

## 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 collects, maintains, and makes the health care literature and databases available for the users.
- 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 internal rules of the Library.
- 1.3. The rules are available at the Library and on the website of the College, in the section of Library. The Library is located in two separate buildings, in Tallinn and in Kohtla-Järve structural unit.
- 1.4. The Library provides the following services:
  - 1.4.1. in-house format copy use;
  - 1.4.2. outside loan of format copy;
  - 1.4.3. reference service, including providing access to electronic resources in accordance to the terms and licence agreements;
  - 1.4.4. [user training](#), including data search trainings for the learners and the employees;
  - 1.4.5. use of public computers;
  - 1.4.6. Wireless Internet WiFi is available;
  - 1.4.7. [providing rooms for group or individual work](#);
  - 1.4.8. selling publications of the College;
  - 1.4.9. self-service copying, printing and scanning.
- 1.5. The library users are:
  - 1.5.1. registered reader, which can be either a learner or an employee of Tallinn Health Care College;
  - 1.5.2. visitor – a person that can use the in-house services of the Library.

### 2. Reader registration

- 2.1. Reader registration is available on the website of the College, in the section of Library.
  - 2.2. Reader's database consists of registered readers, the data are used for identifying the reader and providing the Library services, including sending notifications and other messages, and for statistical analysis, in which the data shall not be linked with the person.
3. The use of format copy
- 3.1. Outside loan of format copy is available for the registered reader only, on the basis of identification document.
  - 3.2. Newspapers, final theses and the books on the front shelf of the reading room are available for in-house use only, no outside loan possible.
  - 3.3. Loan period of format copy is determined by the Library. It depends on the type of the format copy, number of copies and use intensity.
  - 3.4. 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.
  - 3.5. Extending the loan period is possible if the format copy has not been reserved for another user.
  - 3.6. If the format copy is out on 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.
  - 3.7. Borrowed format copy must be returned on time.
  - 3.8. When format copies are not returned on time, you have to pay fine. The fine is 0.05 euros for each format copy per day.
  - 3.9. Library has the right to use the help of professional people that deal with debts for format copy debt collection pursuant to 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 copy (not depending on the loan period), and they have to have the clearance sheet signed, in order to prove having no debts at Library.

## 5. Internal rules of the Library

- 5.1. Keep the Library clean, quiet and orderly. Behave in a way that does not disturb other readers.
- 5.2. 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.
- 5.3. Eating and drinking is prohibited at Library.
- 5.4. Only the computer 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.
- 5.5. In case of alarm (security portal, fire alarm and so on) the reader must obey the orders of a library employee.
- 5.6. Library is not responsible for the security of the personal belongings left unattended at Library.
- 5.7. All complaints regarding the Library will be resolved by the manager of the Library.