



Departmental Loans from the Legal Deposit Collection

Jyväskylä University Library houses a Legal Deposit Collection, Fennica, based on the Act on collecting and preserving cultural materials. The collection is an archive collection of which the items can be borrowed for use in the library reading rooms only. Those entitled to departmental loans can also keep the material at their offices at the University.

Who is entitled to departmental loans?

Materials can be given as departmental loans to staff, teachers and researchers for their own use for teaching and research purposes. The person entitled to departmental loans has to have a personal workstation at the University. The entitlement to departmental loans has to be agreed upon in person at the library service points.

Obligations involved in departmental loan

- The loan is **personal**.
- The material must be kept at the personal workstation at the University, and, as **archival material**, handled with care.
- **The client has to compensate for lost or damaged items.**
- The loan period is 180 days, but if another client needs the same item, it must be returned earlier on request. Loans from the legal deposit collection can be renewed only once.
- Legal deposit items must always be returned to the Main Library at the end of the employment or research periods and before longer periods of absence.

A person who does not obey these rules loses the entitlement to departmental loans.

Sending departmental loans to offices

If necessary, the library can send departmental loans to the client's departmental address in the internal post. The address must be clearly written in the comments of the request from closed stacks.

The following materials can be used in the library building only

- items published before 1955
- small publications
- maps
- sheet music
- comics
- posters
- single issues of periodicals
- item that are valuable, rare or in a poor condition

For more details about entitlement to departmental loans contact

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