

LUT LIBRARY LENDING RULES

1. The collections of Lappeenranta University of Technology Library are available to all customers who commit to following these rules.
2. Customers are to inform the library about changes in their name or address. New LUT student data are downloaded automatically into the Library's Wilma database, if the customer agrees to the information transfer. Other customers fill in a customer information form in order to receive the right to lend material from the Library. The customer database documentation is available (in Finnish only) in the Library as well as on the Library homepage under the link 'Overdue fees and replacing lost items'.
3. The lending period of textbooks (study books) is two weeks. Other books, excluding the reading room and reference material, can be borrowed for four weeks.
4. The lending period of diploma theses is two weeks.
5. One copy of each textbook is dedicated to reading room use. The reading room copies can be borrowed for a night or for a weekend. Night loans can be picked up after 4 p.m. and they must be returned by 10 o'clock in the morning. Weekend loans are available after 2 p.m. on Friday and they must be returned by 10 o'clock on the next working day.
6. Reservation of equipment available for lending is done at the Origo helpdesk. Loan periods vary according to equipment.
7. Loans are registered in the library system or on a receipt.
8. Loans of publications can be renewed unless there are reservations to the publications. Publications, which are currently on loan, may be reserved; whereas customers may not reserve publications, which they themselves have currently on loan. An overdue fine on loans returned or renewed after the due date is charged from students and customers outside LUT. The overdue fines are listed in the Library price list.
9. Loans are claimed after the due date. The Library will charge the customer for missing borrowed material if it is not returned despite claiming.
10. The customer must replace a missing or damaged item by a new one or by paying an equal compensation. See the list "Overdue fees and replacing lost items".
11. If the customer doesn't follow the lending rules, the Library can deny his/her right to borrow temporarily or forever.
12. Customers may copy the available publications according the standing copyright laws.
13. Faculties/Departments manage their own literature.

Library board decision on November 10, 2009