

**ACCES CARD-/KEY APPLICATION**

MINERVA, KAUPPAKATU 58

Return the filled application with tutor teacher's / manager's signature to the janitor

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Home address: \_\_\_\_\_

Phone number, home: \_\_\_\_\_ work: \_\_\_\_\_

e-mail (school and private):  
\_\_\_\_\_

Student number: \_\_\_\_\_

Signature and print name of tutor teacher / manager:  
\_\_\_\_\_

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 MINERVA LIBRARY AND OTHER 1ST FLOOR PREMISES WITH ACCESS CARD

The access card is personal and it gives you the right to use Minerva- premises in Tornio. With the card, you can enter to the Minerva-building from the main door. You can get the access card from Minerva's janitor. The card is valid one school year at the time (validity period till end of May) To have an access card, you need to fill the access card/key- application. Return the application with your tutor teacher's signature to the janitor, when you also get the pin code for your card. Access card-reader is located on the left side of the main door. Show the card to a reader and give your pin code.

Minerva-library is open from Monday to Thursday 08.30-15.30 o'clock, which includes customer service hours from Monday to Thursday 9 -11 and 12 – 14 o'clock. Other using time is independent library use, loaning and returning happens with the automat etc.

With the access card, you can enter to the Minerva and the library from Monday to Friday outside the normal working hours (which are Monday-Friday 08.00-16.00 o'clock). So Monday-Friday between 06.00-08.00 and 16.00-21.00 you can enter to the building and on Saturday between 06.00-21.00 o'clock. You cannot use the premises on Sundays or holidays. You must exit from the building 21.00 o'clock at latest! If you don't obey and you cause an alarm in the premises, you are obliged to compensate and pay the costs caused by the alarm.

When the library doors are closed 15.30 o'clock, all the customers inside the library will have to exit the library and "sign in" with the card before entering the library again. Students are obliged to take care of the library doors; you must close them every time you enter the library. All the students must show the access card to the reader next to library doors, even when you go to library as a group. Remember, the library doors are not automatic, you must pull them apart and together in sideways that they move.

The access card is always personal and you cannot let anybody else inside when you enter the building/library. Every student entering the building or/and library must use the access card to sign in (and when you are about to exit the building, you must show the card to the reader inside, right next to every outer door). If you quit your studies or you graduate, you have to return the card to Senior Attendant. You can also return the card if you don't need it anymore for some reason. If your access card goes missing, please inform about it immediately to Senior Attendant. **Remember, Lapland UAS collects 10€ fee for every lost access card!**

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, where you are not allowed to enter at any circumstances.

All the materials are protected with RFID-technology and the library gates will alarm, if you don't borrow the book with the borrowing automat, using your library card.

**Minerva 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 Senior Attendant, if you lose the card. For more information (Monday-Friday 08.00-15.45 o'clock), please call or send e-mail to:

[kiinteistomestarit.kemitornio@lapinamk.fi](mailto:kiinteistomestarit.kemitornio@lapinamk.fi) tel. 044 4780 210

(Monday-Friday 08.00-15.45 o'clock)

[kirjasto.minerva@ulapland.fi](mailto:kirjasto.minerva@ulapland.fi) tel. 040 542 5406 (customer service times, see <https://lib.luc.fi/>)