

DIRECTIVE

Tallinn

3rd of May 2017 nr 1-2/14

Regulations for the use of the public computers and the wireless network (WiFi) of Tallinn Central Library

Based upon the §6, subsection 2, point 5 of the Tallinn City Council's 18.10.2007 ordinance No 31 („Tallinn Central Library's Base Ordinance“) and upon 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 Regulations for the use of the public computers and the wireless network (WiFi) (hereafter: regulations) regulate the use of computer workstations and the wireless local area of Tallinn Central Library (hereafter: library) and activities, which are forbidden while using the workstations.
- 1.2 Terms in these regulations are used in the following meanings:
 - 1.2.1 computer workstation – internet workstation, laptop, search computer or tablet;
 - 1.2.2 internet workstation – computer for the use of internet, ID-card software and office software;
 - 1.2.3 internet workstation with 15-minute usage time – computer for the short term use of internet, ID-card software and office software;
 - 1.2.4 session – time period, during which the patron is able to use the computer workstation;
 - 1.2.5 patron – a person, who has registered as a library patron, according to the „Regulations of Tallinn Central Library“;
 - 1.2.6 user – a patron or a visitor of the library;
 - 1.2.7 child – a person under the age of 18;
 - 1.2.8 legal guardian of a child – parent/representative of the local government, if the parents are unable to represent the child because of a compelling reason;
 - 1.2.9 service unit – a department or a branch library of the library.
- 1.3 The use of a computer work station is free of charge for a patron.
- 1.4 In order to use the computer workstation, one must be acquainted with a computer and any relevant computer programs while having experience in using computers.
- 1.5 Before using a computer workstation, the patron must read these regulations.
- 1.6 While using computer workstations and/or the wireless network (WiFi), the patron is obligated to follow these regulations and valid laws.
- 1.7 In order to restrict the computer workstation use of a child, their legal representative must present the library with an application in the fashion of the one that can be viewed in the end of this document.

2. Library's computer workstation

- 2.1 Internet workstation, including an internet workstation with a 15-minute usage time.

- 2.1.1 The internet workstation is meant for the use of library patrons.
- 2.1.2 In order to use an internet workstation, the librarian must be presented with a library card or a personal identity card (hereafter: ID-card), if the latter is used instead of a library card.
- 2.1.3 Internet workstation computers have been installed with a web browser, office software and ID-card software.
- 2.1.4 Documents may be temporarily saved in the *Documents* folder or on the *Desktop*.
- 2.1.5 The priced printing service of documents may be used at the internet workstations.
- 2.1.6 After the session, all saved documents are automatically deleted from the computer.
- 2.2 Laptop
 - 2.2.1 Laptops are primarily meant for the use of handicapped patrons.
 - 2.2.2 A patron may use a laptop if it is not currently in use by a handicapped patron.
 - 2.2.3 In order to use a laptop, the librarian must be presented with a library card or a personal identity card (hereafter: ID-card), if the latter is used instead of a library card.
 - 2.2.4 In laptops, files may be temporarily saved in the folder *Documents* but the patron is obligated to delete the files from the computer before finishing their session.
 - 2.2.5 Laptops are connected to the WiFi network. In order to print a document, the patron must send the file, via e-mail, to the service unit, where they are currently using the services. Printing is a priced service.
- 2.3 Search computer
 - 2.3.1 A search computer is meant for the use of library patrons and visitors.
 - 2.3.2 A search computer is meant for the searching of items in the e-catalogue ESTER.
 - 2.3.3 A search computer cannot be used for saving or printing documents.
- 2.4 Tablet
 - 2.4.1 A tablet is meant for the use of library patrons.
 - 2.4.2 In order to use a tablet, the librarian must be presented with a library card or a personal identity card (hereafter: ID-card), if the latter is used instead of a library card.
 - 2.4.3 The storage space of the tablet may be temporarily used to save documents, however, these documents must be deleted from the tablet before finishing the session.
 - 2.4.4 Tablets are connected to the WiFi network. In order to print a document, the patron must send the file, via e-mail, to the service unit, where they are currently using the services. Printing is a priced service.

3. Use of a computer workstation

- 3.1 It is possible to use computer workstations in all service units of the library.
 - 3.1.1 Laptops and tablets are not available in all service units.
 - 3.1.2 The library bus only has a search computer for the use of patrons.
- 3.2 The usage time of an unbooked internet workstation, laptop or tablet is one (1) hour. The session may be extended, before it has ended, only if there are no other patrons waiting to use the workstation.
 - 3.2.1 If all internet workstations are occupied and a new patron arrives, the

librarian has the right to immediately end an unbooked session, which has lasted for over an hour.

3.3 Patrons can book the usage time of an internet workstation or a laptop for up to three (3) hours a day at the library, by phone or via e-mail, up to thirty (30) days before the intended day of use and at least one (1) hour before the beginning of the booking time.

3.4 It is not possible to book the usage time of an internet workstation with 15-minute usage time or a tablet.

3.5 The library will not give out the personal information of people who use the library's internet workstations to third persons, except for cases that are provided by law.

4. The use of the wireless network (hereafter: WiFi)

4.1 It is possible to use the WiFi connection in all service units.

4.2 The use of WiFi is free of charge and there is no time limit.

4.3 The library is not responsible for:

4.3.1 actions taken by users in the network which are forbidden by laws/legal acts;

4.3.2 for any loss of data or other damage suffered by the user of the network.

5. Rights of the library

5.1 The library has the right:

5.1.1 to cancel the booking, mentioned in point 3.3, if the patron has been late for over 10 minutes since the start of the booking time;

5.1.2 to book an internet workstation or a laptop for a patron for longer than three (3) hours a day;

5.1.3 to refuse to extend the usage time of a computer workstation if there is demand for that workstation by other patrons;

5.1.4 to restrict the computer workstation usage time of a child, who's legal guardian has presented the library with an application described in point 1.7;

5.1.5 to end a patron's ongoing computer workstation session and to put into effect a computer workstation usage prohibition, described in points 5.2 and 5.3, if the patron has not followed the restrictions mentioned in points 6.1.1.-6.1.8.;

5.1.6 to block a WiFi user and remove them from the network, if the user's actions are disturbing the work of other users or the network itself.

5.2 If a patron does not follow these regulations in points 6.1.1.-6.1.8. for the first time, they will be given a computer workstation usage prohibition for two (2) weeks and up to six (6) months.

5.3 If a patron repeatedly disregards these regulations in points 6.1.1.-6.1.8. then they will be given a termless computer workstation usage prohibition.

5.4 The library is not responsible:

5.4.1 for damage caused to the user due to interferences in the communication lines;

5.4.2 for damage caused to the user due to the destruction, alteration or unauthorized distribution of data.

6. Forbidden activities

6.1 At the library, it is forbidden:

6.1.1 to disturb other patrons;

6.1.2 to turn the computer or the monitor on or off;

6.1.3 to change the computer's configurations and/or install applications or programs;

6.1.4 to damage the hard- or software that belongs to the computer workstation.

According to the „Usage Regulations of Tallinn Central Library“ the damage must be compensated to the library. Damage, that has been caused by a child, must be compensated by their legal guardian.

6.1.5 to eat and drink in the close vicinity of the computer workstation;

6.1.6 to play computer or video games that promote cruelty and violence;

6.1.7 to visit webpages that are pornographic in nature or promote violence;

6.1.8 to overload the library's data communication network by up- or downloading large files.

7. I hereby annul the director's ordinance No 1-2/13 „Regulations of the use of public computers and the wireless local area“ from 31st of May 2011 and the director's ordinance No 1-2/23 „Terms of use for workstations“ from the 16th of December 2011.

Kaie Holm

Director

Extra: Application to restrict the computer use of a child

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arvutitöökohta kasutusaja piiramiseks

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