

Fees and replacements

Fines and reminder fees

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|----------------------------------|---|
| Fine | 15c/loan/library opening day Maximum fine is €3/loan |
| Reminder (1st and 2nd reminder) | €2 |
| Invoicing and debt recovery fees | Set individually by each municipality |

Service charges

| | |
|---|---------------------------------------|
| Hold on library material | Free |
| Uncollected hold | €1 |
| Inter-library loan from the National Repository Library or libraries with regional development task | €4 |
| Inter-library loan from other libraries in Finland | €8 |
| Inter-library loan from abroad | Per actual costs |
| Inter-library loan copies | Per actual costs |
| Printout or copy | Set individually by each municipality |

A customer loses their borrowing rights when they have outstanding payments of €20.
They recover their borrowing rights when their outstanding payments are below €20.

Replacement fees

The library lending the material sets the replacement fees.

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|--|---------------------------------------|
| New library card to replace lost or destroyed card | €2 |
| Lost or irreparably damaged material | New item or replacement fee |
| Lost or damaged film/TV recording, CD/DVD disc | Replacement fee* |
| Protective case, bag or folder for material | Set individually by each municipality |
| Other replacements of damaged material | Set individually by each municipality |

Minimum replacement fees

| | | | |
|---------------------|-----|------------------------------------|-----|
| Children's magazine | €4 | CD (music) | €15 |
| Adults' magazine | €6 | DVD or Blu-ray disc | €30 |
| Children's book | €10 | Audiobook package or MP3 audiobook | €30 |
| Adult book | €15 | CD/DVD package | €40 |
| Audiobook | €15 | | |

Other potential products for sale are priced separately by the library.

Material types and loan periods

The maximum number of loans is 100 loans/customer. In addition, there are limits for certain types of material listed in the table. There is no limit to the number of holds a customer can place. Loans can generally be renewed six (6) times, except for quick loans and items with holds on them.

| Material type | Loan period | Holds allowed | Max. loans/customer |
|--|---------------------------------------|---------------|---------------------|
| Book Map | 28 days | yes | 100 |
| Sheet music and score Multimedia Working drawing Slide | 28 days | yes | 100 |
| CD-ROM/DVD-ROM CD (music or speech) Cassette tape and record Video cassette Article | 28 days | yes | 50 |
| Periodical Some textbooks Seasonal material (e.g. Christmas books) | 14 days | yes | 100 |
| DVD and Blu-ray disc (film and TV recordings) Video game New arrivals (specially labelled new books and records) | 14 days | yes | 20 |
| Other items**(e.g. board games, exercise equipment, power consumption meter or headphones) | Set individually by each municipality | | 10 |
| Quick loan | 10 days | no | 10 |
| Inter-library loan | Dispatching library sets loan period | | |

Electronic material

| Material type | Loan period | Holds allowed | Max. loans/customer |
|-----------------------------------|-------------------------|--|--|
| E-book E-audiobook | 1–28 days | According to each service's terms and conditions | According to each service's terms and conditions |
| E-films E-newspaper E-music | For duration of session | no | According to each service's terms and conditions |

Material for library use only

Image (printed or electronic)
Manuscript
Microfilm and microfiche
Newspaper
Some online material
Some articles
Handbook material

- * For copyright reasons, film and TV recordings, CD/DVD-ROM discs and some other similar materials may not be replaced with a new copy. The replacement fees for these materials includes a royalty.
- ** These items and inter-library loans must be returned to the library they were borrowed from. Other borrowed material can be returned to any Helle library.

Helle

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LIBRARIES

ENGLISH

Helle Library: Fees and Loan Periods

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