

Estonian Aviation Academy Library Rules

Established on the basis of clause 17 of subsection 1 of section 7 of the Statutes of the Estonian Aviation Academy.

1. General provisions

These Rules regulate the procedure for using the library of the Estonian Aviation Academy (hereinafter Academy) and apply to all users of the library.

2. Readers of the Estonian Aviation Academy Library (hereinafter the *library*)

- 2.1 The library user is the user of the services provided by the library, who has been granted user rights by the Academy and has been registered as a library user.
- 2.2 Library users may be:
 - 2.2.1 academic staff members, employees, students (incl. visiting and international students), pupils and continuing education learners of the Academy;
 - 2.2.2 academic staff members and employees of other higher education institutions and employees of aviation organisations of the Republic of Estonia;
 - 2.2.3 students of other higher education institutions, pupils of vocational educational institutions and general education schools of the Republic of Estonia, and during the admission period, applicants for admission, who may use the items and study materials in the library.
- 2.3 Exceptionally and subject to the prior agreement, also other Estonian nationals may use the services of the library.

3. Registration as a library user

- 3.1 In order to exercise the rights of library users, an application must be submitted to the Academy either on paper at the library or electronically.
- 3.2 When applying for user rights, the following information has to be provided:
 - 3.2.1 first name(s) and surname;
 - 3.2.2 personal identification code or, in its absence, the date of birth;
 - 3.2.3 place of work or educational institution;
 - 3.2.4 home address;
 - 3.2.5 e-mail address;
 - 3.2.6 telephone number.
- 3.3 The applicants for user rights confirm with their signature that they agree to comply with these Rules and give consent for using their personal data within the scope provided for in the Rules.
- 3.4 Every person who loans items for in-house use or uses home lending service is registered as a library user on the basis of their valid identification document (ID-card, passport) or student card.
- 3.5 When using the library for the first time, the library user will have an opportunity to review the Library Rules, which are available at the library and on the Academy's website.
- 3.6 All user rights apply from the first registration to the beginning of the following academic year. After that, the term will be extended for one year if the user has returned every item borrowed from the library. Users who have not used library services during the academic

year are deleted from the database without prior notice, except for persons listed in clause 2.2.1.

- 3.7 At the beginning of each academic year, the librarian checks whether all items have been returned to the library and how the user has used library services, also verifies the data of the users and specifies or amends the data, where necessary.
- 3.8 In processing personal data of library users, the Academy's guidelines on processing personal data are followed.
- 3.9 The identification document (ID-card, passport) or student card serves as a document proving the user rights (hereinafter the *library card*). The librarian has the right to request the library card from each visitor and check it in order to verify their user rights at any time.
- 3.10 The library card may be used only by the person to whom it has been issued.

4. Electronic system and database of library management system

- 4.1 The library has its electronic system which includes a database of library management system (hereinafter *database*), into which the information specified above in clause 3.2, the term of user rights, encrypted password and other data related to library services are entered.
- 4.2 The database is intended for internal use. Access to the database is only granted to the employees of the library who provide services and to authorised or co-liable data processors, who have the obligation to ensure the confidentiality of user data. After registering, library users can access the database using their ID-card or ask a personal password from the librarian which allows them to review and update personal data entered in the database, view their borrowed items, fines and notices and renew due dates for returning items to the library. Third persons are provided with access to the database only in cases provided for by law.
- 4.3 The data entered in the database are used to identify library users and provide library services, incl. sending reminders and other notifications. Without connecting any data to particular persons, the information entered in the database is also used for monitoring the use of the library and carrying out statistical analyses.
- 4.4 The user's data are preserved in the database during the validity of user rights and for two years after their expiry, except for the data of users who have any debts, which are preserved until all debts are settled.

5. Library services

- 5.1 The library provides the following services:
 - 5.1.1 home lending;
 - 5.1.2 loan of items for in-house use;
 - 5.1.3 information services (use of electronic catalogue for searching items);
 - 5.1.4 sale of the Academy's publications;
 - 5.1.5 instructing and counselling of library users;
 - 5.1.6 other services arising from the objectives of the library.
- 5.2 The library provides an opportunity to use a computer for searching information, using e-resources and processing texts.
- 5.3 All services provided by the library are free of charge.

6. Home lending and in-house use

- 6.1 All library users have the right to use the items at the library and borrow them for using at home (except for persons listed in clause 2.2.3).
- 6.2 For home lending, a valid library card must be presented.
- 6.3 A user who has no longer user rights must return the items borrowed from the library.

- 6.4 The due date for returning borrowed items is established by the library on the basis of the type of the item, number of available copies and intensity of use;
 - 6.4.1 generally, the items are lent home for one month;
 - 6.4.2 items of high demand are lent home for one week;
 - 6.4.3 textbooks are lent to students for three months;
 - 6.4.4 items required for teaching are lent to academic staff members for one semester.
- 6.5 Items required by academic staff members for using in lectures are given to the staff member or a person authorised for that, who in this case is recorded as a borrower and is responsible for returning the item.
- 6.6 Users are obliged to return items by due date.
- 6.7 The due date may be renewed:
 - 6.7.1 at the library,
 - 6.7.2 by telephone,
 - 6.7.3 by e-mail,
 - 6.7.4 by logging in to the electronic system of the library.
- 6.8 The due date is not renewed and new items are not lent if
 - 6.8.1 there is a waiting list for the item,
 - 6.8.2 the library user has not returned borrowed items in due time or is in debt.
- 6.9 The following items are not lent home:
 - 6.9.1 single originals of reference works;
 - 6.9.2 last copies of more in-demand items;
 - 6.9.3 newspapers;
 - 6.9.4 recent issues of current year magazines/journals (as a general rule);
 - 6.9.5 archival materials;
 - 6.9.6 handwritten research papers;
 - 6.9.7 photo albums.
- 6.10 The employees of the Academy must inform the library of the termination of employment relationship and return the items to the library or agree on a new due date for returning the items.
- 6.11 After the end of their studies and before staying on academic leave or leaving for a long-term practical training, students and pupils must return all borrowed items to the library or agree on a new due date for returning the items.
- 6.12 All materials lent home, including short-term loans, are recorded in the electronic system of the library.
- 6.13 All items and periodicals, except for graduation papers with restricted access, are available for in-house use.

7. Rights and obligations of library users

- 7.1 Making copies
 - 7.1.1 Copies of items can be made through the librarian.
 - 7.1.2 Copyrighted works may be reproduced (copied) without the consent of the author only for personal use. Only one copy may be made of an item.
 - 7.1.3 The library user has to indicate the name of the author, title and year of publication on the copy.
 - 7.1.4 The library may refuse to make a copy in the following cases:
 - 7.1.4.1 making a copy may harm the item;
 - 7.1.4.2 a copy of a copyrighted work is requested for commercial purposes without the consent of the author or an organisation representing the author;
 - 7.1.4.3 making copies of audio-visual works and electronic databases is not permitted.
- 7.2 The library user is responsible for complying with legal requirements.

- 7.3 The library user is required to check the status of items and other media upon their receipt and inform the librarian of any defects. When the defects are detected later, the library user will be liable for them.
- 7.4 The library user has the right to receive a lending note from the librarian, which includes all borrowed items and due dates.
- 7.5 The library user bears the proprietary liability for the items, equipment and other objects of the library made available to the user and compensates the Academy for any damage caused.
- 7.6 The library user is obliged to meet the deadlines for returning borrowed items. If the library user does not return any borrowed items by due date, a notice reminding of the expiry of the deadline is sent by e-mail to the address in the user's entry.

8. Compensation for lost or damaged item

- 8.1 If the library user does not return borrowed items despite repeated reminders or has lost or damaged the item, the user may be required to pay an amount up to two times the value of the item.
- 8.2 When requested, the Academy issues an invoice for the charged amount.
- 8.3 If the library user loses or damages an item, the user must either replace the item with another copy of the same publication or a publication recognised as equivalent or, if replacement is not possible, pay compensation in the amount provided for in clause 8.1, which will be used to acquire the same or equivalent item.
- 8.4 New items are not lent to the library users in debt until the debt is settled.

9. In-house rules

- 9.1 There is video surveillance in the library.
- 9.2 Library users may not disturb other users with their behaviour.
- 9.3 Since the books are on open shelves, librarians have the right to check the items brought along by library users when the users enter or leave the library.
- 9.4 If the library user does not follow the in-house rules of the library, the librarian may deprive the user of the right to use the library either temporarily or permanently. Major breaches of the rules committed by the employees, students or pupils of the Academy are also reported to the Rector by the librarian.
- 9.5 All complaints and suggestions related to the in-house rules of the library are resolved by the librarian.
- 9.6 The Academy is not liable for any unattended personal belongings.

10. Compliance with Rules and responsibilities

Compliance with these Rules is monitored by the librarian or any other person performing the duties of the librarian.

11. Implementing provision

Upon the entry into force of these Rules, the library rules approved by the Rector's decree No. 1-2/13 of 13 March 2014 are deemed repealed.