



# Accessibility Library Celia's terms of use from 1 January 2026

All Celia customers must follow the terms of use when using the services of the Accessibility Library Celia. As well as the customer, their guardian or contact person must also follow the rules. A contact person may be, for example, a relative of the customer, a personal assistant or a member of staff at a care home.

Organisations such as a nursery, a supported housing unit, a group home or a prison can also be Celia customers. These organisations must ensure that only people who are authorised to use the service use the books borrowed from Celia.

[You can read on Celia's website, in plain language, who can use Celia's services and how to become a Celia customer.](#)

The Accessibility Library Celia is a service provided by the National Archives of Finland. The National Archives monitors to ensure that the terms of use are followed.

## Celia's materials and how to borrow them

Celia produces accessible materials and lends them to its customers.

These materials include:

- Talking books and DaisyTrio books (books with both audio and text)
- Electronic books, or e-books
- Braille books
- Braille textbooks
- Tactile graphics
- Illustrated tactile books and Braille picture books



The borrowing rules are different for different types of materials.

- The borrowing period for Celia's books is 28 days.
- The borrowing period for learning materials is 18 months.

Borrowing Celia's materials and using its services is free of charge.

## **Talking books and DaisyTrio books (books with both audio and text)**

Talking books and DaisyTrio books can be borrowed by customers who have reached the age of 4. Talking books have sound, text and sometimes even images.

Talking books and DaisyTrio books can be borrowed in the following ways:

- Using the Pratsam Reader app or a listening device
- Listening via Celianet
- Downloading the book, meaning you save it on your own device.

You may have up to 100 books on loan at a time with each loan option.

You can renew the loan before the loan period ends.

If you do not renew the loan and the loan period ends, the books will be removed from your loans automatically. If you have downloaded books on your device, delete the books when you are no longer reading them.

### **Do you live abroad?**

If you live abroad, you can borrow Celia's talking books and DaisyTrio books if both of the following conditions are met:

1. You have an obstacle to reading.
2. You cannot borrow Finnish or Swedish books from a library in your country.

### **Electronic books, or e-books**

E-books have text and sometimes also images. E-books have no sound.

You may have up to 100 e-books on loan at the same time. When the loan period expires, e-books will be removed from your loans automatically.

When you are no longer reading the e-book, delete the e-book file from your device.



## **Materials for the visually impaired**

In addition to talking books, DaisyTrio books and e-books, visually impaired users can borrow the following from Celia:

1. Braille books
2. Learning materials for schoolchildren and students
3. Tactile graphics.

You may have up to 14 of these books on loan at the same time. When the loan period ends, you do not need to return the books to Celia.

Please note that Braille learning materials and tactile learning materials may only be borrowed by visually impaired pupils and students.

## **Illustrated tactile books and Braille picture books**

Illustrated tactile books and Braille picture books can be borrowed by customers who have reached the age of 2.

You can have two illustrated tactile books and Braille picture books on loan at the same time. Return illustrated tactile books and Braille picture books to Celia by the due date.

## **Please provide Celia with your correct contact details**

Please check that Celia has your correct contact details. Contact details include name, address, phone number and email address. You can borrow materials from Celia only when Celia has your contact details and those details are correct. If your contact details change, please inform Celia of this.

## **How to stop using Celia's services**

If you no longer wish to borrow materials from Celia, notify Celia, your school or the library that manages your account.



## **An inactive account will be closed automatically**

If you have not used Celia's services for two years, your account will be closed. Celia will then remove your contact details from its system.

## **Abuse of Celia's services**

If a customer abuses Celia's services, there will be consequences. The consequences may include a suspension of service and/or a borrowing ban. A suspension of service means that the customer cannot use Celia's services. A borrowing ban means that the customer cannot borrow materials from Celia.

## **Suspension of service and borrowing ban**

The National Archives may impose both a suspension of service and a borrowing ban on the customer at the same time

- if the customer gives Celia's materials to others
- or if the customer gives their login credentials to others and they use them
- or if the customer shares Celia's materials on the internet
- or the customer repeatedly returns materials late
- or the customer repeatedly and deliberately damages Celia's materials.

A suspension of service and a borrowing ban are valid for a maximum of 30 days.

Before the National Archives imposes any bans, it must discuss the matter with the customer.

A suspension of service and a borrowing ban are decisions that the customer may appeal. If the National Archives imposes a suspension of service and a borrowing ban on the customer, the customer will be notified of this by letter. The letter provides instructions on how to submit an appeal. The instructions are provided in plain language.

## **Borrowing ban**

The National Archives can impose a borrowing ban on a customer

- if they do not return the material they have borrowed
- or if they lose or damage materials



- or if they have not paid for or replaced material that has been lost or damaged.

The National Archives does not impose a borrowing ban if

- the material is not very valuable
- or the customer cannot afford to pay compensation
- or the customer has some other reason, such as illness or another personal reason.

The borrowing ban is valid for a maximum of 30 days. The customer cannot appeal the borrowing ban.

If the material is lost or damaged, the National Archives may charge the customer a fee. Once the customer has returned the material or paid compensation for the material, they are allowed to borrow books again.

### **If you violate copyright law**

If the National Archives learns that the customer has violated copyright law, it will file a criminal complaint. In addition, a suspension of service and a borrowing ban will be imposed on the customer.

A violation of the law means that the customer deliberately

- copies Celia's materials
- or provides or sells Celia's materials to another person
- or gives their login credentials to another person for them to use.

### **The terms of use and data protection**

These rules are based on the Act on the Services Provided by Accessibility Library Celia (512/2025).

The National Archives has the right to change these terms of use. However, the National Archives may change the rules only for a justified reason and only to a limited extent at a time. The National Archives provides information about such changes on its website. The changes will take effect no earlier than one week after the notice has been published. You must notify Celia's customer service if you do



not accept the changes. If you do not accept the changes, it may lead to the termination of your customer relationship with Celia's services.

When you register for Celia's services, your data is stored in Celia's customer register. This is important so that Celia can manage your customer relationship.

If you are under the age of 15 or unable to make decisions independently, you must have the consent of a guardian or legal representative to register. In the privacy policy of the customer register, we explain how we use and protect customer data. [You can read the policy, in plain language, on the website of the National Archives.](#)

These terms of use are valid from 1 January 2026.

