

APPROVED

Tallinn Health Care College  
Rector's Order No 1-4/13/2020  
dated May 7th, 2020

## **RULES FOR THE USE OF TALLINN HEALTH CARE COLLEGE LIBRARY**

### **1. General provisions**

1.1. Tallinn Health Care College Library (hereinafter *Library*) is a professional library, which is open to everyone, and which collects, maintains and makes the health care literature and databases available for the users. The libraries are located in Tallinn building and in Kohtla-Järve structural unit.

1.2. Rules for the use of the Library (hereinafter *Rules*) regulate the services of the Library, reader registration, responsibility of the reader, rules for the use of format copies, and the internal rules of the Library.

1.3. The Library provides the following services:

- 1.3.1. in-house format copy use;
- 1.3.2. outside loan of format copies;
- 1.3.3. reference service, incl. providing access to electronic collections in accordance to the terms and licence agreements;
- 1.3.4. [user trainings](#), incl. data search trainings for the learners and the employees;
- 1.3.5. use of public computers;
- 1.3.6. Wireless Internet WiFi is available;
- 1.3.7. [providing rooms for group or individual work](#);
- 1.3.8. selling publications of the College;
- 1.3.9. self-service [copying, printing and scanning](#).

1.4. The Library users are:

- 1.4.1. a registered reader, which can either be a learner or an employee of Tallinn Health Care College;
- 1.4.2. a visitor – a person that can use the in-house service of the Library.

1.5. The rules apply to all Library users, these are available at the Library and on the website of the College, in the section of Library.

### **2. Reader registration**

2.1. Reader registration is available on the basis of the identity document at the Library, via web form on the website of the College in the section of Library or in self-service of Library's e-catalogue.

2.2. Reader's signature on registration process confirms that they agree to abide by the Rules.

2.3. Registered reader's user permission should be renewed once a year independently or with the help of the library staff at the library. User data is verified during the renewal.

2.4. Registered user is obliged to notify the Library of any changes in their personal data, or to update their personal data via the e-catalogue self-service.

2.5. The database of registered readers is maintained by the Library, which data are used to identify the reader and provide library services, incl. sending reminders and other notifications, and conducting statistical analysis where the data are not related to the person.

2.6. The handling of reader's personal data is regulated by the following documents: „[Tallinn Health Care College's Privacy Policy](#)“ ja „[Tallinn Health Care College's Procedure for Processing and Protection of Personal Data](#)“.

### **3. The use of format copies**

3.1. Outside loan of format copy is available for the registered reader only on the basis of identification document.

3.2. Library readers have access to various e-collections and databases.

3.3. Newspapers, final theses and the format copies with markings to use in-house-only are available for in-house use only, no outside loan possible.

3.4. Loan period of a format copy is determined by the Library, it depends on the type of the format copy, number of copies and use intensity.

3.5. The borrower of the copy will receive a warning by e-mail three days before the loan period expires. The notification will be also sent by e-mail when the loan period expires.

3.6. Borrowed format copy must be returned on time. The loan period may be extended if there are no registered people on the wait list.

3.7. You can return the borrowed format copies to the book locker or to the service counter.

3.8. If the format copy is out of loan, you can register yourself to a wait list. You will be notified by e-mail when the format copy has been returned to the Library. The reserved format copy will be available for 3 working days. If you have not picked up the reserved item within three working days, the format copy will be given to the next one on the wait list.

3.9. You have to pay a fine when format copies are not returned on time. The fine is 0.05 euros for each format copy per day.

3.10. Library has the right to use the help of professional people that deal with debt-claims for format copy debt collection pursuant to the Law of Obligations Act.

### **4. Responsibility of the reader**

4.1. The user of the Library has material responsibility regarding the format copy, technological items and other inventory they are using.

4.2. In case of either damaging or losing the format copy, the user must replace it with another copy (same title, it may be of later edition). Exceptionally, the damaged format copy may be replaced with a copy that the manager of the Library has approved as equivalent in contents.

4.3. In case of exmatriculation of the learner, or when the employee leaves employment, they must return the borrowed format copies (not depending on the loan period), and they have to have the digital clearance sheet signed, in order to prove having no debts at the Library. After that the personal data of the reader will be deleted from the Library's database.

## **5. Internal rules of the Library**

5.1. All library users are obliged to follow the internal rules of the Library.

5.2. Keep the Library clean, quiet and orderly. Behave in a way that does not disturb other readers.

5.3. Damaging, dirtying and breaking the inventory of the Library (computers, headphones, furniture and so on) is prohibited. The offenders will be punished in accordance with legislation in force.

5.4. Eating and drinking is prohibited at the Library.

5.5. Only the College's IT specialist has the right to install and configure software. They are competent to decide whether it is necessary to install a certain computer program or not.

5.6. In case of alarm (security portal, fire alarm and so on) the reader must obey the orders of the library employee.

5.7. Library is not responsible for the security of the personal belongings left unattended at the Library.

5.8. All complaints regarding the Library will be resolved by the Head of Lifelong-Learning Centre.