

APPROVED

by Director General of the National Library of Estonia
Directive No 45 of 06 November 2017

RULES FOR USING COMPUTER WORKSTATIONS AND WIRELESS LOCAL AREA NETWORK (WiFi)

1. General provisions

- 1.1. In the National Library of Estonia (hereinafter Library) the following computer workstations are available to users: computers for information search and authorised workplaces for reading digital legal deposit copies.
- 1.2. The use of computer workstations is free.
- 1.3. Use of a computer workstation requires that the user knows computers and the relevant programmes and has previous experience of using them.
- 1.4. When using computer workstations and the relevant services, users must comply with the provisions of these Rules.

2. Computer workstations in the Library

- 2.1. Computers for information search can be used by all visitors of the Library and their use is limited to a maximum of three hours per day. Library employees have the right to allow to use the computer workstation for a longer time. Computers for information search cannot be reserved in advance.
- 2.2. Computers for information search allow printing. Items can be printed only via librarian, the Library charges for printouts. [Price list](#). Users can also save the files on their USB stick or a cloud service used by them. After completing and logging out, material saved in the user account cannot be restored.
- 2.3. Authorised workplaces can be used by all registered users of the Library. Time of use is not limited.
- 2.4. Authorised workplaces do not allow to save or print items.
- 2.5. Registered users can pre-reserve authorised workplaces at the Library's website or via librarians on-site in the Library, by telephone or email.

2.6. A computer workstation can be reserved no more than fourteen (14) days in advance and no later than 30 minutes before the reserved time.

2.7. The Library does not issue data and logs on the use of computers to third persons, except in the cases provided by law.

3. Using wireless local area network (WiFi)

3.1. Using WiFi is free for all users and visitors of the Library, use is not time-limited.

3.2. WiFi is a public network allowing all to connect, the Library cannot ensure that the network is secure.

3.3. The use of WiFi must comply with the rules of the Estonian Education and Research Network applying in the Library ([EENet Acceptable Use Policy](#)) and good practice.

4. Rights of Library

4.1. The Library manages the network of computer workstations and provides access to the internet. Library employees assist with problems occurring in the use of the computer workstations and databases.

4.2. Library employees are not obliged to provide technical advice to users.

4.3. Library employees and security service have the right to monitor the use of computers directly and via computer network. Where a user does not comply with restrictions referred to in clauses 5.1. to 5.6. of these Rules, the Library's employees have the right to demand that the user terminate the unintended use of the computer workstation. If the user ignores such request and continues the unintended use of the computer workstation, the Library has the right to terminate the user session.

4.4. Library employees have the right to refuse to extend the user session if the purpose of using the computer workstation is not scientific research or studies, or if other users are waiting to use the workstation.

4.5. The Library does not accept any responsibility for possible damage caused by disturbances in communication lines and resulting in perished data, or unauthorised dissemination or change of data.

5. Activities prohibited at computer workstations

The following activities are prohibited while working at computer workstations:

5.1. switching the monitor on and off;

- 5.2. changing the computer's configuration and/or installing programmes;
- 5.3. damaging the software or hardware of the computer workstation;
- 5.4. eating and drinking in the immediate vicinity of the computer workstation;
- 5.5. playing violent computer games;
- 5.6. activities not complying with the valid legislation and good practice, e.g. visits to websites of pornographic nature or inciting hostility.