



# **Library user guide**



**HELSINGIN  
KONSERVATORIO**  
*Rohkeasti klassinen*

## Opening hours

### *Self-service*

Mon-Fri        8-20

During self-service hours, the library door opens by pressing the button next to the door.

### *Customer service*

Mon-wed      12-17

Thu            12-18

No customer service on Fridays.

## Contact details

### *About the library*

[konservatorio.fi > EN > library](#)

### *Online library*

[kirjasto.konservatorio.fi](#)

### *Phone*

040 651 2080

### *Email*

[kirjasto@konservatorio.fi](mailto:kirjasto@konservatorio.fi)

## **Library card**

A library card is required for borrowing. Card can be obtained at the library during service hours. The library card comes with a PIN, which is needed for borrowing at the self-service machine and for logging into the online library. The library card and PIN are personal and must not be given to anyone else.

## **Borrowing**

The loan period for library materials is 28 days, with the following exceptions:

- Reference materials: 1 day
- Christmas music: 7 days

The library has a self-service borrowing machine, which is also available during self-service hours.

### **Borrowing at the self-service machine**

1. Press the BORROW button on the touch screen.
2. Put your library card on the platform of the self-service machine.
3. Type your PIN-code on the touch screen and press OK.
4. Take the library card out of the platform.
5. One by one, place the items you want to borrow on the platform of the machine.
6. After the last loan, press the FINISH button on the touch screen. The machine then asks if you want a due date receipt.

## Returning

Loans must be returned or renewed no later than the due date. You will receive an e-mail notification of loans that are falling due two days before the due date.

Loans are primarily returned at the library's self-service machine.

Returns can also be left in the return box outside the library, next to the library door.

Returns must not be left anywhere else!

### Returning at the self-service machine

1. Press the RETURN button on the touch screen.
2. One by one, place the items to be returned on the platform of the machine.
3. Put the returned items in the cart next to the self-service machine.
4. After the last return press FINISH button on the touch screen. The machine then asks if you want a receipt.

## Renewing loans in the online library (kirjasto.konservatorio.fi)

1. Log in to the online library using your username and 4-digit PIN. The username is your email address or, alternatively, the letter-number combination printed on your library card.

Log in to your account:

Email or library card number

Password:

[Log in](#)




[Forgot your password?](#)



If you don't remember your PIN, you can click the **Forgot your password?** link.


2. You can view your loans on the **Summary** tab. On a mobile device, tap the green plus sign to see the details of your loans.

You can renew an individual item by clicking **Renew**.



Checked out (5)

 Copy Print CSV

 iCal Renew selected

 Renew all

5 Item(s) checked out

Title	
Suomalainen joulu : keskiäänelle.	
Bass-Lieder und Arien : für eine Singstimme und Klavier.	

**Author**


**Due** 02.02.2026

**Call number** 78.322kok Bas

**Renew**  **Renew** ( 8 of 10 renewals remaining )






This item is scheduled for auto renewal.

**Fines** No



3. You can also renew all your loans at once by clicking the **Renew all** button below the list of loans.

5 Item(s) checked out

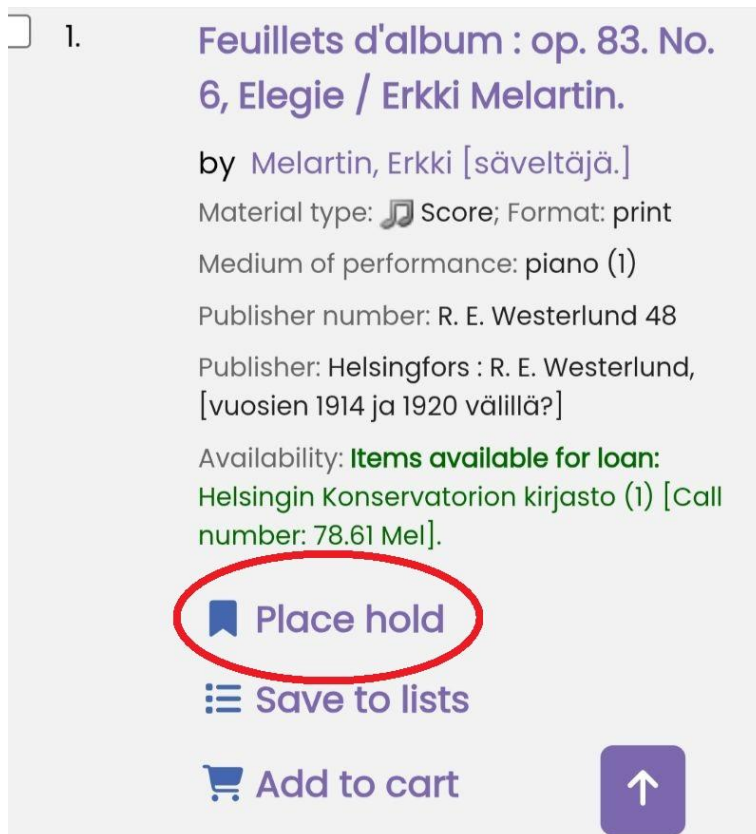
Title	
Suomalainen joulu : keskiäänelle.	
Bass-Lieder und Arien : für eine Singstimme und Klavier.	
Suuri toivelaulukirja. 2 /	
Suuri toivelaulukirja. 1 /	
Il Transilvano /	

Renew selected

Renew all

## Holds

If the item you need is currently on loan or is on its way to the library, you can place a hold on it. You can also place a hold on items that are available on the shelf.



1. **Feuillets d'album : op. 83. No. 6, Elegie / Erkki Melartin.**  
by Melartin, Erkki [säveltäjä.]  
Material type: 🎵 Score; Format: print  
Medium of performance: piano (1)  
Publisher number: R. E. Westerlund 48  
Publisher: Helsingfors : R. E. Westerlund, [vuosien 1914 ja 1920 välillä?]  
Availability: **Items available for loan:**  
Helsingin Konservatorion kirjasto (1) [Call number: 78.61 Mel].

**Place hold**

Save to lists

Add to cart

Search for the item you need in the online library.

Click **Place hold**.

If you are not already logged in to the online library, you will now be prompted to sign in. When you have logged in, click **Confirm hold**.

You will receive an email notification when your hold is ready for pickup at the library's hold shelf. The hold shelf is located next to the self-service lending machine.

Remember to borrow your reserved item when you pick it up!

## Fees

*Overdue fee*

0,20 € per day / loan

No overdue fee is charged for loans to customers under the age of 15 or for Helsinki Conservatory staff.

Overdue fees must be paid in cash at the library's customer service desk.

*New library card to replace lost one*

3 €

*Compensation price for lost or damaged materials*

25 € / item

If the material is more expensive than this, the full purchase price of the new corresponding item will be invoiced.

## Copying, printing and scanning

### Basic education pupils

Basic education pupils can get a copy card from the Conservatory's caretakers or from the library's service desk. The card allows them to log in to the multifunction devices and make copies. The card must be returned immediately after copying. Copying is free of charge. Only copies related to studies are allowed.

Pupils can print independently only from a USB flash drive. The USB port is located on the side of the multifunction device, behind the card reader. Printing is also possible at the library's customer service desk by sending the material by email to the library's staff, who will print the material.

### Vocational students and staff

Vocational education students and conservatory staff can print and make copies free of charge.

To use the multifunction devices, log in using the PIN code sent to your email by *uniFLOW Online*. If you do not have the PIN saved or cannot remember it, you can have it sent to your email again by selecting **Unohtuiko PIN?** on the device's home screen.

It is recommended to register a card to your user account, which allows you to log in to the multifunction devices without a PIN. Suitable cards include a Palmia meal card, the conservatory library card, or an HSL travel card. The library can also provide a “blank” card if needed, solely for logging in to the multifunction devices.

To register your card, follow these steps:

1. Present your card on the card reader of the multifunction device.
2. Enter your PIN code into the device in the field for the card registration code (*korttirekisteröintikoodi*).
3. Present the card again to the reader.

After this, the card is linked to your user account, and you can log in to the multifunction device simply by showing your card.

Vocational students at the Helsinki Conservatory can print black-and-white A4 documents free of charge in the library and in the classroom R129 next to the library (printing to the library printer).

Teachers can print black-and-white A4 documents free of charge using the printers in the library and the teachers' room.

To print color documents and A3-sized documents, you must use a multifunction device.

To print using the multifunction devices, select *Turvatulostus* as the printer in your computer's print dialog. Then log in to any multifunction device and select *Suojattu tulostus* on the device.