

Using of UT Library materials

1. Library materials can be found in the electronic, card and digitised loose-leaf catalogues. E-catalogue ESTER gives you the location, call number and the loan period of library materials.

2. To request the materials, fill in a call slip or submit your request on the e-catalogue using the link Request.

NB! You can request only the materials in the archival collection. Materials located in open stacks and reading rooms can be picked up and borrowed without requesting them.

3. By using the My ESTER division in the e-catalogue you can see your library account (your borrowed books, due dates, reservations, and whether you need to pay any fines), renew the due dates of your borrowed materials and request materials from the stacks. To use My ESTER, you need to prepare a password and log in.

Using materials of the open collections

4. The 'Open collections' include both the open stacks on the first floor of the library and bookshelves in the reading rooms, where you can browse and choose your books.

To borrow books from the open collections, pick the materials up from the shelves and check them out:

* with the self-checkers on the first, second and third floors;

* with the help of a librarian at the circulation point on the second floor or the reading room service point on the third floor.

On Sundays, librarians help you to check out your books at the reading room service points on the second and third floor.

5. Open collections in subject area reading rooms:

* science and technology and medicine – 1st reading room

* social sciences – 2nd reading room

* arts and humanities – 3rd reading room

Materials from the open collections can be used in the library or borrowed for different loan dates, specified by markings on the back cover:

- 60 days (blue marking)
- 30 days (yellow marking)
- 14 days (no marking)
- 24 hours (cannot be renewed, green marking)
- only in the library (cannot be borrowed, red marking)

6. Journals and magazines of the open collection can be used only in the library.

7. Materials located in the great hall on the second floor can be used only in the library.

8. Materials published before 1917, materials from the collections of manuscripts and rare books, Estica collection and memorial collections, as well as geographical maps and legal copies of Estonian publications, requested from the stacks for on-the-spot use, can be retrieved at the RARA reading room on the second floor. The materials are held there for the person who requested them for one month and can be renewed for another month. When the due date passes, the materials are returned to the stacks.

9. Materials requested from the stacks are brought to the RARA reading room in two hours on Mon-Sat; requests placed on Sunday are fulfilled on Monday. Materials from the collections of manuscripts and rare books are brought to the RARA reading room at 10, 12, 14, 16 and 18.00 on Mon-Fri (need to be requested at least 30 minutes earlier). Requests placed on Sunday are fulfilled by 10.00 on Monday morning.

10. Materials published since 1917, requested from the stacks for on-the-spot use, can be retrieved from the reading room service point on the third floor, where they are held for the person who requested them for 14 days.

11. Materials published since 1800 (excl. those from the collections of manuscripts and rare books) can exceptionally be requested for using in private work rooms on the condition that the work room is rented for at least one month. After one month, the materials have to be returned to the stacks, requesting a digital copy if needed.

12. Library materials can be borrowed by presenting a valid library card or ID-card.

13. These materials cannot be borrowed:

- * materials published before 1945 (incl.)
- * legal copies of Estonian publications
- * rare books
- * geographical maps
- * manuscripts, photos, works of art
- * microfilms and microcards
- * cassettes, diskettes, DVDs
- * materials of large formats
- * materials requested via ILL (Interlibrary Loans Service)
- * materials included in the memorial collections

NB! If a digital copy has been made of the materials, the library has the right to refuse to loan the original copy.

14. You can place hold on materials borrowed by somebody else at the reading room service point or the circulation point. When the materials are returned, you will be informed about it by e-mail or phone. The materials will be held for you in the Smart Locker in the first floor lobby for 3 days starting from the day you were informed.

15. Due dates can be renewed:

- * using the My ESTER division in the e-catalogue
- * by phone (737 5702, 737 5771)
- * by e-mail (laenutus@ut.ee)

16. Due dates cannot be renewed and you cannot borrow new materials if:

- * your already borrowed materials are overdue for more than 30 days
- * a hold has been placed on your borrowed materials
- * you owe two or more euros in fines

NB! Due dates can be renewed up to ten times.

NB! Materials with the loan period of 24 hours cannot be renewed.

17. The fine for overdue materials is:

- * loan period of 30 and 60 days – 0.05 euros per item for each overdue day
- * loan period of 14 days – 0.15 euros per item for each overdue day
- * loan period of 24 hours – 0.20 euros per item for each overdue hour

Fines can be paid at the library information point or by bank transfer.

NB! Starting from a debt of two euros, the borrowing and renewing privileges of a person are blocked in the library information system.

18. As an exception, faculty members can borrow materials needed for teaching and research for six months; the due date can be renewed.

19. Materials bought for research-related grants or target financing are loaned to persons related to the grant/research until the completion of the grant/research.

20. Materials from the archival collection can, if they are the only copies owned by the library, be exceptionally (for research or creative work) borrowed for on-the-spot use in the RARA reading room. Ask for help at the circulation point on the second floor.

21. Newspapers and magazines in the media reading room cannot be borrowed. To request older newspapers, fill in a call slip; the requested newspapers will be brought to the media reading room. If a microfilm copy has been made, the originals cannot be borrowed. Paper copies of newspapers can be made only with the help of a librarian.

22. Materials held in the collections of the Department of Manuscripts and Rare Books can be used only in the RARA reading room. Copies of the materials can be made only with the help of a librarian.

23. Materials held in the collections of the Music Department (music literature, sound and video recordings) can be used in the reading room of the department or borrowed for 7 days (CDs) or 30 days (music literature, printed music). Materials for only the on-the-spot use have red markings. Journals and video recordings cannot be borrowed.

24. Damaged or lost library materials have to be replaced with the same title, or if it is not possible, compensated as determined by the library.

25. It is not advisable to leave the library materials you have borrowed unattended.