

Decree

Tallinn

Jan 18, 2016 nr 1-2/5

Regulations for Sewing Room use

Free translation

On the basis of Regulation nr 31 of Tallinn City Council of October 18, 2007 Statute of Tallinn Central Library §6(2)(5)

I will establish **“Rules and regulations for Sewing Room use”**.

1. General provisions

- 1.1 Regulations for Sewing Room use establish rules of use for Sewing Room at Sõle Branch Library (Sõle 47b).
- 1.2 Sewing Room can be used only by registered Library readers.
 - 1.2.1 Equipment available for use in the Sewing Room: electric sewing machine Janome IT1028, ironing board and steam iron. The library doesn't provide other materials such as fabric, thread, tracing paper etc. So you have to bring your own.
- 1.3 Necessary skills and experience is required for working with the sewing machine.
- 1.4 The Sewing Room may be used for sewing for personal purposes only.
- 1.5 The use of the Sewing Room is free of charge.
- 1.6 The reader has to get acquainted with the rules for Sewing Room use and the safety precautions for sewing machines and irons (hereinafter safety precautions) before using the Sewing Room.
- 1.7 All persons entering the Sewing Room have to know the regulations of Sewing Room use and the safety precautions. In case bringing the third persons into the Sewing Room the user will be responsible for their instruction.

2. Registrating as a user of the Sewing Room

2.1 To register as a user of the Sewing Room you have to present a library card, Estonian ID-card or a valid document with personal code and photo.

2.2 The readers of Tallinn Central Library who are at least 14 years old can register as users of the Sewing Room. In that case a written consent of the parent will give the right to use the Sewing Room.

2.3 Children under age 14 can use the Sewing Room only when supervised by adult (see p3.2).

2.4 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.

2.5 You can renew your registration every one year by signing the Registration Form. In doing so you agree you have read and accepted the terms of use.

2.6 Information about Sewing Room use will be entered into the readers database Sierra.

2.7 The data of Sewing Room users is used to ascertain their identity, offer library services and collect user statistics.

3. Use of Sewing Room

3.1 To use the Sewing Room you have to present a library card or an ID-card, in case the ID-card is used as a library card.

3.2 Children under age 14 can use the Sewing Room only when supervised by adult. The library card is presented by supervising adult.

3.3 Bookings for Sewing Room use can be made in the library, via e-mail sole@tln.lib.ee or via phone 601 9153.

3.4 Reservations are limited for 4 hours a day and two times weekly.

3.5 In periods of high demand the Library has a right to shorten the reservation time.

3.6 Opening and closing the Sewing Room:

3.6.1 The librarian will open the Sewing Room and instruct the reader in the use of the room.

3.6.2 The Sewing Room key will be checked out to the reader for max 4 hours. Be sure to lock the door and take the key

with you every time you leave the room. You can not take the key out of the library premises. The reader is obliged to return the key of the Sewing Room to the librarian before leaving the library.

3.6.3 After you have finished working, unplug all the electric appliances, tidy your workplace, take all your personal belongings with you and inform the librarian. The Library is not responsible for damage or loss of any personal property or other items left in the Sewing Room. Before receiving the key the librarian will inspect the Sewing Room together with the user.

3.7 Bringing an extra person to the Sewing Room is the responsibility of the user.

3.8 The user of the Sewing Room is expected to follow all safety requirements when using the library appliances. It is prohibited to take the library equipment out of the Sewing Room.

3.9 Eating and drinking are prohibited within immediate vicinity of electrical appliances.

4. Responsibility for Sewing Room use.

4.1 The user is materially responsible for any damage of library appliances (electric sewing machine, steam iron, ironing board etc).

4.2 The user is obliged to report any Library appliance experience problems (e.g sewing machine failure, dropping a steam iron).

4.3 If there is any doubt of damage to Library property the Economic Department will carry out the inspection within 30 days, involving a third party if necessary. In case of violation, the Library will contact the reader. In case of damage to the appliance the user has to cover repair or replacement expenses.

4.4 The use of the Sewing Room is the responsibility of the reader. The user will be responsible even if any other person, including children, will use the Sewing Room.

4.5 The user is responsible for the Sewing Room key. In case of losing the key the user has to pay 5 euros for the replacement key and the replacement cost of the lock.

- 4.6 Violation of Sewing Room Rules and Regulations, causing damage to Library equipment or using the Sewing Room for business purposes, results in prohibition to use the Sewing Room for an indefinite period of time.
- 4.7 The Head of Sõle Library has to acquaint librarians of Sõle Library with the Decree. The Decree is signed by the librarian to prove he/she has understood the content.
- 4.8 The webmaster will publish the Decree on the web page of Tallinn Central Library.

Kaie Holm
Director