

ACCES CARD-/KEY APPLICATION

KOSMOS, TIETOKATU 1, KEMI

Get the signature from student affairs office and return the filled application to the senior attendant

First name: _____ Surname: _____

Home address: _____

Phone number, home: _____ work: _____

e-mail: _____

Student number: _____

Student affairs officer signature:

Acces card number and validity period: _____

Signature of acces card/ key giver: _____

Special notifications: _____

By signing this form I agree that I am personally responsible for the keys / alarm codes / access card that I have signed for. When using the keys, alarm codes and/or access card, I am also personally responsible for the facilities in which I am. If I set off an alarm, I will be invoiced for the cost of a security guard coming to the campus. If I lose my key / access card, I will pay for the cost of replacing it and if necessary, the cost of having the locks renewed.

Date and signature

NOTE! The campus is equipped with a recording video monitoring system.

USING THE KOSMOSLIBRARY OUTSIDE NORMAL WORKING HOURS

FOR LAPLAND UAS STUDENTS BY ACCESS CARD

- To have an access card, you need to fill in the key control form, which you will find in the Senior Attendant's office and in Kosmoslibrary. You must fill in the form and return it, signed by the Student Affairs Officer, to the Senior Attendant.
- The access key card is valid for one school year (until the end of May). The access card is always personal and you may not let anybody else inside when you enter the building/library.
- Every student entering the building or/and library must use the access card to log in (and when you are about the exit the building, you must show the card to the reader inside). If you quit your studies or you graduate, you have to return the card to the Senior Attendant. You can also return the card if you do not need it anymore for some reason. If your access card goes missing, please inform the Senior Attendant about it immediately. Remember, Lapland UAS collects 10€ fee for every lost access card!

INSTRUCTIONS FOR USE:

- With the card, you can enter the Kosmos building from **the main door A** and the **side door 1101A of library**. You will also need a PIN code to enter the building; you will get it when you get the card.
- When the library doors are closed at 15.30, all the customers inside the library must leave the library and log in using the card before entering the library again.
- You must leave the building before 21.00 o'clock! Use the same doors (side door 1101A of the library and the main door A of Kosmos). At the main door, show the access control card to the reader.
- You cannot use other doors or premises. The library has a toilet.
- Identity card / student ID card must always be accompanied to proof your identity.

WORKING HOURS ETC.

- Working hours **from Monday to Saturday from 6.30 to 8.45 pm**. Not on Sundays or holidays/midweek holidays.
- You can enter in before 8.45 pm
- You must exit the building at 9.00 pm at the latest

- ! If you do not obey the rules and you cause an alarm in the premises, you are obliged to compensate and pay the costs caused by the alarm.

IN LIBRARY:

In the library, you must obey the library rules and remember to give the peace and quietness to other users. The service desk is delimited area with red ribbon and you are not permitted to enter there at any circumstances.

All the printed materials are protected with RFID identification technology and the security gates will alarm if you do not borrow the book using the self-service machine using your library card.

MORE INFORMATION:

Kosmos building has a recording surveillance camera system. Misuses and unnecessary alarms caused by neglecting the rules will be on student's responsibility. Remember to inform the Senior Attendant if you lose the card. For more information (Monday-Friday 08.00-15.45), please call or send e-mail to following persons:

Senior Attendant Miia Ojala e-mail: miia.ojala@lapinamk.fi
gsm. 040 772 2937

Head of the Library Services Marjatta Puustinen e-mail: marjatta.puustinen@ulapland.fi
gsm. 0400 810 973
