

Redaction

Tallinn City Council, Regulation 06.10.2010 nr 73, enforcement on 01.01.2011

Tallinn City Council

Regulation

Tallinn

Procedure of accepting and returning collateral security deposit in Tallinn Central Library

Regulation is validated by The Law of Public Library § 15 page 5 and page 5¹, by Local Municipality Arrangement § 30 page 1 clause 3 and by Regulation nr 9 by Tallinn City Council "Regulation of use of Tallinn Central Library", Feb. 21, 2008 and in unison with the minister of culture Regulation nr 9, July 12, 2004, "The division of work directive in Public Libraries" § 14¹ page 6.

§ 1. Area of regulation

The procedure of accepting and returning the collateral security deposit in Tallinn Central Library (hereafter library) regulates accepting and returning the cash security deposit for home lending items from the patron.

§ 2. Accepting the collateral security deposit

- (1) Library requires a cash security from the patron if:
 - 1) the patron is not in the Estonian Register of Population
 - 2) it is needed due to the value of the item
- (2) When collecting the collateral security deposit a librarian fills the payment voucher which includes:
 - 1) full name of the patron
 - 2) place of residence
 - 3) in case the collateral security deposit is paid by a third party, the full name of the patron on whose behalf the cash security is paid for.
 - 4) written explanation of the service
 - 5) the amount of the cash security
 - 6) date
 - 7) signature of the librarian
- (3) Patron will receive the duplicate of the payment voucher.
- (4) Collateral security deposit is accepted only in cash.

§ 4. Returning the collateral security deposit

- (1) If the patron has returned the item(s), he/ she has to submit a duplicate copy of the invoice to the library where the collateral security deposit was paid to get the security

deposit back. In case of losing the duplicate the patron needs to submit the written form of claim for the repayment. The form is available on the homepage of the library.

- (2) Returning the security deposit the librarian fills in the return voucher on the basis of the payment voucher, which includes:
 - 1) full name of the patron
 - 2) place of residence
 - 3) cause of returning the collateral security deposit (number of the certificate of collateral security deposit)
 - 4) the total of the collateral security deposit
 - 5) date
 - 6) signature of the patron and the librarian
- (3) When returning the collateral security deposit the librarian gives the duplicate of the return voucher to the patron.
- (4) According to “The Regulations of Use of Tallinn Central Library” § 6 clause 4, in case the patron is required to pay the tenfold value of the item, the total of the security deposit is deducted from the overall sum.
- (5) In case the collateral security deposit is not collected, it will be held in the library’s accounting for six months (from the day the last items are returned), after which the collateral security deposit will be allocated to the City Revenue Fund.

§ 5. Enforcement of the regulation

Regulation shall enter into force (will enforce) on March 17, 2008. (the 17 of March of 2008).

Edgar Savisaar
Mayor

Toomas Sepp
City secretary