

RULES FOR USERS OF THE NATIONAL LIBRARY OF ESTONIA

1. GENERAL PROVISIONS

1.1. The Rules for Users of the National Library of Estonia (hereinafter Rules for Users) have been established under Subsection 7 (1) of the National Library of Estonia Act and specify the bases of and procedure for registering as user, organisation of using the services and collections, bylaws and responsibility of the users.

1.2. The function of the National Library of Estonia (hereinafter Library) is to provide a public service.

1.3. The use of the Library's materials and databases is free, other services may be subject to a charge according to the price list of services.

2. REGISTRATION OF USERS

2.1. Registering to become a user is possible either on-site in the Library or at the Library's website.

2.2. When registering as user on-site in the Library, you have to fill in a registration application and present a valid identity document with a photo. Upon registering via the web, you must sign the registration application digitally. The registration application requires the user's first name and surname, personal identification code (in the absence of the personal identification code the date of birth), postal address, telephone number, email address and optionally the field of activity, area of interest and wish to receive the Library's newsletter. Users must sign their registration application to confirm their commitment to observe the terms of the Rules for Users of the Library.

2.3. Users must notify the Library of the change of data referred to in clause 2.2. or update their data themselves at the Library's website.

2.4. If the user has electronically registered with an ID-card or Mobile-ID and digitally signed the registration application, they can use all of the Library's services.

2.5. If the user has electronically registered as an online user without giving a digital signature, they can use the Library's e-services and personalised services of the Library's databases. Proceeding from the licence agreements concluded with the creators and suppliers of databases, the databases with restricted access cannot be used outside of the Library's premises. Online users cannot use home lending service.

2.6. Visitors who are not registered users can use databases and materials on open shelves in the reading rooms, and visit exhibitions.

3. USE OF PERSONAL DATA OF THE USER

3.1. The Library maintains the database of users where it enters the personal data provided by the user on the registration application, username or number of library card, validity period of user rights and encrypted password. Personal data are stored in the database during the validity period of user rights.

3.2. The personal data of the user are processed in accordance with the Personal Data Protection Act and in compliance with the privacy policy of the Library.

4. SERVICES IN READING ROOMS

4.1. In reading rooms, users can use databases, open access collection and items ordered from stacks. Archival documents and access copies in the Rare Books and Archives Reading Room may be used only if the requested documents and items are not found in other collections of the Library, including the digital collection.

4.2. Authorised workplaces in the reading rooms enable to read e-books and items acquired as legal deposit copies which have access restrictions set by the publisher. Authorised workplaces lack network access and copying facility.

4.3. Computer workstations in the reading rooms are meant foremost for study and research. Use of computer workstations is regulated by the „Rules for Using Computer Workstations and Wireless Internet Connection (WiFi)“ approved by Director General.

5. LENDING OF ITEMS

5.1. Home lending or ordering items from the stacks to the reading rooms is available to registered users from the age of 16.

5.2. Users under 18 wishing to use home lending service need to provide the written consent of their parent or guardian (hereinafter Parent). The submitted consent is valid until the user becomes 18 years old. The consent can be filled in, digitally signed and submitted via the Library's website or on-site in the Library.

5.3. Users may borrow up to five books and five printed music items at any one time.

5.4. Home lending is permitted for books and printed music stored in the basic collection and published in 1946 or later, except for legal deposit copies, reference publications, dictionaries. If the item is not in demand, its due date can be renewed up to two times.

5.5. Home lending from open access collections in the reading rooms is permitted for foreign publications issued in 1946 or later, the term is up to three working days. The due date cannot be renewed. As an exception, home lending is permitted for books and periodicals from the open access collection on information sciences, and from the collections of Austrian, German and Swiss Reading Rooms. Librarians on duty may set limits to borrowing open access literature (considering big demand, value of the item, etc.).

5.6. Home lending is not permitted for the open access collection of the Rare Books and Archives Reading Room, for reference publications (also publications with reference contents), dictionaries and large format books (albums, atlases, etc.).

5.7. In reasoned circumstances, legal persons may borrow items and works of art with the consent of the Keeper of Collections of the Library and on the ground of a letter of warranty. In such cases the lending of items is formalised by a delivery report.

5.8. Items and copies of articles not available in the Library can be requested through the Interlibrary Lending Service (ILL) from other libraries in Estonia or abroad. This service is available for registered users and is regulated by the „Rules for Interlibrary Lending Service in the National Library of Estonia“.

6. COPYING

6.1. Without the authorisation of the author and without payment of remuneration, copying of items and printed music protected by copyright is permitted only for private use and scientific research or studies in compliance with the Copyright Act.

6.2. Personal devices are allowed for making copies of items and printed music. Camera flash is not allowed. In the Rare Books and Archives Reading Room, personal technical devices are not allowed for copying archival documents, preservation copies of national print materials and items stored in the rare books collection.

6.3. Copying items and printed music is regulated by the „Rules for Copying Items from the National Library of Estonia Collections“.

7. USE OF E-PUBLICATIONS AND LICENSED DATABASES

7.1. e-Publications are accessible via the digital archive DIGAR or via the Library's Federated Search Portal.

7.2. When using e-publications and licensed databases, users must follow the conditions of use for the particular publication/database. Works protected by copyright may be accessible via the computer workstations of the Library, or only via authorised workplaces which lack network access and copying facility.

7.3. If the e-publication does not provide a note on usage conditions, the publication may be used solely for private use and scientific research or studies in compliance with the Copyright Act.

8. USER RESPONSIBILITY

8.1. Library users are responsible for any borrowed items, devices or other property and for the lawful use of the works, and are obliged to compensate for the damage caused to the Library when these conditions have been violated.

8.2. Users are obliged to replace any damaged or lost item with the same item, or compensate for its cost as determined by the Library.

8.3. If a user has damaged an item or failed to return it, the cost of this item is determined by the Head of Collection Management Department (for books) or Head of Fine Arts Information Centre (for printed music). The basis for determining the cost is the market price of the item, added by expenses connected with the procurement, processing or restoration of the item.

8.4. Upon failure to return a borrowed item by due date, the user is obliged to pay the fine in the amount of EUR 0,32 per each day overdue for each item on the basis of an invoice or precept. The maximum total of the fine is EUR 19,20. A precept is prepared in the electronic format and is sent to the user at the email address indicated in the user database. If the user is under 18 years of age, the invoice or precept is issued to their parent and sent to the email address indicated in the written consent of the parent.

8.5. Upon failure to pay the fine and to compensate for the damage caused by not returning an item or by damaging an item or other property, the Library has the right to assign the recovery of debt to a legal person engaged in debt collection.

8.6. Users cannot order and borrow new items nor renew the due date of borrowed items until the debt is settled.

9. INTERNAL RULES IN THE LIBRARY BUILDING AND READING AREA

9.1. The opening hours of the Library are specified by the Director General with a directive.

9.2. Visitors under the influence of alcohol or psychotropic substance/drugs, and/or wearing visibly dirty clothes and/or having serious problems with personal hygiene are not admitted to the Library building (hereinafter Building).

9.3. Entry to the Building on roller-skates, skateboards, bicycles, etc. is not allowed, nor may animals (except for guide dogs for the blind), weapons, ammunition, explosives, easily flammable substances, or dirty or offensively smelling objects be brought in.

9.4. Smoking (including e-cigarettes) is only permitted in special smoking areas of the Building.

9.5. When entering the Library's reading area, users must present their library card or ID-card. Visitors not registered as users get a sticker for the time spent in the reading area.

9.6. Users are not allowed to enter the reading area in outdoor clothes and with large bags (except for laptop bags). Outdoor clothes and bags should be left in the cloakroom. The Library does not accept any responsibility for unattended possessions.

9.7. Entry in and departure from the reading area, as well as compliance to the internal rules in the Building is supervised by the security service. If there is a justified reason, the security staff shall be authorised to check the possessions of the user upon entering and leaving the reading area as well as in the reading area. Users are obliged to allow the check of their possessions.

9.8. Users are required to behave in an orderly manner and observe the silence in reading rooms. Activities disturbing other visitors are not permitted, including talking on mobile phones and using other technical devices without silent mode, sleeping, giving lectures or lessons.

9.9. Eating is not permitted in the reading rooms. Nonalcoholic drinks in screw-capped bottles are allowed. Drinking and eating is not permitted in Rare Books and Archives Reading Room.

10. RESTRICTION OF RIGHT TO USE LIBRARY

10.1. If the Library has established repeated and intentional violation of the Rules for Users, and/or unauthorised removal or attempt to remove any item, equipment or other property by a user, the Library is entitled to restrict the right of this user to use the Library for up to six months.

10.2. The restriction of the right to use the Library and the term of the restriction shall be decided and formalised in writing by the Director of Library Services, taking into account the gravity of the violation and the related circumstances.

10.3. The user has the right to contest the decision referred to in clause 10.2. by submitting a challenge to the Director General of the National Library of Estonia within five days as of the day following the day of receipt of the decision.