

Tritonia Allegro

Short guide to library services

Contact information

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Tritonia Allegro

Tritonia Allegro serves the units at Åbo Akademi University, Novia University of Applied Sciences, and Centria University of Applied Sciences in Jakobstad. We offer diverse library services in Finnish and Swedish, as well as in English. As a public academic library, the library is open to everyone.

The Tritonia library unit in Jakobstad is located at Campus Allegro, where Åbo Akademi University, Novia University of Applied Sciences, Centria University of Applied Sciences, YA! Vocational Education and Training and Musikhuset i Jakobstad all operate.

The collections at Tritonia Allegro focus on art, music, business economy, education and psychology.

Borrowing

You can borrow books at the loan desk or by using the self-service loans machine. 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.

PIN code

You need a PIN code to use the self-service loans machine and to renew loans and request books in the library portal Finna.

You must change the PIN code in Finna under "Your account". When logging on for the first time, use your last name as password to access "My account", where you then can change the name for a personal PIN code. The PIN must consist of 5 numbers. If you forget your PIN, the code can be changed back to a default 12345 code at the loans desk by presenting identification.

Using the self-service loans machine

In order to use the self-service loans machine, you need your library card and PIN code. Put the book on the machine, under the reader, with the bar code up, to deactivate the alarm. Take the receipt from the printer. The due date is mentioned on the receipt.

Renewing books

You can renew your loans in Finna, see www.tritonia.fi Choose the Finna portal and log on to your account in the upper right corner of the portal. You can also submit a renewal request to allegro@tritonia.fi. A loan cannot be renewed if the book is reserved.

Requests

You can request books yourself in Finna. For further instructions, please visit www.tritonia.fi. If you have given your email address to the library, you will get a notification by email when the requested book has arrived. Notifications sent by regular mail will be charged according to the service fees.

If you want to cancel a request that is already available in the library, you must notify the library or send an email to allegro@tritonia.fi. Requests that have not yet arrived may be cancelled in Finna (Your account).

Tritonia Express is a chargeable service for requesting *books available in the bookshelves*.

Make a request by phoning the library. The fee is 2 euro/book.

If you want to request a book *from one library unit to another*, please contact the library unit where the book is located. Please observe that the transport may take a few days. The fee is 2 euro/book. Observe that text books and overnight copies cannot be sent from one unit to another.

Returning books

Please return or renew your loans before the due date in order to avoid overdue fees. 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.

Overnight loans must be returned the following workday before 12 o'clock (noon). Overnight loans borrowed on Thursday must be returned on Monday before 12 o'clock (noon). During summer, there may be changes in the opening hours and return deadlines.

When the library is closed, loans can be returned by using the book return box outside the library, when the Allegro building is open. Books returned after closing time will be handled the next workday.

Overnight loans

Overnight loans available on the shelf can be borrowed at any time. Overnight loans that are returned are available to customers from 12.30 on the return day. Overnight loans must be returned the following workday before 12 o'clock (noon). Overnight loans borrowed on Friday must be returned on Monday before 12 o'clock (noon). Overdue fees for overnight loans are considerably higher than other overdue fees (see service fees).

Interlibrary loans service

The interlibrary loans service enables you to borrow, or order photocopies of material, which cannot be found in our library or Tritonia's other units. Before making a request, check if the book could be borrowed from another library in the area. The interlibrary loans service is chargeable, see service fees. 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.

Overdue fees and patron blocks

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 of one of the universities or universities of applied sciences in Vaasa, the limit is 100 euro. The patron block is removed by paying a part of the overdue fees or the total charge. A patron block means that the borrower cannot borrow, renew or request books at Tritonia. Fees are charged even if renewing has not been possible because of network connection problems or other technical problems. Contact the library staff, if problems occur.

Overdue fees can be paid in cash at the library or into the library bank account

Danske Bank FI3789199710000872. The recipient is the University of Vaasa. The index number is **275013**. When paying into the bank account, the payment appears on the account with a delay, but if you bring the receipt of the payment to the library or email it to allegro@tritoniam.fi, we can remove the overdue fees from your patron record immediately.

The library may send you an overdue notice by email after the due date. The customer is still obliged to pay attention to due dates of his/her loans. If loans are not returned though several requests have been made, the library sends an invoice for the material. Compensation has to be paid for damaged, destroyed or lost material.

Change of address or personal data

The borrower is obliged to inform the library of changes in address or other personal data. You can do this by notifying the staff at the service desk or by sending email to allegro@tritoniam.fi.

Information services

Information service is available at the service desk at Tritonia Allegro.