Rules for using the self-service libraries

- In the self-service libraries, customers can also visit the library outside the regular opening hours.
- During the self-service hours, the library does not have library staff to supervise and guide the use of the library. There may also be other customers in the self-service library.
- A valid OUTI library card and PIN are required to enter the library when there are no library staff members on the premises during self-service hours. PIN can be obtained from the library in person. If the customer has added an e-mail address to their contact details, they can order a new PIN via e-mail from the OUTI Web Library (the ‘Forgot your PIN?’ link available in the login window).
- Library users adhere to follow the rules of the Oulu City Library and to maintain cleanliness and order when visiting.
- Customers must leave the premises when the self-service library closes and check that the doors are closed properly when entering or leaving the premises. The customer accepts full responsibility and liability for any alarm caused by the customer.
- The safety and use of self-service libraries is monitored with video surveillance. The library has a security service in use.
- Customers that enter the library during self-service hours accept full responsibility and liability for any damages or losses caused by the customer or any other person that they let inside the library.
- Children and young people under 16 years of age can enter self-service libraries with their own library cards if their guarantor has authorized
them in the customer register. The parent or guardian must visit the library in person and prove their identity with a valid ID card.

- The guarantor accepts full responsibility and liability for the use of self-service libraries with their child’s library card.
- When entering a self-service library, the customer must identify themselves using their personal library card. Strangers must not be allowed to enter at the same time. The guarantor accepts full responsibility and liability for any damage people who enter with their child might cause.
- Abuse and violation of the library's rules will result in the loss of the right to use the self-service libraries.
- If the customer loses their library card or changes their name or address, they must notify any of the OUTI libraries as soon as possible. Self-service libraries cannot be accessed with a library card that has been reported to be lost.
- Register description of the use of self-service libraries is available on the Oulu City Library’s website (in Finnish):
  https://www.ouka.fi/oulu/kirjasto/omatoimikirjastot
Booking rules for premises at self-service libraries

- Various workspaces and meeting places in the self-service libraries can be booked through Varaamo at varaamo.ouka.fi.
- The reservation is made with a personal OUTI library card and PIN, which is the same as when logging in to the OUTI Web Library.
- The library recommends that all participants log in to the self-service library separately with their own library cards. The organizer of the event or club may also admit the participants, but in this case the organizer is liable to pay for any damages caused by the people admitted.
- The users of the premises adhere to comply with the rules of self-service libraries.
- Activities on the premises must be in line with the core values of libraries (equality, responsibility, community, courage and freedom of expression).
- Activities on the premises must be free of charge.
- Note that there may be other library users in the library. The use of reserved premises must not prevent other customers from using the library. The library space is not a completely silent space unless it is specifically marked as such. Activities may cause some sound within reasonable limits, as long as they do not disturb other library users.
- Clean all the rubbish and leave the premises in the same condition as they were.
- A restroom is available for use in the self-service hours. (If not, it is mentioned in the information of the premises.)
- If you want to leave feedback, you can do so at outi.finna.fi or by sending an e-mail to info.kirjasto@ouka.fi
• The library customer service is open at 08 558 47337 and via email: info.kirjasto@ouka.fi during the opening hours of the Main Library.
• Each library has library-specific contact information for the property and property managers, as well as any security service numbers.