

Borrowing e-items

This 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**) 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 library's **e-libraries** are **ELLU, OverDrive, and Naxos**;
 - 1.3.2 e-item is an e-book, audiobook, e-magazine 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 When logging into the user account in the ELLU or OverDrive environment, and when logging into the databases of Naxos environment, the software will automatically check the patron's personal data in the library's patrons' database.
 - 1.8 ELLU's books may be read in an online environment. An internet connection is necessary in order to borrow and read e-books. E-books cannot be downloaded onto a personal device.
 - 1.9 OverDrive's e-items may be read or listened to online or downloaded onto a personal device. After the e-items have been downloaded, they may be read or listened to without an internet connection in the OverDrive application, the Libby application or your browser.
 - 1.10 Naxos' e-music may be listened to online or in the mobile application. An internet connection is necessary in order to listen to e-music. E-music cannot be downloaded onto a personal device.
2. Using ELLU

- 2.1 In order to borrow and read e-books, the patron must log into 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 once, 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 a right to return the e-book before the due date.
- 2.6 The patron may view their current loans and 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-books and audiobooks may be borrowed at once. The patron may borrow an unlimited number of e-magazines onto their user account. E-items may be borrowed for 21 days.
- 3.3 If the e-item is not placed on hold by another patron, it may be borrowed again immediately after the due date has passed.
- 3.4 A patron may place a hold on up to five (5) items at once. When a hold becomes available for the patron, they will receive an e-mail. The patron has three days to borrow the hold or have it delivered later or cancel it.
- 3.5 Upon the arrival of the due date, the e-item (including any downloaded e-item file) will automatically disappear from the patron's account. The patron has a right to return an e-item before the due date.
- 3.6 The patron may view their current loans and loan history in their account.

4. Using Naxos

- 4.1 E-music can be streamed from Naxos music databases.
 - 4.2 In order to listen to e-music, the patron must have two separate user accounts:
 - 4.2.1 to listen to music in a web browser;
 - 4.2.2 to create and listen to personal music playlists, and to listen music in a mobile application.
 - In order to listen to e-music in a web browser, the patron must log into Naxos by providing the following data:
 - 4.2.3 personal identity code;
 - 4.2.4 My ESTER password.
 - 4.3 In order to create personal music playlists and use Naxos in a mobile application, the patron must first log into Naxos in a web browser, and create a separate user account. This account's username and password may then be used hereafter to use previously mentioned services.
5. Patron's duties and responsibilities
- 5.1 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 (under the age of 18) is the responsibility of their parent or legal guardian.
 - 5.2 The e-items that are available in the e-libraries are meant for personal use only.
 - 5.3 It is not permitted to make copies of the e-items.
 - 5.4 It is not permitted to print e-items or sections of e-items.
 - 5.5 It is not permitted to play e-music in public.
6. 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.
7. I hereby annul the 02.11.2020 Director's decree No 1-2/54, „Borrowing e-items.“

Kaie Holm
Director

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