



# Bank of Finland Library Application/agreement

APPLICANT'S SURNAME AND FIRST NAME	
TITLE OR OCCUPATION	
DATE OF BIRTH	
STREET	
POSTOFFICE	
EMAIL	
TEL. HOME	
TEL. WORK	
EMPLOYER OR PLACE OF STUDY	

## AGREEMENT

I hereby agree to follow the valid rules and regulations of the Bank of Finland Library (Appendix 1), to return the material I have borrowed to the library at the end of the loan period, and to compensate for any lost or damaged material. I also agree to inform the Bank of Finland Library of any changes in my agreement information.

PLACE AND DATE	APPLICANT'S SIGNATURE
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- Appendix 1 Rules and regulations  
Appendix 2 Bank of Finland Library's charge list



## Rules and regulations

**Opening hours** The Bank of Finland Library (Library) is open subject to agreement Monday through Thursday from 12:00 to 3:30 pm. The Library is closed in July, on Maundy Thursday, New Year's Eve and on public holidays, including days between public holidays as separately announced on the Library's website.

**Right to borrow** The right to borrow is given to a person (Customer) to whom the Bank of Finland has granted authorisation to use the Library. The right to use the Library is personal. Upon arrival to the Library, the Customer must prove his/her identity.

### **Borrowed material**

The material in the Library collections is lent mainly to personnel of the Bank of Finland and the Financial supervisory Authority. Customers have the right to borrow most of the printed material but not eg language course material, reference books, statistics, new acquisitions, maps, journals and magazines, books valued at over EUR 300 and certain old material specified by the Library.

### **Loan period**

The loan period is 2 weeks. A loan can be renewed twice. The material must be returned to the Library during opening hours, or to the box of returned books in the lobby just inside the staff door at Rauhankatu 19.

Customers must return the material by the due date. If a customer does not return the material he/she gets a reminder. If the Customer does not return the material within a week after having received three reminders, or if the Customer damages or loses borrowed material, the Customer forfeits his or her right to use the Library. The Customer is liable to compensate for any non-returned material in accordance with the list of charges (Appendix 2). The Library uses an outside collection agency in collecting the fees, when necessary.

### **Borrowing and copying charges**

Copying of the material as self service is permitted. Copying charges must be paid in cash at the Library. Scanning of the material is not possible but you may use your own camera to take photographs of publications.

Borrowing and copying charges are based on the valid list of charges (Appendix 2).

### **Validity of rules and regulations**

These rules and regulations are valid until further notice. The Library has the right to amend the rules and regulations at any time.



## Bank of Finland's Library's charge list

**Borrowing** No charge if material is collected from the Library or delivered through the Council of State's distribution service.  
EUR 10 per book if material is delivered using the inter-library loan service (sent by post). Bank of Finland and European Central Bank publications are available for borrowing by post free of charge.

### **Fine for overdue books**

EUR 0.50 per item per day.

### **Lost books or other material**

Replacement cost for lost books or other material, plus handling charge (EUR 22). If the lost material cannot be replaced, the cost is EUR 80 per lost item.

### **Copying charge**

Self service at the Library: 16 cents per page. Payment at the Library in cash only.  
Copies by post (inter-library loan service only): EUR 15 per article.  
Copies of Bank of Finland and European Central Bank publications, including Bank of Finland archives material, free of charge for a maximum of 30 pages per visit.  
For copies exceeding 30 pages, a charge of 16 cents per page.

### **Overdue payments**

All collection charges incurred through the use of a collection agency for overdue payments are to be paid by the customer.