

24/7 etiquette in Lappeenranta Academic Library

1. Skinnarila Campus Library is available to LUT and Saimia personnel and students 24/7, but for example in holiday seasons there may be restrictions in self-directed use of the Library. Restrictions and closing times are notified on the Library's website, at Origo Service Desk and at entrances of the Library.
2. Signing in to the Library is done with "lutikka", magnetic key. Everyone entering the Library during self-directed times has to sign in with his own key. Be prepared to prove your right to be in the premises for ex. with you ID card, passport, student card or driving license. Guards and library staff have a right to check identity of everyone in premises and confirm the validity of the magnetic key. Guards make spot checks among the customers during self-directed times in the Library.
3. Entrances to the Library are through the Library's main door on service floor (3rd floor) and through the door on the top floor of the Library (7th building, 4th floor).
4. Customers have to commit to the Library's rules on usage and loans and 24/7 etiquette.
5. When the Library is closed for other customers, LUT and Saimia personnel and students may use the Library premises and equipment self-directed. Workshop rooms have to be reserved as during the daytime. Customers are obligated to follow the instructions of lending and returning machines till the end.
6. All material has to be borrowed before taken out of the Library. If the gate alarm goes off, the customer must return and use lending machine for borrowing the material. NB! Not all items are available for borrowing in the Library! If you cannot borrow book etc. by using lending machine, leave the material at the Origo Service Desk and come back to the Library during service hours.
7. The customer is responsible for borrowed items until they are returned to the Library correctly. This means that you have to complete the function at the returning machines: check the display – the titles of all returned items have to be found in the list, follow the instructions till the choice whether you want a receipt or not. If returning by machine is not possible, return your loans to the return box located next to the Library entrance. Your loans will be checked in on the next working day of the Library.
8. Library is working space, where you have to take other people into account:
 - Avoid loud speaking and disturbing behaviour especially in silent working areas.
 - Leave your working spot clean for the next user.
 - Follow the Library's rules on usage and loans and other instructions.
9. Eating in the Library's premises is forbidden. Only lidded drinks are allowed. If you spill your drink, remember to clean it.
10. There is recording electronic surveillance in the Library premises. If any misuse of the premises or equipment is noticed, admission to the Library may be stopped.

In case of disorder or in dangerous situation you can reach the guard by telephone at +358 40 590 5669 or +358 20 515 9100.