

## BANK OF FINLAND LIBRARY APPLICATION/UNDERTAKING

Applicant's surname First name	
Title or occupation	
Date of birth	
Address	
Email	
Tel., home	
Tel., work	
Employer or place of study	

- I would like to receive the reminders by email.  
 Bank of Finland Library may send me library news by email.

### Undertaking

I hereby undertake 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 undertake to inform the Bank of Finland Library of any changes in my personal and/or address data, and if I lose the Library Card issued to me by the Bank of Finland Library.

Helsinki, Applicant's signature

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APPENDICES: 1 Library rules and regulations

APPENDICES: 2 List of charges

## RULES AND REGULATIONS

### Opening hours

The Bank of Finland Library (Library) is open Monday through Friday from 12:00 to 3:30 pm. The Library is closed on Maundy Thursday and New Year's Eve.

### 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 show the Library card issued to him or her by the Library.

### Borrowed material

The material in the Library collections is lent mainly to the 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 over EUR 300, books in the BOFIT collection or 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.

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, if necessary.

### Borrowing and copying charges

The borrowing and copying charges are based on the valid list of charges (Appendix 2). The charges can only be paid in cash.

### 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, if necessary.

## BANK OF FINLAND LIBRARY'S CHARGE LIST

### **Borrowing**

No charge if material is collected or delivered through the Council of State's distribution service. EUR 10 per book if material is posted (inter-library loans only). Publications of the Bank of Finland and the European Central Bank are 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.

### **Lost library card**

EUR 10

### **Copying charge**

Self service at the Library: 20 cent per page. Payment in cash only.  
Copies by post (inter-library service only): EUR 15 per article.  
Copies of Bank of Finland and European Central Bank publications are free of charge.

### **Overdue payments**

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