

## Decree

Tallinn

Jan 24, 2017 nr 1-2/5

## Regulations for Sewing Room Use

Free translation

This decree is established upon the Tallinn City Council regulation nr 31 from October 18, 2007 - „Statute of Tallinn Central Library“ §6, subsection 2, point 5.

### 1. General provisions

- 1.1 „Regulations for Sewing Room Use“ regulate the use of the Sewing Room at Sõle Library (Sõle 47b) (hereafter **sewing room**).
- 1.2 Sewing Room can only be used by registered Tallinn Central Library patrons.
- 1.3 The following equipment is available for use at the sewing room: the electric sewing machine Janome IT1028 and the overlock sewing machine Janome 644D/744D (hereafter mentioned together as **electric sewing machines**), ironing board, clothes iron. Materials required for sewing (fabric, thread, cutting paper etc) must be brought by patrons themselves.
- 1.4 In order to use the sewing room you must be skilled and experienced with the use of sewing machines or overlock sewing machines.
- 1.5 The sewing room may be used for personal sewing only.
- 1.6 The use of the sewing room is free of charge.
- 1.7 Before using the sewing room the patron must get acquainted with the „Regulations for Sewing Room Use“ and the safety instructions for the electric sewing machines and the clothes iron.
- 1.8 All persons who enter the sewing room must previously acquaint themselves with the „Regulations for Sewing Room Use“ and the safety instructions for the electric sewing machines and the clothes iron. The sewing room user is responsible for instructing all third persons, who they invite into the sewing room, about these safety rules.

## 2. Registering as a user of the sewing room

2.1 In order to register as a user of the sewing room you must present your library card or your Estonian ID-card, if you have confirmed with your digital signature that you have read the usage regulations of the library, in other words – if you use the ID-card as a library card.

2.2 The patrons of Tallinn Central Library must be at least 14 years old in order to register as users of the sewing room. 14-17 year old patrons must present a written parental consent or a written legal representative's consent in order to register as users of the sewing room.

2.3 After reading the Sewing Room Regulations and Safety Precautions the user of the Sewing Room will sign the Sewing Room Registration form to prove he/she has understood and will obey the rules. The reader will get permission to use the Sewing Room for one year.

2.4 After reading the regulations for sewing room use, the registering user (patron) of the sewing room will sign the sewing room registration form. With their signature they will confirm that they have acquainted themselves with the regulations of the sewing room use and with the safety instruction and are obligated to follow them. The patron who has registered as a user of the sewing room (hereafter **user**) will have rights to use the sewing room for one year.

2.5 After one year the user must re-register themselves. This includes re-acquainting themselves with the rules of the sewing room use and the safety instruction and signing the sewing room registration form once again.

2.6 Information about the sewing room use will be entered into the library patrons' database Sierra.

2.7 The reading room user data is used to ascertain their identity, offer library services and to analyze statistics.

## 3. Use of the sewing room

3.1 In order to use the sewing room you must present your library card or your Estonian ID-card, also see subsection 2.1.

3.2 Patrons under the age of 14 may use the sewing room only under the supervision of an adult, who is responsible for the sewing room use and is present during the entire time the sewing room is used.

3.3 The sewing room can be booked at the library, via e-mail at [sole@tln.lib.ee](mailto:sole@tln.lib.ee) or via phone at 601 9153.

3.4 Bookings are limited to four (4) hours a day and two (2) times a week.

3.5 During periods of high demand, the library has the right to book the sewing room for shorter periods or time, than four hours a day, and to not extend the booking time.

3.6 Opening and closing the sewing room:

3.6.1 The sewing room will be opened by a librarian who will also instruct them about the correct use of the sewing room.

3.6.2 The sewing room key will be checked out to the user for the duration of their use of the sewing room (for a maximum of 4 hours). The user is obligated to lock the sewing room every time they leave the room. It is forbidden to take the sewing room key outside of the library. The user is obligated to return the sewing room key to a librarian before leaving the library.

3.6.3 After the user has finished working, they are obligated to unplug all the electric appliances, to tidy the workplace, to take all their personal belongings with them and to inform the librarian about finishing their work. The library is not responsible for loss of any personal items that have been left in the sewing room. Upon receiving the sewing room key, the librarian will inspect the condition of the sewing room, accompanied by the user.

3.7 The user, who has booked the sewing room, is responsible for making sure that no third persons enter the room.

3.8 The user of the sewing room is obligated to follow all safety requirements and best practice when using the library's appliances that are in the sewing room. It is prohibited to take the library equipment out of the sewing room.

3.9 Eating and drinking within immediate vicinity of the sewing room's electrical appliances is forbidden.

#### **4. Responsibility of the sewing room user**

4.1 The user is materially responsible for any damage of library appliances that have been given into their use, mentioned in section 1.3 (electric sewing machine, overlock sewing machine, clothes iron, ironing board etc).

- 4.2 The user is obliged to report immediately of any problems that occur during the use of the sewing room (e.g sewing machine failure, dropping the clothes iron on the floor etc).
- 4.3 Upon suspicion of the user damaging library property, that is mentioned in section 1.3, the Economic Department of the library will carry out an inspection, including a third party if necessary, within 30 days of the discovery of the problem or damage. In case of discovering a violation, the user is obligated to cover the expense of the appliance's repair or the price of a new appliance with an equal value.
- 4.4 The user of the sewing room is responsible for everything that occurs in the sewing room when they allow a third person (e.g a child) to enter the sewing room.
- 4.5 The user is responsible for the sewing room key and for its use. In case of losing the key the user has to pay the fee for replacing the lock and 5 euros for the replacement of the key.
- 4.6 The library has the right to prohibit a user from using the sewing room for an indefinite period of time if they fail to follow the regulations for sewing room use; or have damaged property that has been listed in section 1.3; or have damaged library's inventory; or have used the property or the inventory for business purposes.
- 4.7 The head of the Sõle Library must introduce the decree to the library staff. The librarians will confirm with their signatures that they have acquainted themselves with the decree and are obligated to follow it.
5. I hereby annul Director's decree nr 1-2/5 „Regulations for Sewing Room use“ from the 18th of January 2016.

Kaie Holm  
Director

Distribution  
Anu Sepp                      Head of Sõle Library