

DECREE

(FREE TRANSLATION)

Tallinn

2nd of November 2020 No. 1-2/54

Borrowing e-items

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

1. General provisions

1.1 This decree regulates the borrowing of e-items for Tallinn Central Library's (hereafter *the library's*) patrons and the patrons' duties and responsibilities.

1.2 The requirements and conditions that are not regulated in this decree, are stipulated in the "Usage Regulations of Tallinn Central Library".

1.3 The following concepts, in the following meanings, are used in the decree:

1.3.1 the library's **e-libraries** are ELLU, OverDrive, Rbdigital and Naxos;

1.3.2 an **e-item** is an **e-book**, **audiobook**, **e-magazine**, **e-musical work** or the general term for all the previously named items;

1.4 The library's patrons have the right to use e-libraries.

1.5 The borrowing of e-items is free of charge.

1.6 E-items will not be lent to the library's debtors.

1.7 Creation of an Rbdigital user account; login to the user accounts at ELLU,

OverDrive and Rbdigital; and login to the Naxos databases will prompt the software to do an automatic personal data check in the library's patron's database.

1.8 ELLU's e-books can be read in an online environment. An internet connection is necessary. E-books cannot be downloaded onto a personal device.

1.9 OverDrive's e-items can be read/listened to online or downloaded onto a personal device. Once the e-items have been downloaded, they can be read/listened to, without an internet connection, in the OverDrive or Libby applications or in your browser.

1.10 RBdigital's e-magazines can be read online or downloaded onto a personal device. Once the e-magazines have been downloaded, they can be read, without an internet connection, in the RBdigital application.

1.11 Naxos' e-musical works can be listened to online or in mobile applications. An internet connection is necessary. E-musical works cannot be downloaded onto a personal device.

2. Using ELLU

2.1 In order to borrow and read e-books, it is necessary to log in to ELLU by providing the

following data:

2.1.1 personal identity code;

2.1.2 My ESTER password.

2.2 Up to five (5) e-books may be borrowed at one time, for 21 days, without the option of renewing the loan.

2.3 An e-book may be borrowed again by the same patron after 24 hours have passed.

2.4 It is not possible to reserve e-books.

2.5 Upon the arrival of the due date, the e-book will automatically disappear from the patron's account. Additionally, the patron has the right to return the e-book before the due date.

2.6 The patron may view their current loans and their loan history in their account.

2.7 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:

- 2.7.1 name and surname;
- 2.7.2 date of birth (DD/MM/YYYY);
- 2.7.3 personal identity code;
- 2.7.4 e-mail address;
- 2.7.5 name of the school;
- 2.7.6 status (student or teacher).

3. Using OverDrive

3.1 In order to borrow and read/listen to e-items, the patron must log into OverDrive by providing the following data:

- 3.1.1 personal identity code;
- 3.1.2 My ESTER password.

3.2 Up to five (5) e-items may be borrowed at one time, for 21 days.

3.3 If the e-item is not reserved by another patron, it may be borrowed again immediately after the due date has passed.

3.4 You may reserve up to five (5) e-items at once. In their account settings, the patron has the right to activate the automatic borrowing of reserved e-items, as soon as the queue has reached them.

3.5 Upon the arrival of the due date, the e-item (including any downloaded e-item) will automatically disappear from the patron's account. The patron has the right to return the e-item before the due date.

3.6 The patron may view their current loans and their loan history in their account.

4. Using RBdigital

4.1 In order to borrow and read e-magazines the patron must create an RBdigital user account. During this process the patron will set their personal username and password.

4.2 In order to log into RBdigital, the patron must provide the following data:

- 4.2.1 username;
- 4.2.2 password.

4.3 The patron may borrow an unlimited number of e-magazines onto their account.

4.4 The borrowed e-magazines do not have a due date.

4.5 The patron may view their current loans in their account. The patron can delete

borrowed e-magazines from their account.

5. Using Naxos

5.1 E-musical works can be listened to via streaming in the Naxos databases.

5.2 Two accounts are necessary for listening to the e-musical works:

5.2.1 for listening to music in a browser;

5.2.2 for making and listening to personalized playlists and for listening to music in mobile applications.

5.3 In order to listen to music in a browser, the following data must be used for logging into Naxos:

5.3.1 personal identity code;

5.3.2 My ESTER password.

5.4 In order to make personalized playlists and to use Naxos in mobile applications, it is necessary to first login to Naxos in a browser and create a user account which can thereby be used to access the before-mentioned services.

6. Patron's duties and responsibilities

6.1 The patron is responsible for the use of e-libraries. It is forbidden to give the usernames and passwords, which are necessary for using the e-libraries, to other people. The age-appropriate use of e-items by children (patrons under the age of 18) is the responsibility of their parent or legal guardian.

6.2 The e-items that are available in the e-libraries are meant for personal use only.

6.3 It is not permitted to make copies of the e-items.

6.4 It is not permitted to print e-items or sections of e-items.

6.5 It is permitted to print out sections of e-magazines for personal use, unless the service provider RBdigital has stipulated differently.

7. The library has the right to end a patron's e-item borrowing rights if they do not follow the conditions that are stipulated in this decree.

8. I hereby annul the 26.08.2019 Director's decree No. 1-2/29, "Borrowing e-items".

Kaie Holm

Director

Distribution:

Aivi Sepp Head of the Department of Acquisition aivi.sepp@tln.lib.ee

Andrea Ruud E-library specialist andrea.ruud@tln.lib.ee