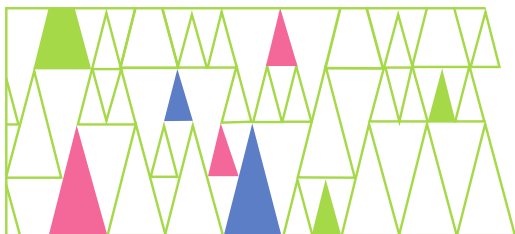
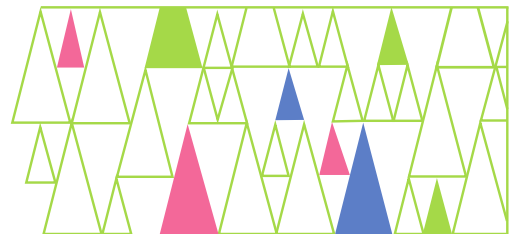


Lahti City Library

Library Guide in Easy English



Lastu-kirjastot



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Welcome to the Library!

The Library is a place where you can find many kinds of services and fun things to do.

In the Library you can

- read newspapers, magazines and books
- listen to music
- play games
- study and work
- spend time alone or with your friends
- organize events.

The Library has computers and a free wireless Internet network (Wi-Fi).

You can use the computers in various ways

- You have access to the Internet, for example to search for information or to fill out forms.
- You can print and scan documents.

You can borrow magazines, books

- games, films
- music, sheet music, musical instruments
- sports equipment, maps and
- seasonal tickets.

Everything mentioned above is called library **material**.

In the Library you can take part in events organized for children and adults.

Information about the events is available in the Library, in the Library's event brochures and on the Library's website at **lastu.finna.fi** .

Information about the Library's events is only available in Finnish. Please ask the staff for more information about the events.



Photo: In the Library you can find books for readers of all ages. This picture presents Laune Library's reading diploma shelves for elementary school students.

Library Card



Photo: The front of the library card looks like this.

If you want to borrow something from the Library, you need a library card.

You can get a free library card at the Library.

Take your passport or some other photo ID with you when you come to the Library to get the card.

PIN Code

Along with the library card you get a PIN code.

You need the PIN code when you

- borrow books by using the check-out stations
- or visit self-service libraries.

Both the library card and the PIN code are personal to you.

Do not let others know your PIN code or use your library card.

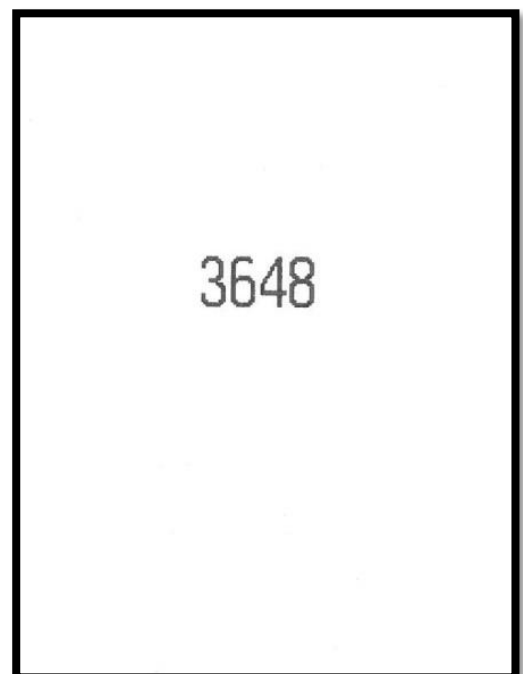


Photo: An example of the PIN code, which is a four-digit number.

Inform the Library at once
if you lose your library card.

You are responsible for everything
that is borrowed on your card.
Being responsible means
that you must pay for material
you have lost or damaged.



Photo: Your signature,
a bar code and the library card number are on
the back of the card.

Children can also get a library card,
but they need the permission of a guardian.

Come to the Library with the child to get the card.
You are responsible for everything
that has been borrowed on the child's card.

Borrowing

You can borrow different materials from the Library,
for example:

- magazines, books
- games, films
- music, sheet music, musical instruments
- sports equipments, maps and
- seasonal tickets.

Borrowing is free of charge.
It does not cost anything.
Everything mentioned above is called library **material**.

You can borrow material at the Library's **Customer Service Desk (Info)** or by using **the check-out stations**.

Give the material you want to borrow and your library card to the staff at the Customer Service Desk. They scan the library card and the material. The loan data is automatically recorded in your library account.

You can also borrow material yourself by using the check-out stations. Borrowing is not difficult. You just need a library card and a PIN code. The check-out stations guide you on what you should do.

If you are not able to borrow the material using a check-out station, go to the Customer Service Desk.

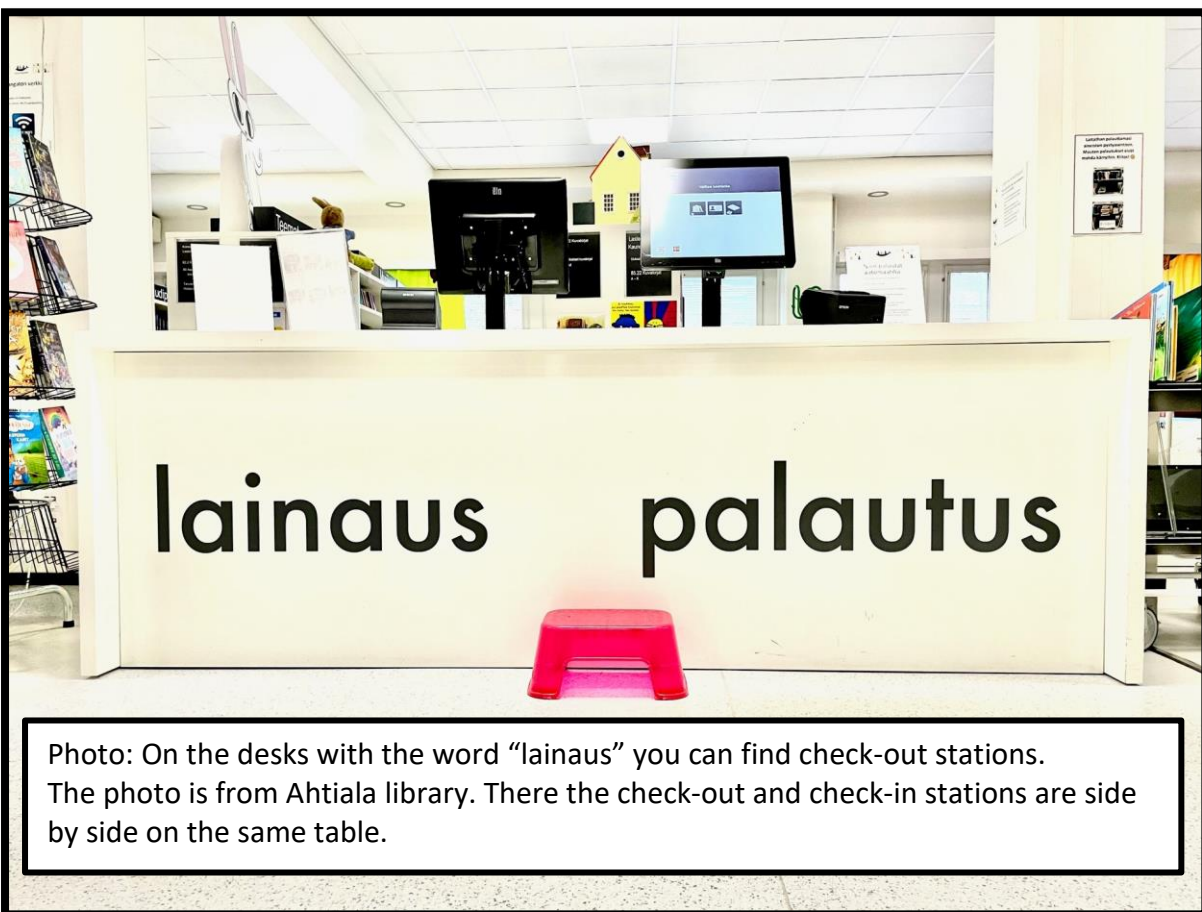


Photo: On the desks with the word "lainaus" you can find check-out stations. The photo is from Ahtiala library. There the check-out and check-in stations are side by side on the same table.

You will get a receipt for your loans.

The receipt has dates.

The dates show the due date for the material you have borrowed.

The material must be returned to the Library by the due date.

Everything cannot be borrowed

The Library also has materials that cannot be borrowed. These reference collection books can be read in the Library, but they cannot be borrowed and taken home.

The newspapers in the periodicals reading room cannot be borrowed either. You can read them in the Library.

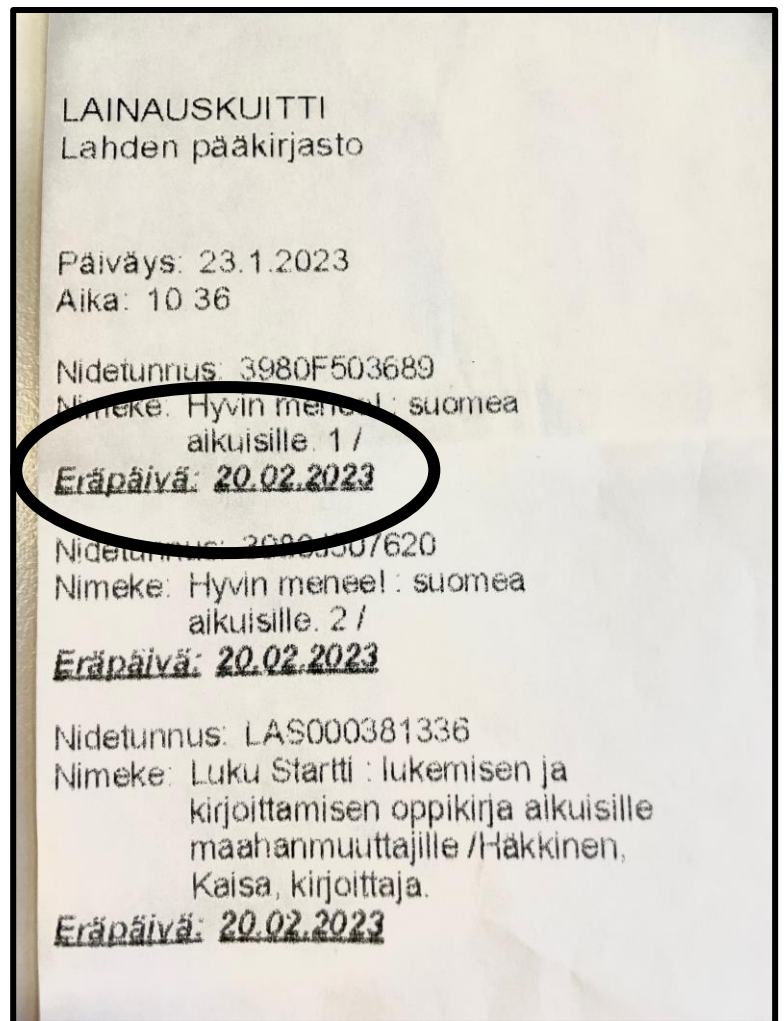


Photo: A loan receipt.

On the receipt

you can see what you have borrowed and when the material must be returned to the Library.

**Return the material on time,
either before the due date or no later than the due date.**

If you return the material too late, after the due date,
you will have to pay overdue fines (40 cents/book/day).

If the amount of your fines is more than 10 euros,
you cannot borrow material until you have paid the fines.

If the material is late for more than 49 days, you will receive a bill for it.

Renewing loans

You may renew your loans
if you want to keep them longer.

When you renew the material, you get a new due date.

You may renew the material five times.

If another customer has reserved the material,
you may not renew it.

You can renew your loans at the Library's Customer Service Desk
or by visiting the Library's website at
lastu.finna.fi .

Renewing loans on the Web

- Type **lastu.finna.fi** in the Internet address field.
On the Library's front page select the English option in the upper right corner of the screen.
- In the upper right corner there is also a "Login" button.
- Click the button.
- A login page opens.
Type your library card number in the first box
(the numbers on the back of the library card)
and your PIN code in the second box.
- Click on the "Login" button under the PIN code box.

Haun aloitussivu | Lastu-kirjastot x +

https://lastu.finna.fi

Kirjaudu sisään

Kirjastokortilla

Lastu-kirjastot

Kirjastokortin numero:

PIN-koodi*:

Kirjaudu sisään

? Kirjaudu Lastu-verkkokirjastoon kirjastokortin tunnuksella ja 4-numeroisella pin-koodilla. Saat PIN-koodin tarvittaessa Lastu-kirjastoista. Kirjautumalla voit uusia lainasi, tehdä varauksia, luoda suosikkilistoja ja tarkastella omia asiakastietojasi.

Kirjastokortilla kirjauduttaessa tallennetaan verkkopalveluun kirjastokortin tunnus, PIN-koodi, kirjautujan nimi, sähköpostiosoite ja kotikirjasto. Lisätietoa henkilötietojen käsittelystä [Tietosuoja-sivulla](#).

Photo of the Login page in Finnish: After clicking on the "Kirjaudu sisään" (Login) button, you get to this page where you type your library card number and PIN code in the boxes.

- You can view your loans. Select the loans you would like to renew.
- You can renew all your loans or just some of them.

Next to the loans that you cannot renew you will see the words “Renewal is denied”.

The reason may be that the material has been reserved by another customer or that you have renewed it five times already.



Photo: An example of the Loans page in Finnish (in English it is the “Checked Out Items” page). The list shows the material you have borrowed and reminds you if some of the items cannot be renewed.

Reserving material

The material that you would like to borrow may already be on loan.

In that case you can **reserve** it.

Reserving material is free of charge, it does not cost anything.

You can reserve material on the Library’s website at

lastu.finna.fi

or at the Library’s Customer Service Desk.

As the material is ready for you to come and pick it up, you will be notified.

You can receive the notice:

- by mail
- by text message
- or by email.

The notice has a pick-up number and the last pick-up date.

Your pick-up number is always the same. It has been attached to your library card.

When you come to the Library to get the reserved material,

take your library card with you.

The reserved material must still be borrowed before you can take it home.

You can pick up the reserved material from the Library's reservation shelf by yourself.

The reservation shelves are marked with signs saying "**Varaukset**".

The reservations are arranged by the pick-up number on the reservation shelf.

Borrow the reserved material either at the check-out station or at the Customer Service Desk.

Pick up the reserved material no later than the last pick-up date. If you do not collect the reserved material within a week, you will have to pay 2 euros.

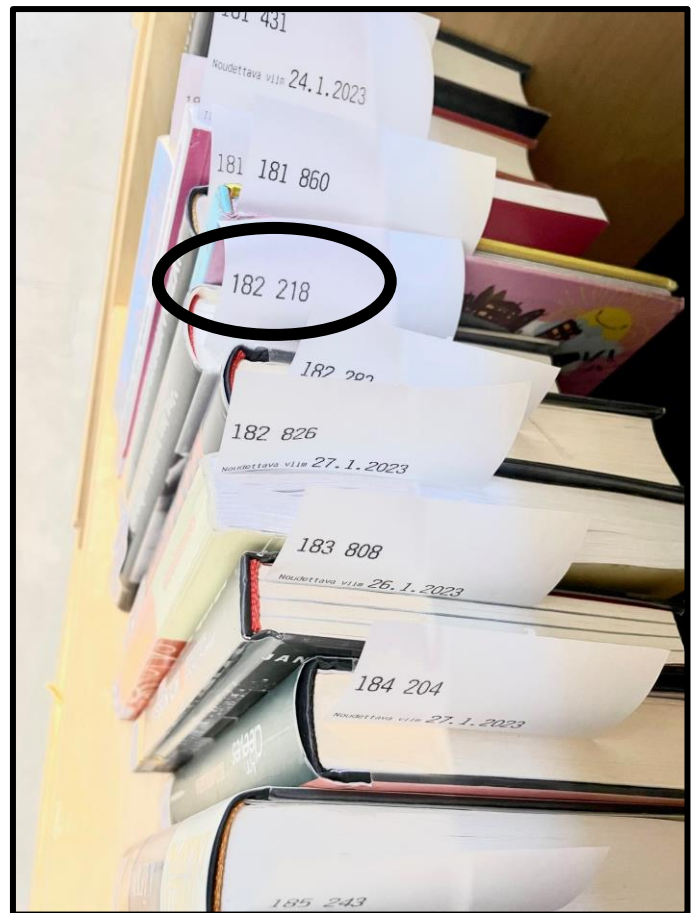


Photo: The pick-up number is printed on the top of the receipt.
The books on the reservation shelf are arranged by the pick-up number.

How to find a book on the shelf?

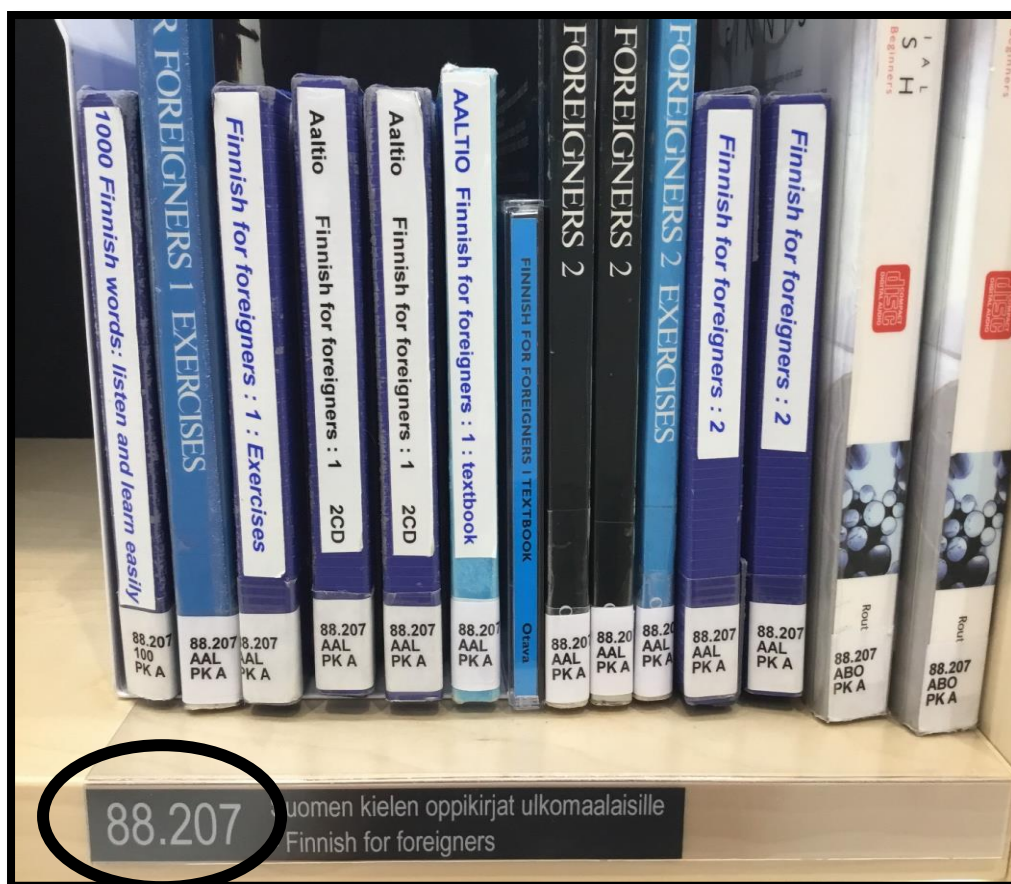


Photo: The classification numbers of the books have been marked on the ends and the edges of the shelves.

The classes are arranged in numerical order.

Every book in the Library has its own place.

The books can be found on the shelves by their **subject**.

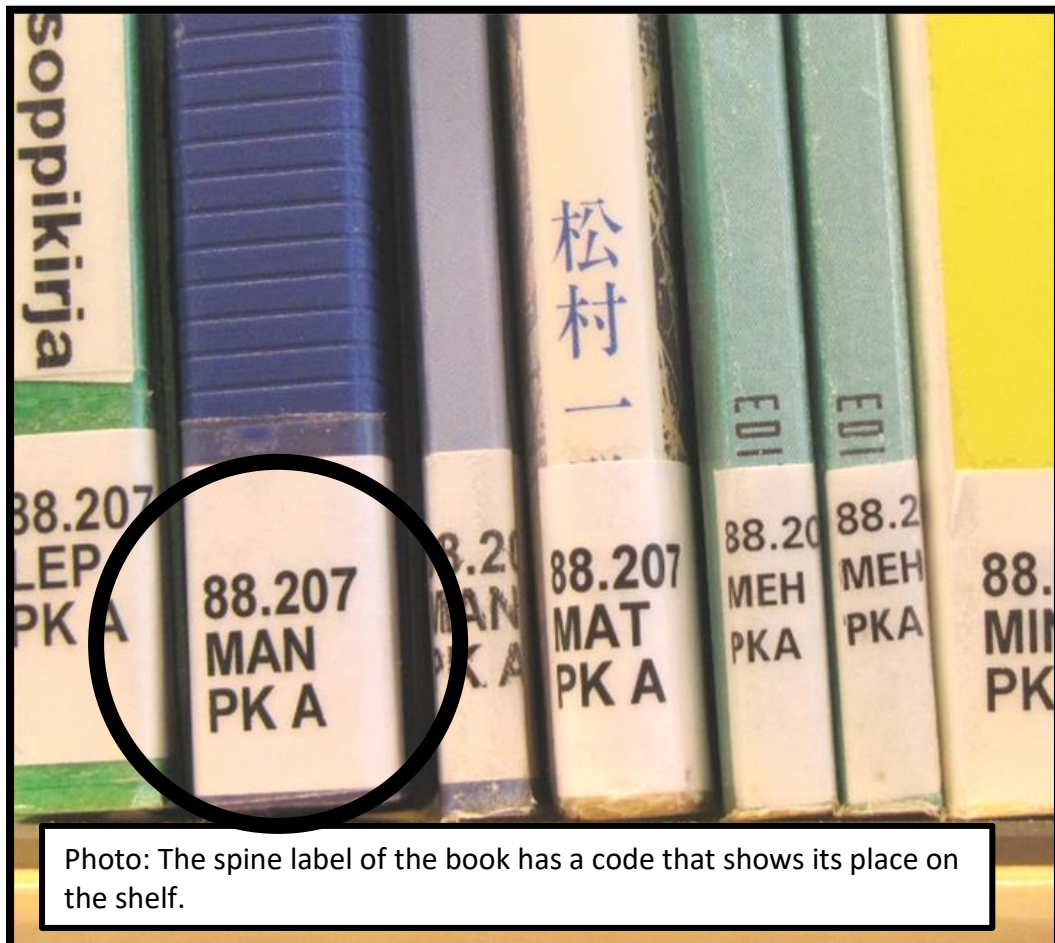
Every **subject** has its **own number** called a **class number** or a **classification number**.

The class number has been marked on the shelves and on the back cover and spine of each book.

The class 88.207, for example, has books on how to learn Finnish as a foreign language.

Main Classes

- 0 General works. Books and publishing. Mass communication
- 1 Philosophy. Psychology. Paranormal phenomena
- 2 Religion
- 3 Society
- 4 Geography. Travel. Ethnology
- 5 Natural sciences. Mathematics. Medicine
- 6 Technology. Industry. Handicraft. Agriculture and forestry. Domestic science. Business. Economy. Traffic
- 7 Arts. Sports
- 8 Fiction. Literary studies. Linguistics
- 9 History



The spine label of each book has a code consisting of numbers and letters.
The numbers show the class of the book.
Under the numbers there are letters which usually indicate the first three letters of the writer's name.

The books are arranged on the shelves
by their class numbers
and then within each class the books
are arranged in alphabetical order.

The Finnish alphabet:
ABC DEF GHI JKL MNO PQR STU VWX YZÅ ÄÖ.

You can search for books and other material in the Library yourself
or you can ask for help from the library staff.
We are here for you and are happy to help you.

Lastu, the Library's website at **lastu.finna.fi** shows you
what books the Library has,
where to find the books and
whether they can be borrowed.

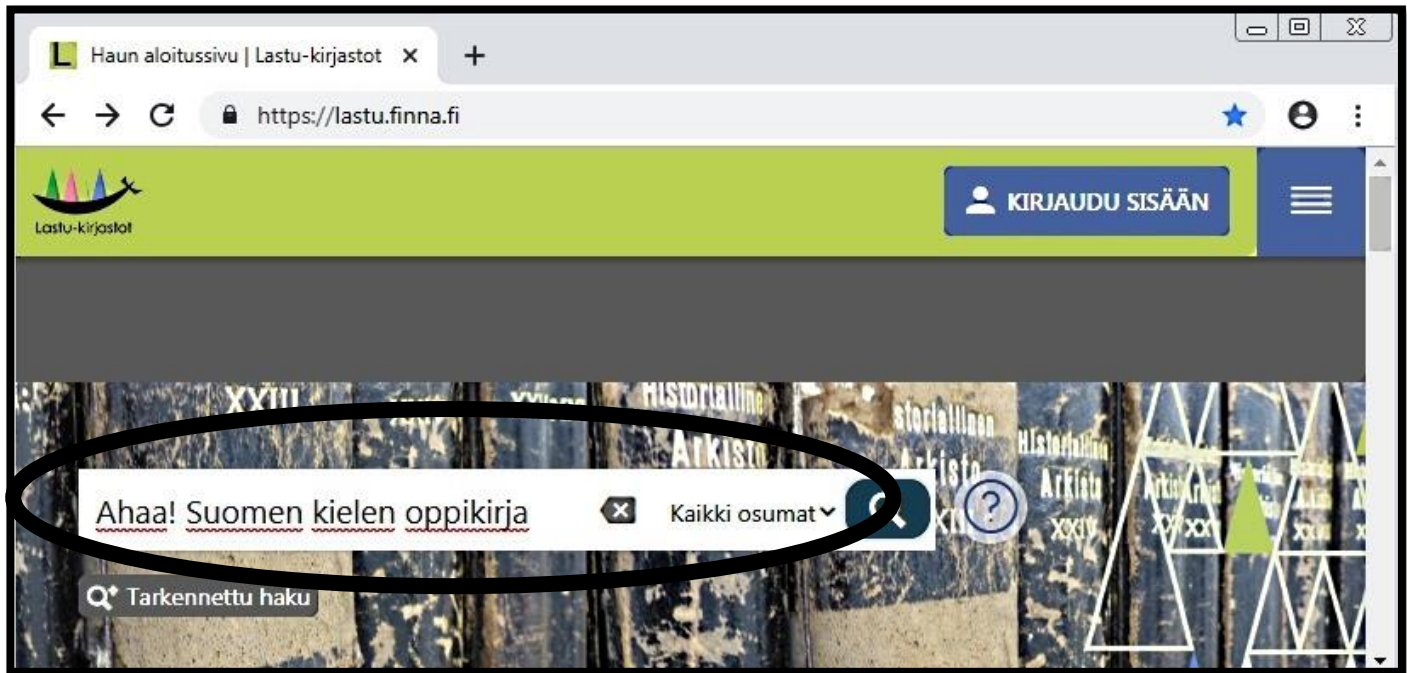



Photo of the front page of the Finnish Lastu website:
 The front page has a search box
 where you can type for example the title of the book
 you are looking for.
 The search result page shows you
 whether the book is in the Library and whether you can borrow it.



Suomen kielioppia ulkomaalaisille

Kirja
 White, Leila
 2001
 Suomen kielen kielioppi, muoto-oppi ja sanaoppi (ykl 88.23)
Aiheet: "...suomen kieli kielioppi..."

Lastu-kirjastot

● Saatavissa 5 toimipaikasta	Niteitä: 6
Heinolan kaupunginkirjasto	(Hylly: 88.23 WHI)
● Heinolan pääkirjasto, Aikuiset	Lainattavissa: 1
Lahden kaupunginkirjasto	(Hylly: 88.23 WHI)
● Kärpäsén kirjasto, Aikuiset	Lainattavissa: 1
● Lahden pääkirjasto, Aikuiset	Lainattavissa: 1
● Liipolan kirjasto, Aikuiset	Lainattavissa: 1
Orimattilan kaupunginkirjasto	(Hylly: 88.23 WHI)
● Orimattilan pääkirjasto, Aikuiset	Lainattavissa: 1

Varaa teos

Photo of a Finnish Lastu search:
 The search result page shows the libraries where you can find the book.
 The classification number of the book is also shown.
 It is possible to reserve the book by clicking the blue "Varaa teos" button
 (on the English website the "Place hold" button).

Lastu libraries

The public libraries in the following municipalities in the Päijät-Häme region belong to the Lastu libraries:

- Asikkala
- Hartola
- Heinola
- Hollola
- Lahti
- Kärkölä
- Orimattila
- Padasjoki and
- Sysmä.

The Lastu libraries have the same library card, the same rules of use and share their collections.

All the library collections of the Lastu libraries are available to you.

- You can use the same library card in all the Lastu libraries.
- You may return material you have borrowed to a public library or mobile library in any of the municipalities mentioned above.
- You may reserve material owned by any Lastu library and it will be sent to the Lastu library nearest to you.

The City of Lahti has a Main Library, 8 branch libraries and 2 mobile libraries.

Library rules and fees

The Library has rules of use.

The rules apply to all library customers and they are the same in all Lastu libraries.

Read the library rules!

The rules contain specific information about the fees charged by the Library, for example such matters as paying for damaged material.

You can pick up the library rules from any Lastu library or read them on the Library's website at **lastu.finna.fi**.

The library rules are available in Finnish, English and Russian.

The Library is open to everyone

Library materials are meant to be used by everyone:

- Don't underline or cross out words in library books or write on the pages.
- Don't do the exercises in workbooks.
- Don't fold down ("dog ear") pages.
- Don't scratch CD or DVD discs.

Return library material in as neat condition as it was when you borrowed it.

If you lose or damage a book,
you will have to pay for it.
The same applies to CD and DVD discs.
If a library book gets damaged
in some way, gets wet
for example, do not return it
at the return station. Take it
to the Customer Service Desk.

Remember that there are also
other customers in the Library.
Let others work in peace.
Talking with others is allowed in the
Library,
but do not talk in a loud voice.



Photo: Please be considerate and talk only in
a moderate voice at the Library.

Computers and the Internet

The Library's public computers have Internet access.

You can use the computers for example:

- to search for information
- to read or send email
- and for various other purposes.

Examples of the software on the Library computers are:

- Word
- Excel and
- PowerPoint.

The computers may be used free of charge.

The Library also has a free Wi-Fi network.

On the library computers you can

- print
- copy
- and scan documents.

There is a charge for printing and copying.

Ask the staff about the prices.

Scanning is free of charge.

Lahti Main Library

(address: Kirkkokatu 31)



Photo: Lahti Main Library has books in various languages. The signs on top of the shelves are in Finnish. The library staff will help you find materials.

The Lahti Main Library
has materials in many languages.
Ask the staff in which languages
material can be found.
We can also order materials in different languages
for you from the Multilingual Library.

The Library has plenty of space.
You can come to the Library
to study, work, read or just spend time.

Main Library: First floor

The first floor of the Main Library has:

- non-fiction and fiction for adults
- an event area
- non-fiction and fiction for children and youth,
- children's event area
- story time room
- youth space
- meeting rooms: Kaarna and Tuohi
- group study rooms: Puru and Pilke
- the auditorium.

You can reserve a group study room or a meeting room from the customer service or via our web page.

In a group study room you can

- study
- do teamwork
- or read in peace.

Reserving a group study room does not cost anything.

Examples of different materials available on the 1st floor are:
books, maps , CD discs , non-fiction DVD discs,
sports equipment,
seasonal tickets for cultural services and sports events.

Photo: Text books for learning Finnish as well as books written in easy Finnish are on the 1st floor.



Ask the staff at the
Customer Service Desk
about seasonal tickets
and how to borrow them.



Photo: You can borrow all kinds of sports equipment from the Library. In the photo a kettlebell and a pedometer.

Children's material, including books, films, CD discs, music, magazines and games can be found on the 1st floor at the children's area.



Photo: In the children's area there are books, films and music for children.

Photo: There is a Story room at the children's area. It is meant for both playing and reading with children.

Main Library: Second floor

The second floor of the Main Library has

- 3D-printer
- music area
- rooms for various activities: TV room, piano rooms, editing room, studio, game room
- periodicals reading space
- quiet space
- study space
- the Päijät-Häme room
- lecture room
- rentable study rooms.

Music materials for adults

- CD discs,
- sheet music
- music books and
- musical instruments

can be found in the music area on the second floor.

The music area also has other materials, such as console games, board games and films that can be borrowed.

The rooms for various activities have to be booked beforehand.

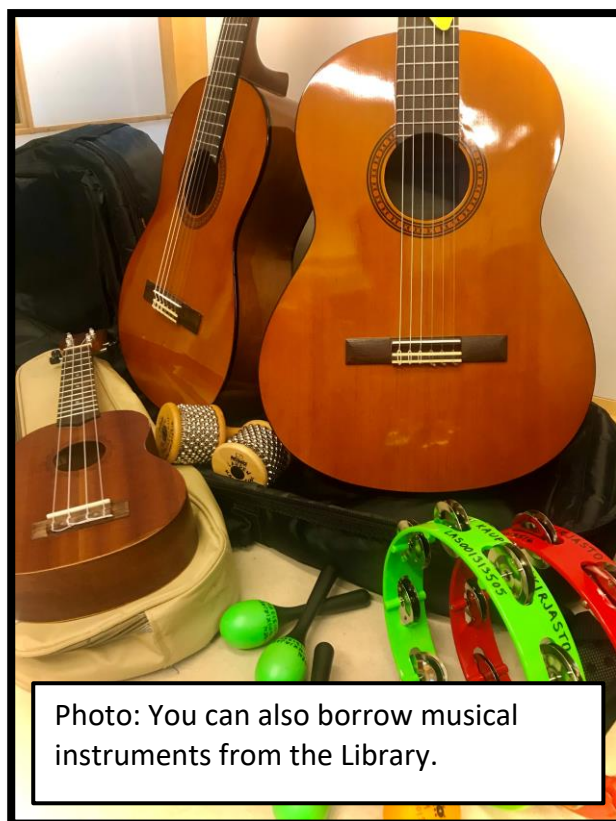
You can book a room at the Customer Service Desk or via the internet.

The periodicals reading space has newspapers and magazines.

At the back of the area you can find a quiet space and a study space.

In these spaces you need to be quiet.

Older magazines may be borrowed, but the newest magazines and newspapers must be read in the Library.



Ask the staff for additional information.

The staff will also help you download the PressReader app to your own device.

Branch libraries

The City of Lahti has eight branch libraries.

They are located in the following parts of Lahti:

- Ahtiala
- Jalkaranta
- Kärpänen
- Laune
- Liipola
- Mukkula
- Nastola and
- Renkomäki.

The branches are smaller libraries.

Everything that the Main Library has to offer is not available in the branches.

You can borrow material from the branch libraries and you can go to a branch library to study, read or work.

Ask the staff of the branches about events organized in the branch libraries.



Self-service hours in the branch libraries

During the self-service hours there is no staff present to provide service and help for you.

You are expected to search by yourself for the materials you would like to borrow.

You may also return materials during the self-service hours.

To borrow and return materials you must use the library's check-out and return stations.



Photo: Logging in to the Library. During self-service hours you can enter a library with your library card and PIN code.

Do not let anyone else enter the Library with your card and PIN code.

If you let other people in,
you will be responsible for what they do in the Library.

The following libraries have self-service hours

- Ahtiala
- Jalkaranta
- Kärpänen
- Liipola
- Mukkula
- Nastola and
- Renkomäki.

The self-service libraries have their own rules.
Get acquainted with the rules.

You can pick up the rules from any Lastu library
or read them on our website at
lastu.finna.fi .

Mobile library

The City of Lahti has two mobile libraries: Eepos and Pegasos.

The mobile library brings library services near you if you live far from the Main Library or from the branch libraries.



Photo: The Pegasos mobile library

The mobile library makes stops in locations all over Lahti.

You can find the mobile library timetable, routes and stops on the Library's website at **lastu.finna.fi/**

Select the English language option, click on "Libraries" and then select "Lahti mobile libraries" from the drop-down menu that provides the Library's service points and opening hours.



Photo: A good collection of books can be found in the mobile library.

Library in social media

The Library has several social media channels with which it tells about its services and events (mainly in Finnish).

You can follow us on:

Facebook:

@lahdenkaupunginkirjasto (main library)
@lahdenlahikirjastot (branch libraries) and
@lahdenkirjastootot (mobile libraries)

Instagram:

Instagram: @lahtikirjasto (main library)
@lahdenlahikirjastot (branch libraries)
@lahdenkirjastootot (mobile libraries)

Twitter: @lahtikirjasto

YouTube: Lahden kaupunginkirjasto

TikTok: lahtikirjasto

Lahti City Library locations

Name of the library	Address	Telephone number
Ahtiala Library,	Alasenkatu 2.	tel. 044 416 3525
Jalkaranta Library,	Sarvikuja 1.	tel. 044 416 3527
Kärpänen Library,	Kasakkamäentie 16.	tel. 044 416 3512
Laune Library,	Aurakatu 11.	tel. 044 416 3513
Liipola Library,	Ostoskatu 3.	tel. 044 416 3514
Mukkula Library,	Tuhtokatu 2.	tel. 044 416 3529
Nastola Library,	Toritie 6.	tel. 044 790 9336
Renkomäki Library,	Orimattilankatu 103.	tel. 044 416 3515
Main Library,	Kirkkokatu 31.	tel. 044 416 3519

Check the opening hours of the libraries on our website at
lastu.finna.fi/

To learn how to use Finnish in different situations, for example
in the library, have a look at the Suomi taskussa instruction videos at
suomitaskussa.eu

