Terms of use for workstations

1. Common terms

1.1. Access to a workstation is granted to the readers of Tallinn Central Library (TCL).

1.2. Access to a workstation is free of charge.

1.3. Prerequisite for use the internet workstation is the knowledge and experience of using a computer.

1.4. To use an internet workstation, you have to present your library card or ID card (if it is used as library card) to a librarian.

1.5. To use a workstation, you have to be acquainted with the terms of use for internet workstations.

1.6. Only one person may use a computer at a time.

1.7. Workstations and equipment connected to them must be handled appropriately. Courses of action that are generally considered inappropriate are forbidden.

1.8. Parents, who want to set limits on computer use, submit the form to the library. The form can be found in the library and on the homepage of the library.

1.9. Library workstations:

1.9.1. Regular Internet workstations – for studies, writing e-mails, the use of different search engines etc

1.9.2. 15 minute workstations – for reading e-mails or other internet actions which can be done in 15 minutes.

1.9.3. Laptops – workstation for readers, who have acquired one-day visitor card or who have a disability. Reader's signature is required to use a laptop. Library can give laptops to regular readers in case if all the workstations are full.

1.9.4. Catalog computers – for using E-catalog ESTER search engine.

2. The use of internet workstations

2.1.1. The workstations are available in the Reading Room of TCL (Estonia pst.8), in the Department of Literature in Foreign Languages (Liivalaia 40), in all branch libraries and in library bus.

2.1.2. All libraries do not have laptops, for information turn to the librarian.

2.1.3. There is only a catalog computer in the library bus.

2.2. Present your library card or ID card to the librarian. The use of the Internet workstation is limited to one hour; it is possible to extend the time of use if there is no demand for a workstation.

2.3. Every library has at least one workstation with *MS Office 2003* (compatible with *MS Office 2007*) or *MS Office 2007*. Internet workstations have ID card readers and necessary ID card software.

2.4. It is possible to save temporary files in My Computer folder or on the Desktop. After every session all files are deleted. If you wish, you can save your files on the flash drive or send them to your own resources in the Internet.

    2.4.1. On the laptops all the temporary files must be saved in the My Documents folder. After the session the reader is responsible for deleting all temporary files from the laptop.

2.5. Printing can be done from all workstations. Files can only be printed though librarian's computer. Printed pages are subject to a fee.

    2.5.1. Printing from the laptop, which is connected through Wi-Fi, is not possible. The file is needed to be sent to the library's e-mail. Printed pages are subject to a fee.

2.6. It is possible to use the internet workstation without a reservation for an hour. If all stations are occupied and there is a demand for workstations, the librarian has a right to end the use of internet workstation in case previous reader has been using the workstation more than an hour.

    2.6.1. Laptops can be used for 55 minutes. If there is no demand 5 minutes before the end of use, then it is possible to extend the use of laptop for next 55 minutes.

3. Reserving the internet workstations

3.1. To reserve the internet workstation you must be a reader in TCL, own a library card or ID card (i.e. you have signed digitally the terms of use).

3.2. Reservations may also be made in advance:

    3.2.1. on the homepage of the library

    3.2.2. by telephoning or asking the librarian for a reservation

    3.2.3. It is possible to reserve a laptop in the library, on the phone or via e-mail.

3.3. Reservation system gives an overview of TCL internet workstations. For a reservation the reader must create a reservation system username.

3.4. The reservations can be scheduled up to thirty (30) days in advance and at least one (1) hour until the reservation.

    3.4.1. Laptops can be reserved up to seven (7) days in advance.

3.5. Readers are allowed to reserve max three-hour (3) sessions to one computer.

    3.5.1. Laptop reservation is for 55 minutes.

3.6. 15 minutes use internet workstation cannot be reserved.

3.7. Library's computer reservation system personal data are collected by TCL reservation system's database.

3.8. Library does not publish personal data of the reader unless it is given by the laws.

4. Rights if the library

4.1. Library has a right:

    4.1.1. To cancel the reservation if the reader is 10 minutes late for the start of the reserved session.

    4.1.2. To reserve a workstation for a reader for 3 or more hours.

4.1.3. Not to extend the right to use the computer workstation, if there is a demand for workstations

4.1.4. To limit the use of workstations for readers under 18 years old, whose parent has submitted a form.

4.1.5. To deny access to the workstation if the reader violates the policy of the use of computer workstations, clause 5.

4.2. Violating the rules for the first time, the reader will lose the right to use workstations from two (2) weeks up to six (6) months.

4.3. Regular violation of terms of use will lead to losing the right to use our services.

5. Prohibited

5.1 The following is prohibited in library:

5.1.1. Disturbing other readers.

5.1.2. Restarting or shutting down the computer.

5.1.3. Changing computer configurations or/and installing programs.

5.1.4. Tampering with headphones.

5.1.5. Eating or drinking near the computer stations.

5.5.6. Playing games, visiting chat-rooms