

## **Statutes of the TTK University of Applied Sciences Library**

The Statutes of the Library of TTK University of Applied Sciences (*hereinafter referred to as TTK UAS*) have been approved on the basis of Statutes of TTK UAS § 7 point 7 and § 19 section 3, and have been confirmed by TTK UAS Council on January 31<sup>st</sup> 2018.

### **§ 1. General Provisions**

- 1.1. TTK University of Sciences Library (*hereinafter referred to as the Library*) is a specialized library of TTK UAS, being a unit of supportive structures belonging to the responsibility area of Vice Rector for Development. The Library is guided in its actions by the current Statutes, the Statutes of TTK UAS and other legislative acts.
- 1.2. The Library is a member of the Consortium of Estonian Libraries Network (ELNET Consortium) and uses Integrated Library System in its work.
- 1.3. Current Statutes set goals, tasks, order of management, use of financial resources and reporting of the Library. The Statutes of the Library and its changes have to be approved by TTK UAS Council and are set into force by the Order of the Rector.
- 1.4. The Library has a seal with the name of TTK University of Applied Sciences Library, which is used for marking library items. The Library has a right to use the insignia of TTK UAS.
- 1.5. The English name of the Library is *TTK University of Applied Sciences Library* (TTK UASL).
- 1.6. The Library is located at Pärnu mnt 62, 10135 Tallinn.

### **§ 2. Mission**

Mission of the Library is to support sustainable development of TTK UAS by offering its readers the accessibility to contemporary information and, through its core tasks, to enhance the academic, research, development and creative activities of TTK UAS.

### **§ 3. Areas of Activity and Core Tasks**

- 3.1. Reader Services: borrowing services, trainings for information search in e-learning environment Moodle, creating learning objects, responding to enquiries, drafting guides, inter-library borrowing service.
- 3.2. Ordering items necessary for academic activities of TTK UAS, creating bibliographic and item records, processing items and ensuring the availability of bibliographic records in e-catalogue ESTER.
- 3.3. Compiling and storing accession books.
- 3.4. Administring Library's social media accounts.
- 3.5. Adding reviews of new items to Library's New Books Blog.
- 3.6. Renewing of Library related information on the web-page of the Library, ensuring the distribution of relevant and up-to-date information, internet resources and databases to its readers.
- 3.7. Providing access to licenced databases.
- 3.8. Management of records, forms, settings, accounts etc. created by Library in Integrated Library System.
- 3.9. Following privacy information of ELNET Consortium's e-catalogue ESTER when processing personal data.
- 3.10. Participating in working groups of ELNET Consortium.

- 3.11. Ensuring accessibility to TTK UAS graduation theses and research papers (on paper) according to the deadlines set in TTK UAS documents library.
- 3.12. Purposeful development of Library to correspond to the international role of a library in institution of professional higher education.
- 3.13. Purposeful use of financial and other resources allocated to the Library.
- 3.14. Cooperation with other structural units of TTK UAS and distribution of information related to the Library.
- 3.15. Fulfilling the tasks set by the Vice Rector for Development.
- 3.16. Compiling statistical accountancy of Library.

#### **§ 4. The Rights of the Library**

The Library has a right to:

- 4.1. Buy, exchange and get donations for acquiring new items and get replacements of damaged or lost items.
- 4.2. Provide fee-charging services for users of the Library. The fee-charging services are approved by the Order of the Rector.
- 4.3. Apply prohibitions for borrowing and renewing items if necessary.
- 4.4. Get necessary information and help from other structural units of TTK UAS for fulfilling the tasks of the Library.
- 4.5. Make proposals for contracts and for creating and amending legal regulations of TTK UAS related to its areas of activity.
- 4.6. Get professional trainings for improving the level of professional knowledge of its staff.
- 4.7. Acquire necessary stationery, technical and IT-related assistance for fulfilling its daily tasks.
- 4.8. Write off items according to Acquisition Rules of the Library.
- 4.9. Use the seal of the Library for fulfilling its tasks.
- 4.10. Belong to national and international organizations.
- 4.11. Make proposals for changing the organization of work of the Library.

#### **§ 5. Management**

- 5.1. Work of the Library is managed by the Head of the Library. The Contract of Employment of Head of the Library is signed by Rector of TTK UAS.
- 5.2. Head of the Library is responsible for organization and coordination of activities of the Library according to valid legislative acts, Acquisition Rules of the Library, current Statutes and Job Description of Head of the Library.
- 5.3. Head of the Library directly subordinates to the Vice Rector for Development.
- 5.4. Head of the Library:
  - 1) is responsible for management and general development of the Library, guaranteeing the purposeful use of budgetary funds and other resources;
  - 2) is responsible for planning and analysing strategic processes of the Library;
  - 3) sets the tasks of staff of the Library and monitors their fulfillment;
  - 4) compiles the accession book, drafts action plan, annual report and development plan for the Library and drafts job descriptions for the staff of the Library;
  - 5) may draft proposals to the Vice Rector for Development on changes about organization of work at the Library and on professional trainings and incomes of staff of the Library;
  - 6) follows other relevant tasks given by the Vice Rector for Development.

#### **§ 6. Final Provisions**

- 6.1. The Statutes of the Library of TTK University of Applied Sciences will come into force on February 2<sup>nd</sup> 2018.

6.2. The Order of the Rector no 7-K from January 13<sup>nd</sup> 2015 “Statutes of the TTK University of Applied Sciences Library” is hereby disaffirmed.

Enno Lend  
Rector

Appendix I  
TTK UASL Statutes

## **University of Applied Sciences Library Regulations and Rules**

### **1. General Provisions**

TTK University of Applied Sciences Library is a specialized library that serves all members of the university and provides necessary educational information resources.

### **2. Reader registration**

- 2.1. Reader registration is available for students, staff and exchange students of TTK UAS and participants of in-service trainings. Other visitors may read library items on spot.
- 2.2. Readers are registered and items are lent on the basis of Identity Document. In case a person is unable to present the Identity Document, librarian has a right to stop serving the customer.
- 2.3. The reader gets familiar with Library Regulations and Rules and fills out the application of library card on paper, where the following information will be added: surname and first name(s) of the user, birth year, personal ID-code, institute, curriculum, employer (if applicable), home address (registered address), phone, e-mail, date of filling the form, signature.
- 2.4. The reader seals the data with his/her signature, agreeing to fulfill the rules of Library Regulations and Rules and being aware that their data will be used for offering personal library services.
- 2.5. The reader has an obligation to present accurate data to the Library. In case of fraud, Library has a right to block the reader’s rights in the Integrated Library System and not to serve the customer anymore.
- 2.6. Librarian enters the data on TTK UAS Library Reader’s Card to Integrated Library System.
- 2.7. In case of changes in personal data, reader is obliged to announce the Library as soon as possible.

### **3. Confidentiality and preservation of Readers’ Data**

- 3.1. The data of registered readers will be used for conducting statistical analysis where data is not connected to personal information.
- 3.2. Librarians who have access to the Integrated Library System are obliged to guarantee the confidentiality of readers’ data and not to share readers’ personal data with third parties, except when solving overdue problems.
- 3.3. Personal data of students who have graduated from TTK UAS is kept 6 years since the expiry of the Reader’s Card. Erasing personal data from Integrated Library System is done once a year in January.
- 3.4. Personal data of employees whose employment relationship with TTK UAS had ended is erased from Integrated Library System directly after the end of employment relationship.
- 3.5. Personal data of students who have interrupted their studies is kept in Integrated Library

System 3 years since exmatriculation. Erasing personal data from Integrated Library System is done once a year in January.

3.6. Personal data of readers who have overdues is kept in Integrated Library System until the overdues are eliminated. Erasing personal data from Integrated Library System is done once a year in January.

#### **4. Borrowing items**

4.1. All users of the Library may use items on spot.

4.2. Registered readers may borrow items.

4.3. Items with yellow mark can be borrowed for 17 days (with the possibility to renew 2 times). Items without marking can be borrowed for 90 days (with the possibility to renew 4 times)

4.4. Items with red mark are for in-library use and can be borrowed under special agreement.

4.5. Employees of TTK UAS can borrow items for current academic year.

4.6. At the end of the academic year readers are obliged to return unnecessary items to Library.

4.7. Newspapers, graduation theses and reference books cannot be borrowed.

4.8. Loans can be renewed in e-catalogue ESTER, in the Library and by phone and e-mail.

4.9. Journals are borrowed to academic and administrative staff and students for 30 days. Loan period of journals cannot be extended.

4.10. Booked items are kept in the waiting list for 4 days.

4.11. Loan periods of items are set by the Library according to the type, number of items and popularity.

4.12. Readers can order books from the library depository with order slip, using e-catalogue ESTER for searching items. The order will be answered within 1 – 2 days if possible. Ordered items are kept for the reader for 4 days.

4.13. It is possible to borrow maximum 35 items.

4.14. In exceptional circumstances Library has a right to cancel loans and ask to return the items.

4.15. Readers with overdues cannot borrow items or lengthen the loan period.

#### **5. Services offered at the Library**

5.1. Searching items from e-catalogue ESTER.

5.2. Using items on spot and borrowing items.

5.3. Adding items to waiting list.

5.4. Ordering items from library depository.

5.5. Reading graduation theses at the Library.

5.6. Reading research papers of TTK UAS students at the Library.

5.7. Teaching information search via e-courses.

5.8. Answering to enquiries.

5.9. Using My ESTER.

5.10. Using electronic databases.

5.11. Reading e-newspapers and e-journals.

5.12. Cloud-based printing service.

5.13. Interlibrary lending (ILL).

5.14. Use of reading area and study rooms.

5.15. Use of computers.

#### **6. Interlibrary lending**

6.1. Interlibrary lending (ILL) enables the registered readers of TTK UAS Library to borrow books from other libraries of Estonia (except from Tallinn).

- 6.2. With ILL the users can borrow books and copies from journals and journal articles.
- 6.3. With ILL users cannot borrow periodicals, reference books, large format books, audio and video recordings, bachelor, masters nor doctoral theses and other materials having the rights of manuscript.
- 6.4. The conditions of using items ordered from other libraries (loan periods, rules of borrowing) are set by the Sending Library. When the Sending Library allows to use the book only at the Library, then the item cannot be borrowed.
- 6.5. The deadline for fulfilling the order is one week. The Library cannot guarantee that the item will arrive to TTK UAS on time. The order already given cannot be cancelled.
- 6.6. The reader will be notified about the arrival of the item by e-mail or by phone. When losing or damaging the borrowed item, it should be replaced according to the conditions set by the Sending Library.
- 6.7. The readers who wish to use ILL have to fill in an electronic form on webpage of TTK UAS. Separate form should be filled in for every order.
- 6.8. The expenses of ILL will be covered by TTK UAS.
- 6.9. The Library has a right to block the services to the reader who does not come to pick up ordered items or does not return the book to the Library on time.
- 6.10. The services of ILL cannot be used by Erasmus exchange students and participants of in-service trainings.
- 6.11. Items from foreign country libraries can be borrowed via Estonian National Library.

## **7. Use of the Computers**

- 7.1. The computers at the Library can be used by TTK UAS students, staff, in-service training participants and exchange students.
- 7.2. Computers can be used for learning purposes.
- 7.3. A librarian has a right to ask the user to leave from computer if point 7.2. is not followed.

## **8. Internal Rules**

- 8.1. The reader has to have the Identity Document with them if they use the Library. It is not allowed to give the document to someone else.
- 8.2. Order and silence must be kept at the Library.
- 8.3. At the Library, it is not allowed to: speak loudly, talk with mobile phone, take items outside the Library without permission, organize lectures and trainings without permission, smoke, be intoxicated from alcohol or drugs.
- 8.4. In case of the alarm at the security gate, the reader has to follow the orders of the librarian and return to the Reader Services Desk, where the librarian has a right to check the items.
- 8.5. There is a video surveillance at the Library.
- 8.6. In case of fire alarm, the readers have to leave the library, following the evacuation plan and guidelines given by the librarian.
- 8.7. The Library is not responsible for unattended property.

## **9. Reader liability**

- 9.1. The reader is liable for the items, devices or other property of the Library being used and has to compensate the Library for damages.
- 9.2. Lost or damaged items have to be replaced by the same item. In case the item is sold out it has to be replaced with an item with equivalent cost set by the librarian.
- 9.3. If a police certificate is provided the reader does not have to replace stolen item. If the police certificate is not provided reader has an obligation to replace stolen item.

- 9.4. Item damaged by the reader has to be replaced within 2 month based on occurrence time of the problem which is dated by a librarian to Integrated Library System.
- 9.5. If the damaged item is not replaced according to sections 9.2. and 9.3. the reader cannot borrow new items from Library and renew loan period of borrowed items until problem is solved.
- 9.6. Item lost by the reader has to be replaced within 6 months based on occurrence time of the problem which is dated by a librarian to Integrated Library System.
- 9.7. If the lost item is not replaced according to sections 9.2. and 9.3. the reader cannot borrow new items from Library and renew loan period of borrowed items until problem is solved.
- 9.8. Distribution of passwords for electronic resources of Library to other than members of TTK UAS is prohibited.
- 9.9. Employees and students of TTK UAS have to return all borrowed items not later than on last working day before ending of employment contract or exmatriculation.
- 9.10. Upon breaching the current rules, the Head of the Library may either temporarily or permanently block the right to use the Library.

Enno Lend  
Rector