

**APPROVED**

Tallinn Health Care College
Rector's Decree No. 1-4/13/2020
on May 7, 2020

AMENDED

Rector's Decree No. 1-4/61 on December 20, 2021
Rector's Decree No. 1-4/58 on October 7, 2022

TALLINN HEALTH CARE COLLEGE LIBRARY USE POLICY

1. General provisions

- 1.1. Tallinn Health Care College Library (hereinafter *the Library*) is a specialized Library serving the College and also open to everyone, which collects, preserves and makes available health-related literature and provides access to research databases and other digital resources. The Library belongs to the structure of the College's Lifelong Learning Centre, and according to the statutes (point 2.2.5), the role of the Library is to provide up-to-date information services.
- 1.2. This Library use policy (hereinafter *policy*) sets out the procedure for registration as a reader and the principles of personal data processing (p. 2), the services provided (p. 3), the procedure for borrowing copies (p. 4), the internal rules of the Library (p. 5) and the responsibility of the Library visitor (p. 6).
- 1.3. The Library use policy applies to all Library visitors.

2. Registration as a reader and processing of personal data

- 2.1. All Tallinn Health Care College students, employees, alumni or employees in the healthcare field can register as a reader. A person registered as a reader (*registered reader*) has the right to use more Library services (e.g. borrow materials for outside use, use the Library's e-resources via remote access, i.e. VPN, etc.). Individuals who are not affiliated with the College and who are not employees of the health sector may use the Library services on site.
- 2.2. You can register as a reader: a) on the basis of a valid identity document at the Library or b) via the corresponding online form of the e-library catalogue. By completing and signing the registration form or online form, the reader undertakes to comply with the Library Use Policy.
 - 2.2.1. In order to become a reader, the following information must be provided: first and last name, social security number (if not available, date of birth), telephone, e-mail address, home address.
 - 2.2.2. In the case of persons under 16 years of age, the written consent of a parent or guardian is required.
 - 2.2.3. The reader is obliged to notify the Library of changes in their data or to update their data themselves via the self-service of the Library's e-catalogue.
 - 2.2.4. The extension of the validity period of the registered reader's user right is carried out once a year by the reader independently via the self-service of the

Library's e-catalogue or on site in the Library with the help of a Library staff. When extending the user right, the reader's data is checked and updated if necessary.

2.3. Personal data of registered users is processed in accordance with the relevant documents: "The Privacy Policy of Tallinn Health Care College" and "Processing of Personal Data at Tallinn Health Care College".

2.3.1. Data of registered readers are entered into the database of readers of the Library program.

2.3.2. The data is used to identify the reader and to provide Library services, including sending reminders and other notifications, and to compile statistical analysis, where the data is not associated with a person.

3. Services

3.1. The Library provides the following services (see also <https://www.ttk.ee/et/teenused>):

3.1.1. on-site use of copies and e-resources is provided to all Library visitors;

3.1.2. outside loan of copies to registered readers of the Library;

3.1.3. information service and consultation for Library visitors;

3.1.4. enabling access to research databases and other e-resources acquired by the Library via remote access, i.e. VPN (in accordance with contracts and license agreements) to registered readers;

3.1.5. non-contact borrowing of the collection items;

3.1.6. sending collection items by post to a parcel machine as a remote service;

3.1.7. use of a self-service borrowing machine;

3.1.8. paid self-service printing, scanning and copying;

3.1.9. ensuring the use of a computer, headphones, webcam and ID card reader on site;

3.1.10. enabling the use of group and individual workspaces;

3.1.11. user training, e.g. information search trainings;

3.1.12. sale of College publications and souvenirs.

4. Item borrowing procedure

4.1. All visitors of the Library have the right to use collection items on site.

4.2. Outside loan of collection items is only available to registered readers: a) via non-contact borrowing of collection items, b) using a self-service rental machine, c) on the basis of an identity document from the librarian at the desk, d) via parcel machine as a remote service.

4.3. Collection items are generally loaned for 21 days, educational literature for 120 days. The loan period depends on the type of item, the number of copies and the intensity of use. Three days before the loan deadline, a notification is sent to the borrower's e-mail address. The reader will also be notified via e-mail about overdue items.

4.4. Borrowed items must be returned on time. The loan period can be extended in the self-service of the Library program or at the Library service desk, if no other users have registered to use the item.

4.5. Collection items can be returned to the Library's book return locker or to a Library employee at the service desk.

4.6. A late fee will be charged for exceeding the loan period. The amount of the late fee is 0.05 euros per day for each borrowed item.

4.7. It is possible to register on the waiting list for a collection item that has been lent out. The Library will notify of the item's arrival by e-mail. The reserved item will be kept

for 3 working days. If the item has not been picked up within this time, it will be passed to the next person on the waiting list.

- 4.8. The Library has the right to use the help of persons engaged in the processing of debt claims to collect book debts in accordance with the Law of Obligations Act.
- 4.9. Newspapers, theses on paper, and items marked as on site use are for on-site use only.
- 4.10. The Library catalogue contains the full texts of the theses defended at the College in the last five years and the data of the theses defended in the last ten years. The retention period of theses is stipulated in the document "List of Documents" of the Tallinn Health Care College.

5. Internal rules of the Library

- 5.1. All Library visitors are obliged to follow the internal rules of the Library.
- 5.2. Cleanliness, order and silence must be maintained in the Library; you must not disturb other visitors with your behaviour.
- 5.3. It is forbidden to damage, stain or break Library items and furnishings (computers, headphones, furniture, etc.).
- 5.4. Food is prohibited in the Library premises, including individual and group work spaces. The consumption of non-alcoholic beverages from closable drinking containers is allowed.
- 5.5. The right to install and configure the software belongs only to the College IT specialist whose competence also includes the right to decide on the necessity of the computer program.
- 5.6. In the event of a warning signal (security gate, fire alarm, etc.), the reader must obey the orders of a Library employee.
- 5.7. The Library staff is not responsible for items left unattended in the Library premises.
- 5.8. Claims related to the Library are resolved by the Head of the Lifelong Learning Centre.

6. Responsibility of the Library visitor

- 6.1. The Library visitor has material responsibility for the Library collection items, technical equipment and other inventory that they use.
- 6.2. In case of damage or loss of a collection item, the user is obliged to replace it with another copy (with the same title, it may be a newer edition). In exceptional cases, a damaged item may be replaced with an item that a Library employee has recognized as equivalent.
- 6.3. In case of exmatriculation of the student or resignation of the employee, the items borrowed must be returned immediately, regardless of the return deadline. The reader's data is then deleted from the Library program. If an alumnus or an employee working in the healthcare field wishes to continue using the Library's services, they must register as a reader again.