

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

AMENDED Rector's Order No 1-4/61, dated December 20th, 2021

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 with 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 on-the-spot;
- 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 services of the Library.

1.5. The rules apply to all Library visitors, the rules 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 on-the-spot 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. Library's registered user is obliged to notify the Library of any changes in their personal data, or to update their personal data independently 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 linked to the person.

2.6. The processing of reader's personal data corresponds with regulations in following documents: „Tallinn Health Care College's Privacy Policy“and „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 copies is available for registered readers only based on identification document.

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

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

3.4. Library's catalogue includes full texts of final theses defended at the College over the last five years for the public, and data of final theses of last ten years. Record-keeping period of final theses is set in the document of Tallinn Health Care College entitled „List of Documents“.

3.5. 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.

3.6. 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 will have been expired.

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

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

3.9. 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 that time, the format copy will be given to the next one on the wait list.

3.10. You must pay a fine when format copies are not returned on time. The fine is 0.05 euros for each per day.

3.11. 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 user of the Library

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 with another copy (same title, it may be of later edition). Exceptionally, the damaged format copy may be replaced with the copy that the manager of the Library has approved as equivalent.

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 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. Your behaviour should not disturb other readers.

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

5.4. Eating and drinking is prohibited at the Library's rooms.

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 programme or not.

5.6. In case of alarm (security portal, fire alarm etc), 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's rooms.

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