

**Borrower / Customer**

Surname		Given names		Personal identity code	
Address			Postal code	Post office	
Telephone number (for receiving hold pickup notices) <b>+358</b>		E-mail address (for receiving notices from the library)			
I wish to have the library's notices in Finnish      Swedish      English		Sex (for statistics only) Female      Male      Other      Prefer not to disclose			Institution etc.
PIN code (four digits)		Alias			

**To be filled in by the representative (guardian of a child under 15, contact person of day-care centre, school class or other institution)**

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Address			Postal code	Post office	
Telephone number (for receiving hold pickup notices) <b>+358</b>		E-mail address (for receiving notices from the library)			
I wish to have the library's notices in Finnish      Swedish      English		Sex (for statistics only) Female      Male      Other      Prefer not to disclose			

**I am responsible for my own and the above-mentioned child's, institution's etc. loans**

Place	Date	Signature
		Name in print:

kirjastokorttihakemus\_eng\_13052020\_J.Lepistö

**Fill this form, print it out and take it with you to the library.** Please do not forget your passport or ID. This form cannot be sent electronically.

**Registration**

The information on the borrower and the guarantor is recorded in the library's customer register. The file description is on view at the libraries and on the website helmet.fi.

**PIN-code**

When receiving a library card a child will also get a PIN code. The PIN code can be changed at the address helmet.fi. You need a PIN code, when you wish to use the automatic lending machine, when you wish to look at what you have borrowed, to renew the loans or to reserve material at helmet.fi. You can also save data for your own use e.g. your reading history at helmet.fi. The PIN code is also needed for other electronic services and for the use of customer computers.

**Alias**

If you pick up your reservations from a library with a self-service pick up shelf, you can get an alias (an assumed name). You will get the alias from the customer service desk at the library, when you present a valid ID card accepted by the library. After you have acquired the alias, the reservation pick up slip will no more show your name but your alias.

**The library card of an institution or community**

A staff member of an institution or community can use the institution's or community's library card with the consent of the guarantor of the institution or community.