

Approved by order No 33 of 23.09.2021 of the Director of the Library

In force from: 23.09.2021

## **Rules of the Library of Tallinn University of Technology**

### **1. General provisions**

1.1 The Library of Tallinn University of Technology (hereinafter referred to as “the Library”) is a university library, a research library and the public central library of technology in Estonia. These Rules ensure implementation of the three main directions in the scope laid down in the Statutes of the Library.

1.1.1 In the TalTech’s branch library in the Estonian Maritime Academy, members of TalTech and Estonian Nautical School can borrow books for home reading.

1.2 The Library is open to everyone.

1.3 The Library has a video surveillance and an electronic security system for library items.

1.4 The Library Rules apply to all library visitors. Registered library users have the right to use more library services.

### **2. User registration**

2.1 New users can register at the library based on a valid identity document, which includes a photograph, or by filling in the application form online. The user fills in a registration card or an application form online and signs it, with which the user commits to follow the Library Rules.

2.1.1 A written consent of a parent or guardian is required for persons under 16 years of age.

2.2 When registering as a user, the following data shall be submitted: first and last name, personal identification code (in the absence thereof date of birth), phone number, e-mail address, position (only TalTech employees), education, occupation, student identification code (only TalTech students), educational institution (students from other universities and schools), home country. Based on the submitted data, the user privileges are linked to the ID card, residence permit card, digital identity card (digital ID) or the user can get a chargeable library card.

2.3 The library card is issued for the exclusive use of the holder and it is forbidden to pass it on to another person.

2.4 The user shall renew his or her library card once a year by himself/herself or with the help of the library staff at the library; user data are verified during the renewal. Users without a valid library card will not be served. The library card is renewed only if the user does not have any outstanding fines for overdue items.

2.5 A user is obliged to inform the Library about changes in his/her data or to update his/her data through the online catalogue ESTER.

#### **2.6 Use of users’ personal data**

2.6.1 The Library maintains a database of registered users. The user database is for internal use of the Library; only the Library staff providing the services who are obliged to maintain the confidentiality of the users' data have access to it. Other persons are granted access to the data only in the cases provided by law.

2.6.2 Users’ personal data are processed in compliance with the Procedure for Processing and Protection of Personal Data of Library Users.

2.6.3 The data in the user database are used to identify users and provide library services, including to send reminders and other notices, and for statistical analyses where the data are not linked to the person.

2.6.4 The user’s data in the Library system are protected by a personal password.

2.6.5 The data are stored in the user database, the registration cards index and the DigiDoc files database during the period of validity of the library card and for a period of 5 years following the expiry of the card. After the aforementioned period, user data will be deleted from the databases and the registration card will be removed from the registration cards index. The data of users who have outstanding fines for overdue items will not be deleted.

### **3. Services**

3.1 Library services include:

- 3.1.1 lending of library items for use at home and in the library;
- 3.1.2 reference and information service;
- 3.1.3 user training, counselling and consultations;
- 3.1.4 borrowing library items via Interlibrary Loans (ILL) and ordering copies from Estonian and foreign libraries for TalTech Library users; lending library items to Estonian and foreign libraries;
- 3.1.5 granting access to online resources in accordance with agreements and licence agreements;
- 3.1.6 photocopying: self-service and librarian-assisted;
- 3.1.7 printing: self-service;
- 3.1.8 scanning: self-service and librarian-assisted;
- 3.1.9 binding service;
- 3.1.10 sale of books published by TalTech Press House;
- 3.1.11 other services arising from the goals of the Library.

3.2 The Library provides computer workstations for information search, accessing online resources and processing of documents. It is possible to use the Wi-Fi data communication network, individual study rooms and group study rooms. Members of TalTech can use the study room that is accessible 24/7 (at Akadeemia tee 1 in Tallinn).

3.2.1 It is recommended to use TalTech Uni-ID to log in to a computer, but it is possible to log in with a local username if the user does not have a Uni-ID.

3.2.2 The use of the 24/7 study room is regulated by the rules for using the 24/7 study room.

3.3 Library items can be borrowed free of charge; other services may be fee-based. The prices for fee-based services are established by an order of the Director of the Library.

3.4 Users who have outstanding fines for overdue items have limited access to services.

3.5 Registered users can use all services provided by the Library. Unregistered users have limited access to the services provided by the Library.

#### 4. Borrowing

4.1 Library items can be borrowed only with a valid library card. The maximum number of items that can be checked out by a user is the following:

- 4.1.1 TalTech students – up to 25 items;
- 4.1.2 TalTech staff – up to 30 items;
- 4.1.3 users from outside of TalTech – up to 10 items.

4.2 Library items on open shelves may be used in the reading rooms without the assistance of a librarian.

4.3 In order to borrow items from a closed stack or service desk, the person must be a registered user and must submit a precisely and legibly completed call slip.

4.4 Borrowed library items must not be damaged. When borrowing an item, it is recommended to examine the condition of the item and inform the librarian of any missing pages, additions or other signs of damage. If signs of damage are discovered upon return, the user shall be responsible for the damage.

4.5 The user undertakes to return the borrowed items by the due date or to apply for a renewal.

4.5.1 The library system will send automatic e-mail notices to the user about the coming due dates and reminders of overdue items. The Library cannot guarantee that automatic e-mails reach the recipient, and a message that was not received will not exempt from paying a fine for overdue items.

4.6 A fine is charged for overdue items in accordance with the established procedure.

4.6.1 Library items cannot be renewed, lent and the user will not be able to queue for an item if the amount of outstanding fines exceeds 3.00 euros.

4.7 A lost or damaged item must be compensated to the Library in accordance with the established procedure.

4.8 Library items that have not been checked out must not be taken out of the Library. A user who violates this rule will lose the right to use the Library for up to one year. If the user is believed to be acted in bad faith, the university's security service and police will be notified of an attempted theft.

4.9 Library items can be borrowed for 30 days (unmarked); 14 days (yellow marking); 7 days (blue marking).

4.10 Reference works and library items intended for in-library use (red marking) may only be used in the Library.

4.11 Periodicals may only be used in the Library.

4.12 Textbooks from the textbook collection will be lent only to TalTech members (if not agreed otherwise).

4.12.1 Textbooks can be borrowed for 90 days; textbooks in high demand and textbooks from the archive collection can be borrowed for 30 days.

4.12.2 By exception, only teaching staff may borrow books required for teaching and research for the entire semester.

4.13 Upon graduating from TalTech or terminating the contract of employment, items borrowed from the textbook collection and from the branch library in the Estonian Maritime Academy must be returned to the Library; the user maintains the right to borrow items from other collections.

## 5. Internal rules

5.1 Library services are provided to visitors based on a valid library card. All visitors are required to follow the internal rules of the Library.

5.2 Visitors must not violate public order in any way.

5.3 Order and silence shall be preserved in all Library areas; a user must not disturb other visitors by his/her behaviour.

5.4 To prevent damage to library items and equipment, eating in the Library is prohibited; it is allowed to consume non-alcoholic drinks that are in leak-proof beverage containers.

5.5 Visitors who are under the influence of alcohol or narcotic drugs or wearing visibly dirty clothing or have poor hygiene are not allowed in the Library.

5.6 In the case of suspicion, an employee has the right to inspect the visitor's belongings when entering, remaining in and leaving the Library's reading areas and the visitor is obliged to allow the inspection.

5.7 The Library is not responsible for items left unattended on the Library premises.

## 6. User's responsibility

6.1 In the case of violation of the Library Rules, the user will lose the right to use the services provided by the Library for up to one year.

6.1.1 If a user has violated the procedure for using the 24/7 study room (clause 3.2.2), the Director of the Library has the right to decide to deprive the user of the right to use the 24/7 study room, but to retain the right to use other services provided by the Library. The term shall be determined by the Director of the Library, considering the gravity of violation and other circumstances related to it.

6.2 The user bears material liability for the library items, devices or other assets in his/her use. The Library must be compensated for the damage caused. Damage caused by an individual under 16 years of age shall be compensated by his/her parent.