

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 (1) of section 7 of the National Library of Estonia Act and sets out the bases of and procedure for the registration as a user, organisation of the use of services and collections, internal rules, and the responsibility of a registered user.

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

1.3. The use of Library's items and databases is free of charge; other services may be charged with a fee according to the price list of services.

2. REGISTRATION OF USERS

2.1. A person may register oneself as the user of the Library on site or by submitting the registration application on the web. For on-site registration, one has to produce a valid identity document with a photograph or a student card.

2.2. On the registration application, the applicant shall submit his or her first name and surname, personal identification code (in the absence of the personal identification code, the date of birth), postal address, telephone number, e-mail address and, optionally, notations about his or her areas of activity and interest and whether he or she wants to subscribe for the Library's newsletter.

2.3. The user must notify the Library of the changes of his or her data or update his or her data himself or herself on the Library's home page.

2.4. On the registration application, the user shall confirm with his or her signature that he or she accepts the conditions of the Rules for Users.

3. PROCESSING THE PERSONAL DATA OF USERS

3.1. The personal data of registered (and online) users shall be processed in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and in compliance with the Library's procedure for processing personal data.

4. USE OF SERVICES

4.1. Registered users may avail themselves of all the Library's services.

4.2. Persons who are not registered as users may access databases in the reading rooms, use the items in the open access collection, and visit exhibitions; they may not use the home lending service.

4.3. After registering oneself as an online user on the web, a person may use the Library's e-services and personalised services for using databases. Arising from the licence agreements signed with the producers and distributors of databases, the use of restricted-access databases outside the Library's premises is prohibited. The online user may not use the home lending service.

4.4. Authorised workstations enable to read legal deposit copies of e-books and items with restricted access, set up by publishers. Authorised workstations lack network access and recording and printing facilities.

4.5. The Library's computer workstations are meant, first and foremost, for study and research. *Rules for using computer workstations and wireless data networks (Wi-Fi)*, approved by the decree of the Director General of the Library, govern the use of computer workstations.

5. LENDING OF ITEMS

5.1. Registered users may order items from the stacks to reading rooms or use the home lending service.

5.2. To create the home lending right for a person under the age of 18, his or her parent or guardian (hereinafter Parent) must give his or her written consent for this. The consent is formalised once and is valid until the person turns 18 years old. The consent may be formalised by signing it digitally on the web or on site in the Library.

5.3. Users may borrow up to five books and five items of printed music at a time.

5.4. Books and the items of printed music stored in the basic collection and published in 1946 or later and holding the status „Available“ in the online catalogue ESTER are permitted to be lent home from the stacks. The loan period for books is up to thirty days and for printed music – up to three months. If there is no demand for the item, its loan is renewable up to three times.

5.5. Literature from the open access collections of reading rooms is permitted to be lent home for the loan period of a maximum of seven days. Books and the items of printed music that are not marked with a red dot and hold the status „Available“ in the online catalogue ESTER are permitted to be lent home. The loans of the items in the open access collection shall not be renewed. As an exception, all the journals and books from the open access collections on information sciences and in the Austrian, German and Swiss Reading Area are available for home lending for a longer period of time. The librarian on duty has a right to set limits to borrowing books from the open access collection, taking into consideration high demand, the value of the item, or other reasons.

5.6. Items from the collection of Rare Books and Archives Reading Room and large-format books (albums, atlases, etc.) shall not be lent home.

5.7. In reasoned cases and with the consent of the Keeper of Collections, legal persons may borrow the Library's items and works of art on the ground of a guarantee letter. An instrument of lending the items shall be prepared to formalise the loan.

5.8. Registered users may also request items not available in the Library and copies of articles from other libraries in Estonia and abroad via the interlibrary loan (ILL) service. *Instructions for interlibrary loan service of the National Library of Estonia* govern the provision of ILL service.

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 study or scientific research purposes in accordance with the provisions of the Copyright Act.

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

6.3. *Instructions for copying items in the collections of the National Library of Estonia* govern the copying of items and printed music.

7. USE OF E-PUBLICATIONS AND LICENSED DATABASES

7.1. E-publications are accessible via the digital archive DIGAR or via the Library's search portal.

7.2. While using e-publications and licensed databases, the conditions of use for each publication or database shall be adhered to. Works protected by copyright may be accessible on the Library's computer workstations or only on authorised workstations that lack network access and copying facility.

7.3. If the e-publication is not provided with a notation about the conditions of its use, the publication is available only for private use and study or scientific research purposes in accordance with the provisions of the Copyright Act.

8. RESPONSIBILITY OF LIBRARY VISITORS

8.1. The visitors of the Library are responsible for the preservation of any item, device or other property they use and for the legitimate use of works, and are obliged to compensate for the damage caused to the Library by non-compliance with the above-mentioned requirements. The Parent shall compensate for the damage caused by a person under the age of 18.

8.2. Damaged or unreturned item shall be replaced with the same item or compensated for in the value as determined by the library.

8.3. The value of damaged or unreturned item shall be determined by the Head of the Collection Development Department (for books) or by the Head of the Fine Arts Information Centre (for printed music). The basis for determining the value shall be the market price of the item, to which the acquisition, processing or restoration costs shall be added.

8.4. Upon failure to return the borrowed item by due date, the user is obliged to pay contractual penalty in the amount of EUR 0.32 per each day overdue for each item on the basis of an invoice or a precept. The maximum total of the contractual penalty is EUR 19.20 per each item. The precept shall be prepared in electronic format and delivered to the e-mail address indicated in the user database. If a person under the age of 18 has an overdue loan, a copy of the invoice or the precept shall be issued to the Parent.

8.5. Upon failure to pay contractual penalty and to compensate for the damage caused by not returning an item or by damaging an item or other property by the due date established, the

Library has the right to assign the recovery of debt to legal person engaged in debt collection.

8.6. The user may neither order and borrow new items nor renew the loans of the 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 shall be established by the decree of the Director General of the Library.

9.2. Intoxicated visitors or visitors under the influence of a psychotropic substance and/or wearing visibly dirty clothes and/or having serious problems with personal hygiene shall be not admitted to the Library's building (hereinafter Building).

9.3. Entry to the Building on roller skates, skateboard or bicycle and bringing animals (except for the blind person's guide dogs), weapons, ammunition, explosives, inflammable substances, or smeary or foul-smelling objects to the Building are not allowed.

9.4. Smoking is forbidden in the Building.

9.5. Outdoor clothes may be left in the cloakroom and baggage in the locker during the opening hours of the Library. The Library assumes no responsibility for any personal belongings left unattended.

9.6. Entry in, departure from and compliance with the internal rules in the Building are supervised by the security service. In the case of suspicion, the security staff retains the right to search personal belongings brought by the visitor upon entering, remaining within and leaving the reading area, and the visitor is obliged to allow the search.

9.7. Visitors are not allowed to breach public order, *inter alia*, by violating the norms of customary practice and good manners in the Library's premises. Silence shall be maintained in the reading rooms designated with the marking of whispering and silence area. (Talking on mobile phones and using technical devices without silent mode are not allowed.)

9.8. Eating is forbidden in the reading rooms. Non-alcoholic drinks in screw-capped bottles are allowed. Eating and drinking are not allowed in the Rear Books and Archives Reading Room.

10. RESTRICTION ON THE RIGHT TO USE THE LIBRARY

10.1. If the Library has established that a user has repeatedly and intentionally violated the Rules for Users and/or removed or attempted to remove without authorisation any item, device or other property, the Library retains the right to impose an interim restriction on the right of the user to use the Library for up to six months.

10.2. The Director of Library Services shall decide on and formalise in writing the restriction on the right to use the Library and the term of the restriction, taking into account the gravity of the violation and the related circumstances.

10.3. The user retains the right to contest the decision by filing a challenge with the Director General of the Library within five days as of the day following the day of receipt of the decision.