

RULES FOR KEYCARDS

The borrower agrees to comply with the following rules.

Loaning

To borrow a keycard you must hold a valid Aalto University library card and either a valid Aalto University student card, official certificate of student status, or a particular written permission for a keycard. You are eligible only for a keycard to the Aalto University unit which you have the right to study in or which reads on the written permission. You may have only one keycard at a time to each university unit.

The loan period for the keycard extends to the next September from the time of loaning. You can renew the loan ten times by visiting the Harald Herlin Learning Centre, via Aalto-Finna database, by phone or email. If you do not return or renew the keycard in time, it will be disabled and overdue fee regulations of the Learning Centre are applied. In addition to potential overdue fees, failing to return the keycard for good will result in a 15 € fee.

Usage

The keycard is for personal use only, and you may not give to anyone else even temporarily. You may not let anyone else inside when entering the premises. The person who enters and stays in the premises outside the general opening hours has to present the key and a valid id when requested. The guards and janitors have the right remove those from the premises who are staying without permission. The premises are only for working and studying purposes.

You have to return the keycard immediately,

- if you don't hold a valid student card or a specific permission for a keycard from the university unit administering the premises,
- if you are no longer a customer of the Aalto University Learning Centre,
- or if you are required to do so by the university unit administering the premises, IT Services, or Campus Services.

If you lose the keycard, by reporting about it you are able to limit your responsibility if the keycard is used for criminal activity. You have to contact the following immediately when your keycard has gone missing:

- kulkukortit@aalto.fi
- oppimiskeskus@aalto.fi / +358 50 316 1011

If the rules above are broken, you will be required to return the keycard immediately. In addition, there will be a one-month embargo before you can borrow another keycard.

DETAILED INFORMATION ABOUT THE PREMISES

ARTS

- Undergraduate Centre, Otakaari 1. A wing. *Entrances: U1, X and V.*
- Undergraduate Centre, Otakaari 1. K wing student organizations space. (Near wing H)
- Paja, Metallimiehenkuja 4 (map: 27).

Automation and Systems Technology

- TUAS building, room 1522, Maarintie 8 (map: 37). *Only use entrance P6 (parking side).*

Design Factory

- Design Factory, Betonimiehenkuja 5 (map: 25).
Loaning a keycard loan always requires a permission. Due dates will be set according to the permission. You can only renew the loan on grounds of a new permission.

Bioproducts and Biosystems

- Puu1 / Aalto Bioproduct Centre, Vuorimiehentie 1 (map: 13).

Film, Television and Scenography

- Aalto Studios, Otakaari 7 (map: 29). *Only use the main door B.*

Electrical Engineering

- TUAS building, Maarintie 8 (map: 37). SIK – guild

Computer Science Building

- Computer Science Building, room C106 (aka Paniikki), Konemiehentie 2 (map: 30).
After the general opening hours, everybody has to exit the premises and may re-enter using the keycard. Use the keycard also when exiting, excluding emergencies.

Industrial Engineering and Management

- TUAS building, room 1176 (computer class), Maarintie 8 (map: 37).
Only use the B door to enter (wheelchair entrance).
- TUAS building, Tuta-klubi, Maarintie 8 (map: 37).
Only use the B door to enter (wheelchair entrance).