

Tritonia Allegro

Guide for new customers

Contact information

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About Tritonia Allegro

Tritonia Allegro serves students and staff at the units of Novia University of Applied Sciences and Centria University of Applied Sciences in Jakobstad, but as a public academic library, Tritonia Allegro is open to everyone. We offer a wide range of library services in Swedish, Finnish and English.

Tritonia Allegro is located at Campus Allegro in the centre of Jakobstad. The collections of the library focus on art, performing arts, music and business economics. In addition to books, there are journals, printed music and CDs in the library.

Facilities

The Library is open to everyone. There are reading spots with tables and chairs both for group work and individual studies, a self-service loans machine, a quick search computer for searching in the Tritonia Finna portal, and an A3 scanner. Students and staff can also log into the UAS networks on computers in the library by using their UAS username and password. External library users who wish to access the e-resources of Novia and Centria UAS can do so by asking the library secretary for assistance.

Apply for a library card

You can apply for a library card by filling in the library card application form at www.tritonia.fi. This applies for students and staff as well as for external library users.

PIN code

You need a PIN code in order to use the self-service loans machine, to renew your loans and to reserve books in the Tritonia Finna portal.

Students and staff: When logging into the Finna portal for the first time, log in with your UAS username. Then link your library card to your account.

Others: Log into the Finna portal with your library card.

When you log in for the first time, use your surname as your password to access your account.

Then change your password into a personal 5-digit PIN code. If you forget your password, please contact the library.

Borrowing books

The loan period for textbooks is 2 weeks. The loan period for books in the general collection is 4 weeks. Theses and journals cannot be borrowed.

You can borrow books by using the self-service loans machine in the library or by contacting the staff at the lending desk. You need a library card and a PIN code to use the self-service loans machine. Follow the instructions on the screen of the machine. If necessary, ask the library staff for help.

Renewing books

You can renew your loans in the Finna portal yourself by logging into your account.

Alternatively, you can send a renewal request to allegro@tritonia.fi. If the book is already reserved, it cannot be renewed.

Reserving books

You can reserve books in the Finna portal yourself or at the lending desk without charge. Look for more information about how to make a reservation at www.tritonia.fi. You will receive an e-mail when the book you have reserved is available. Reserved books are stored in the library for 3 weekdays.

You can cancel your reservation in Finna. If the book has already arrived, contact the library to cancel the reservation.

Tritonia Express is a chargeable service for reserving books available in the bookshelves. Make a request by contacting the library. The fee is 2 euro/book. The service is free of charge for staff and for physically disabled students. You can also request books from Tritonia Vaasa to Jakobstad, check www.tritonia.fi for service charges. Please observe that textbooks and overnight loans are not sent from Vaasa to Jakobstad or vice versa.

Overnight loans

Overnight loans available on the shelf can be borrowed at any time, returned books are available to customers from 12.30 on the return day. Overnight loans cannot be renewed or reserved and they must be returned the following day before 12.00. Overnight loans borrowed on Thursday must be returned on Monday before 12.00. Overdue fees for overnight loans are considerably higher than other overdue fees (see service charges).

Returning books

Return or renew your loans before the due date in order to avoid overdue fees. You can check due dates of your loans in Finna. A courtesy notice is sent by email before the loans expire. The library is not responsible for courtesy notices reaching the borrower or for any inconveniences caused by technical malfunction.

When the library is closed, loans can be returned in the book return box outside the library during building opening hours. In summer there may be changes in the opening hours and deadlines for returning books.

Interlibrary loans

The interlibrary loans service enables you to borrow, or order photocopies of material, which cannot be found in Allegro or Tritonia Vaasa. Before making a request, check if the book could be borrowed from another library nearby. The interlibrary loans service is chargeable, see service charges. A fee will be charged even if you decide not to collect the requested interlibrary loans or photocopies. The sending library determines the loan period and other conditions for borrowing.

Students writing their thesis may be entitled to free interlibrary loans, see https://www.tritonia.fi/en/interlibrary_loans_for_customers. Other students and staff are entitled to free interlibrary loans from the libraries of Åbo Akademi University, Hanken and Centria UAS.

Overdue fees and patron block

When loans are returned late, overdue fees accrue. If the borrower has unpaid overdue fees of a total of 10 euro or more, a patron block will take effect. If the borrower is a registered staff member, the limit is 100 euro. A patron block means that the borrower cannot borrow, renew or request books. The patron block is removed by paying the overdue fees.

If loans are not returned though several requests have been made, the library will send an invoice for the material. Compensation has to be paid for damaged, destroyed or lost material.

Paying charges

Overdue fees, interlibrary loans and other service charges can be paid online in Finna, see <https://www.tritonia.fi/en/overduefees> for additional information. You can only pay overdue fees for loans that have been returned or renewed. Contact the library if you need assistance.

Change of address or personal data

Please inform the library of any changes in address or personal data or if you have lost your card. Contact the staff at the service desk or send an email to allegro@tritonia.fi.