	12-19	12-17	12-17	12-19	12-17	
Noormarkku	11-19	11-19	11-19	11-19	11-19	10-14
Pihlava	11-19	11-19	11-19	11-19	11-19	10-14
Reposaari	13-19	10-16	10-16	13-19		
Ruosniemi	10-16	13-19	10-16	13-19	10-16	
Sampola	10-19	10-18	10-18	10-18	10-18	
Central Hospital	10-16	10-16	10-16	10-16	10-16	

Holiday Closings can be checked in the Internet
<http://www.pori.fi/kirjasto/aukioloajat.html>