

## DECREE

### FREE TRANSLATION

Tallinn

#### **E-book borrowing conditions**

Based upon the §1, subsection 4 of the Tallinn City Council's 02.06.2016 ordinance No 19 („Usage Regulations of Tallinn Central Library“)

the following conditions, for borrowing books from the the Tallinn Central Library's e-book borrowing and reading environment ELLU, are enforced:

#### 1. General provisions

1.1 Tallinn Central Library's (hereafter *library*) patron may borrow books from the e-book borrowing and reading environment ELLU. In order to do this, they must register as an ELLU user.

1.2 E-books may be borrowed by patrons who are not debtors.

1.3 Upon registering as an ELLU patron, the software will automatically check the patron's personal data from the patrons' database. The library will guarantee the protection of personal data and will not emit it to third persons, except in cases provided by law.

1.4 E-books may be borrowed and read free of charge.

1.5 E-books can 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.

#### 2. Registering as an ELLU user

2.1 In order to borrow and read e-books, it is necessary to create a user account in ELLU, where the following data must be provided:

2.1.1 Username and password

2.1.2 Library card number (or the ID-card number, if the patron has registered their ID-card as a library card)

2.1.3 Personal identity code

2.2 Teachers and students of Estonian schools in other countries must send the following information to the e-mail address [ellu@tln.lib.ee](mailto:ellu@tln.lib.ee), in order to acquire e-book borrowing rights:

2.2.1 Name and surname

2.2.2 Time of birth (DD/MM/YYYY)

2.2.3 Personal identity code

2.2.4 E-mail address

2.2.5 Name of the school

## 2.2.6 Status (student or teacher)

### 3. Using ELLU

3.1 Up to three (3) e-books may be borrowed at once, for 14-21 days, without the option of renewing the loan.

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

3.3 It is not possible to reserve e-books.

3.4 Upon the passing of the due date, the e-book will automatically disappear from the patron's account, but the patron also has the right to return the e-book before the due date.

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

### 4. Patron's responsibility

4.1 The patron is responsible for using the ELLU account. It is forbidden to give the username and password that are necessary to use ELLU, to other people.

4.2 The e-books that are available in ELLU are meant only for personal use.

4.3 It is not permitted to make copies of the e-books.

4.4 It is not permitted to print e-books or sections of e-books.

4.5 The patron is obligated to follow the Copyright Act, other legal norms and the established best practices.

4.6 In case of a patron who is 18 years old or younger, their parent or representative must monitor that they read e-books that are suitable for their age.

5. The library has a right to block a patron's account if they do not follow the conditions of borrowing e-books.

6. The library has a right to change or amend the usage conditions at hand.

7. All heads of structural units must introduce the e-book borrowing conditions to their employees by the deadline 22.06.2016. The employees will acknowledge with a signature that they have acquainted themselves with the conditions.

8. The decree must be published in the intranet and on the library's homepage.

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