

APPROVED by the Rector of the University of
Tartu Decree no. 5 of 10 January 2014
(effective as of 1 January 2014)

AMENDED by the Rector of the University of
Tartu Decree no. 14 of 14 August 2015
(effective as of 1 January 2016)

AMENDED by the Rector of the University of
Tartu Decree no. 17 of 15 June 2018
(effective as of 15 June 2018)

AMENDED by the Rector of the University of
Tartu Decree no. 3 of 28 February 2020
(effective as of 29 February 2020)

AMENDED by the Rector of the University of
Tartu Decree no. 10 of 1 June 2022
(effective as of 1 May 2022)

Statutes of the University of Tartu Library

Based on clause 15 (2) 8) and section 26 of the Statutes of the University of Tartu and pursuant to subsection 4 (2) of the University of Tartu Act, I approve the Statutes of the University of Tartu Library. [effective as of 29 February 2020]

I. General provisions

1. The University of Tartu Library ('library') is a research library in the structure of the University of Tartu ('university'), operating on the basis of its statutes, the Statutes of the University of Tartu, the University of Tartu Act, the Legal Deposit Copy Act, the Organisation of Research and Development Act and other legislation. [effective as of 29 February 2020]
2. In its professional activities, the university follows the recommendations to university and research libraries issued by the United Nations Educational, Scientific and Cultural Organization (UNESCO), the International Federation of Library Associations and Institutions (IFLA), the Association of European Research Libraries (LIBER) and other international professional organisations. [effective as of 29 February 2020]
3. These statutes ('statutes') set out the library's main task as a research library and a keeper of cultural heritage, as well as its governance procedures, structure, funding and reporting procedures. [effective as of 29 February 2020]
4. The library's name in English is the University of Tartu Library, in German "Universitätsbibliothek Tartu".
5. The library has its insignia in accordance with the university's regulations.
6. The main task of the library is to support and promote teaching, research, development and creative activities, ensuring the use of Estonian and global information and cultural resources for the benefit of the development of the university and society. [effective as of 29 February 2020]
7. To perform its main task, the library

- 7.1. promotes research, creative and development activities in the fields of culture and science studies, librarianship and information science;
 - 7.2. creates as complete a collection of national items as possible and collects and makes available archival records of scientific and cultural value;
 - 7.3. participates in the creation of national information resources;
 - 7.4. collects, processes and preserves information sources necessary for teaching, research and development activities, the university's publications and research articles and other scientific information material and makes them available based on the information needs of the university's staff and students;
 - 7.5. operates as a competence centre for Estonian research libraries;
 - 7.6. provides services for the university members as well as public library services;
 - 7.7. develops digital collections and services;
 - 7.8. makes the documents in its collections available in accordance with the rules of use;
 - 7.9. provides access to research databased in accordance with access licences;
 - 7.10. develops services related to the principles of open science;
 - 7.11. cooperates with Estonian and foreign libraries, information centres and professional associations and other legal and natural persons;
 - 7.12. develops information environments to support electronic publishing and the free movement and long-term preservation of scientific data;
 - 7.13. directs and coordinates the activities of the university's specialised libraries and the provision of library services in the university's library network;
 - 7.14. teaches information seeking, the management of scientific data and the use of information systems and databases to university members and people outside the university;
 - 7.15. participates in the organisation of degree studies and continuing education in the field of librarianship and information science and acts as a traineeship institution for students;
 - 7.16. carries out research and development activities in the field of library and information sciences, book science and the history of the university and science, and publishes the results of its research and development activities;
 - 7.17. compiles publications presenting the university, research history and its collections, and organises conferences, seminars and exhibitions;
 - 7.18. engages in all other activities that help perform the main task of the library.
- [effective as of 29 February 2020]

7¹. The university's library network comprises the main library and specialised libraries. The main library located at W. Struve 1, Tartu, is the central library of the university's library network. A specialised library is a library located in an academic unit of the university. The library director establishes the organisation of the university's library network. [effective as of 29 February 2020]

II. Governance

8. The library is run by the director, who is elected for a term of five years by the senate in an open competition according to the procedure established by the rector. A fixed-term employment contract is concluded with the library director.
9. The library director
 - 9.1. is responsible for the general status and development of the library and manages the work of the library by ensuring the lawful and expedient use of money and other assets;
 - 9.2. forms the work organisation units of the library and defines their tasks, competence and managers;
 - 9.3. establishes the prices of paid services provided by the library;
 - 9.4. establishes the prices and conditions of sale of the library's publications and library documents not required by the library;
 - 9.5. decides on the transfer of the library's publications and publications not needed by the library;

- 9.5¹. organises the registration of materials purchased by the university's units in the library; [effective as of 1 January 2016]
- 9.6. [repealed as of 1 January 2016]
- 9.7. forms committees, panels and other collective decision-making or advisory bodies to solve problems in the organisation of work;
- 9.8. performs other duties necessary for carrying out the statutory tasks of the library and ensuring its successful operation.
10. The library director has the right to sign the following on behalf of the university, within the limits of the budget of the library and for the purpose of performing the objective of the library, taking into consideration the terms and procedure established by the university and requirements resulting from legislation:
- 10.1. contracts for the supply of services for the provision of services; [effective as of 15 June 2018]
- 10.2. [repealed as of 15 June 2018]
- 10.2¹. contracts of sale to sell library documents not required by the library; [effective as of 1 January 2016]
- 10.3. licence agreements for using databases;
- 10.4. licence agreements for the electronic publishing of copyrighted works;
- 10.5. contracts for the receipt and use of grants;
- 10.6. contracts for the temporary use of items from the library's collections; [effective as of 15 June 2018]
- 10.7. contracts for use to take into use movable property; [effective as of 15 June 2018]
- 10.8. grant agreements with the Cultural Endowment of Estonia, the Ministry of Culture, local governments and associations of local governments; and to sign applications and other documents, incl. reports and requests for payment, submitted in connection with these agreements. [effective as of 29 February 2020]
- 10¹. The director's right to sign contracts on behalf of the university for buying movables and ordering services needed for the library is provided in the Procurement Rules. [effective as of 15 June 2018]
11. During the director's absence, the director is substituted by one of the heads of the work organisation unit on the director's proposal based on the rector's directive.
12. The library has a ten-member council ('council'). [effective as of 29 February 2020]
13. Based on the proposal of the library director, the rector approves the composition of the council for three years (except for the student representative who is appointed for one year).
14. The council comprises
- 14.1. four professors from the university's four faculties (one professor from the Faculty of Arts and Humanities, one from the Faculty of Social Sciences, one from the Faculty of Medicine and one from the Faculty of Science and Technology) based on the proposal of the library director; [effective as of 1 January 2016]
- 14.2. library director;
- 14.3. one student representative based on the proposal of the Student Union; [effective as of 29 February 2020]
- 14.4. representative of the Ministry of Education and Research based on the proposal of the minister of education and research; [effective as of 29 February 2020]
- 14.5. representative of the National Archives of Estonia based on the proposal of the national archivist; [effective as of 29 February 2020]
- 14.6. representative of the Estonian Academy of Sciences based on the proposal of its president; [effective as of 29 February 2020]
- 14.7. one member based on the director's proposal. [effective as of 1 May 2022]

15. The director chairs the council. In the director's absence, the director authorises one of the council members to replace him/her as the chair of the council.

16. Council meetings are convened by the chair as needed, but at least once a year. The council chair must also convene a meeting at the request of at least 1/3 of the council members. The council has a quorum if more than half of the council members are present at the meeting. It is also possible to participate in a meeting using two-way audio and video technology. The decision is deemed adopted if more than half of the council members present at the meeting have voted for it. [effective as of 1 May 2022]

17. The council

17.1. adopts the library's strategic plan that is in line with the strategic plan of the university;

17.2. approves the directions of the library's research and development activities, the library's action plan and reports; [effective as of 29 February 2020]

17.3. establishes the council's rules of procedure;

17.4. elects research fellows in accordance with the university's procedures; [effective as of 1 May 2020]

17.5. on the proposal of the library director or other council members, discusses other matters related to the library, and takes positions on these matters.

III. Assets and financing

18. The university's council approves the library's budget as a part of the university's budget at the time of adopting the university's budget.

19. The assets of the library are the property of the university.

20. The library may provide paid services related to its main activities and use the money gained from the provision of such services to finance its statutory activities.

IV. Monitoring, reporting and supervision

21. The library director reports to the senate, the rector and the vice rector for research. [effective as of 29 February 2020]

22. Supervision of the library's activities is performed according to legislation and the procedure established by the university.

V. Amendment and implementation of the statutes

23. The statutes of the library and any additions and amendments to the statutes are approved by the rector.

24. The Statutes of the University of Tartu Library adopted by the University of Tartu Regulation no. 17 of 28 October 2005 and amended by Regulation no. 10 of 22 June 2006, Regulation no. 13 of 30 October 2009, Regulation no. 4 of 22 February 2011 and Rector's Decree no. 18 of 14 June 2012 and the document "Delegation of powers to the director of the University of Tartu Library" approved by Rector's Decree no. 29 of 1 November 2005 and amended by Decree no. 26 of 10 December 2008 are repealed.

25. These statutes are implemented retroactively as of 1 January 2014.