

**DECREE
(FREE TRANSLATION)**

Tallinn

22.05.2017 nr 1-2/17

E-book borrowing conditions

The decree is based upon the §6, subsection 2, chapter 5 of the Tallinn City Council's 18.10.2007 ordinance No 31 ("Tallinn Central Library's General Ordinance") and the §1, subsection 4 of the Tallinn City Council's 02.06.2016 ordinance No 19 („Usage Regulations of Tallinn Central Library“).

1. General provisions

1.1 The decree stipulates the order of borrowing e-books from Tallinn Central Library (hereafter *library*) and the patron's obligation and rights. The requirements and conditions that are not regulated in this decree, are stipulated in the "Usage Regulations of Tallinn Central Library".

1.2 The following concepts, listed here in alphabetical order, are used in the decree:

1.2.1 **ELLU** is an e-book borrowing and reading environment;

1.2.2 **OverDrive** is Tallinn Central Library's OverDrive e-library;

1.2.3 **e-book** is a separate e-book or an e-book together with an audio book (named together).

1.3 Library patrons have the right to use ELLU or OverDrive. In order to use ELLU, they must register as an ELLU user.

1.4 Library patrons may borrow e-books from ELLU and e-books and audio books from OverDrive.

1.5 E-books may be borrowed by patrons who are not library debtors.

1.6 Upon registering as an ELLU user or logging into the account in the OverDrive environment, the software will automatically check the patron's personal data in the library's patrons' database. The library will guarantee the protection of personal data and will not emit personal data to third persons, except in cases provided by the law.

1.7 E-books may be borrowed and read/listened to free of charge.

1.8 ELLU e-books may be read in an online environment. An internet connection is necessary in order to borrow and read e-books. E-books cannot be downloaded onto a personal device.

1.9 OverDrive e-books may be read/listened to online and/or downloaded onto a personal device. The patron must install the OverDrive application onto their personal device in order to download and read/listen to the e-books. After downloading the e-books, they may be read/listened to without internet connection.

2. Registering as an ELLU user

- 2.1 In order to borrow and read e-books, it is necessary to create a user account in ELLU, where the following data must be provided:
 - 2.1.1 username and password;
 - 2.1.2 personal identity code.
- 2.2 Teachers and students of Estonian schools in other countries must send the following information to the e-mail address ellu@tln.lib.ee, in order to acquire e-book borrowing rights:
 - 2.2.1 name and surname;
 - 2.2.2 date of birth (DD/MM/YYYY);
 - 2.2.3 personal identity code;
 - 2.2.4 e-mail address;
 - 2.2.5 name of the school;
 - 2.2.6 status (student or teacher).
3. Using ELLU
 - 3.1 Up to five (5) e-books may be borrowed at once, for 28 days, without the option of renewing the loan.
 - 3.2 An e-book may be borrowed again, by the same patron, after 24 hours have passed.
 - 3.3 It is not possible to reserve e-books.
 - 3.4 Upon the arrival of the due date, the e-book will automatically disappear from the patron's account. The patron has the right to return the e-book before the due date.
 - 3.5 The patron may view their current loans and loan history in their account.
4. Using OverDrive
 - 4.1 In order to borrow and read/listen to e-books the patron must log into the OverDrive environment by providing the following data:
 - 4.1.1 library card number or personal identity code (if the patron uses their ID-card as the library card);
 - 4.1.2 the password that was received upon registering as a library patron.
 - 4.2 Up to five (5) e-books may be borrowed at once, for 21 days.
 - 4.3 If the book is not reserved by another user, the patron may borrow it again immediately after the due date has passed.
 - 4.4 You may reserve up to five (5) books at once. In their account settings, the patron has a right to activate the automatic borrowing of reserved books, as soon as queue has reached them.
 - 4.5 Upon the arrival of the due date, the e-book (including any downloaded e-book file) will automatically disappear from the patron's account. The patron has the right to return the e-book before the due date.
 - 4.6 The patron may view their current loans in their account. Loan history is not recorded in the OverDrive environment.
5. Patron's responsibility
 - 5.1 The patron is responsible for the use of their ELLU and OverDrive accounts. It is forbidden to give the usernames and passwords, that are necessary for using ELLU or

OverDrive, to other people. The age-appropriate use of e-books by children (under the age of 18) is the responsibility of their parent or legal guardian.

- 5.2 The e-books that are available in ELLU and OverDrive are meant for personal use only.
 - 5.3 It is not permitted to make copies of the e-books.
 - 5.4 It is not permitted to print e-books or sections of e-books.
 - 5.5 When using ELLU or OverDrive the patron is obligated to follow the decree at hand and the "Usage Regulations of Tallinn Central Library".
-
6. The library has a right to block a patron's e-book borrowing accounts if they do not follow the conditions that are stipulated in this decree.
 7. I hereby annul the Director's decree 20.02.2017 No 1-2/11, "E-book borrowing conditions".

Kaie Holm
Director