University library introduction

Heli Luik
University of Tartu Library,
Estonia
Tartu University Library

- Founded in 1802
- Was situated on the Tartu Dome Hill in the partly restored old Dome Cathedral.
Library in the new building in Struve street since 1982
Pop-up reading rooms

In former building of the National Archive on Toomemägi (4 J.Liivi Street)
Library Services

• **User registration**

- Information Point is located in the **pop-up reading rooms** - (4 J.Liivi Street), open **Mon - Fri 9-17**.

- library card (1,60 €)

- [application form](#)
• **Pop-up reading rooms** (4, J. Liivi St.), on **Mon-Fri 9-21 and Sat-Sun 12-18**
  - 3 reading rooms for individual work;
  - 4 group work rooms (can be reserved on the spot);
  - 16 computer workstations;
  - authorised work station for using legal deposit copies and standards;
  - self-service printing, photocopying, scanning;
  - information point;
  - location for using materials requested via ILL;
  - course packages, compiled by UT lecturers;
  - area for eating and recreation.
• **Photocopies, scans and prints**

- can be made in the pop-up reading rooms. For self-service printing (incl. Cloud Print), photocopying and scanning you need to create a prepayment account tied to your Estonian ID-card or Tartu/Tallinn transport card.

  This can be done by buying an ID-ticket [www.pilet.ee](http://www.pilet.ee) or [pilveprint.overall.ee](http://pilveprint.overall.ee)

  Cash can be added to the account in the similar way.
Computers and the Internet
- computers are located in the computer workstations room on the 1st floor in pop-up reading rooms.

These computers require login:
- use a common university username and password (ÕIS)
• **Loans:** Mon - Fri 9-19, Sat 12-16

- books can be requested from the reading room open collections via the e-catalogue ESTER

- The requested books can be picked up on the same day, provided the request is sent prior to 16.00.

- The loans service point is located in the library on the 3rd floor, accessible via the Akadeemia Street entrance. Books will be held at the service point for 3 days.
• **Returns:** Mon - Fri 9-19, Sat 12–16

Books can be returned to the returns locker at the **Akadeemia Street** entrance

• **Chat:** Monday – Friday 9-17

• **Due dates and fines**

Due dates can be renewed:
- in the My ESTER area of the e-catalogue
- by e-mail [laenutus@utlib.ee](mailto:laenutus@utlib.ee)
- by phone 737 5772

• Starting from the fine of €2, user's borrowing and renewing privileges are blocked.
Marks on the back cover of the book show loan dates:

- **Blue mark** - 60 days  
- **Yellow mark** - 30 days  
- **No mark** - 14 days  
- **Green mark** - 24 hours  
- **Red mark** - only in-library use  

**NB!** Red mark = 14 days (during renovation)
Online catalogue ESTER

• My ESTER
• To log in to My ESTER
  - choose the library
  - enter username and password

• Username
  - Personal identification code or
  - library card number

• Password
  - change the password given to you
  - password must be at least six characters long, including both letters and numbers. Avoid diacritical marks and signs (% &...)
Search in catalogue ESTER

• **Search:**
  - ENTIRE COLLECTION
  - **ONLINE RESOURCES**
  - PERIODICALS
  - THESES, DISSERTATIONS

• **Choose the library**
Request selected item:

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<th>Mark</th>
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<th>NOTES</th>
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• Database of Estonian articles ISE
• Estonian Subject Thesaurus EMS

University of Tartu Libraries

Wish the search results from one particular library?
Select the library before starting search

About Us
Online catalogue ESTER is the shared catalogue of 17 major Estonian libraries.
Read more ...

News
The Library of Estonian Academy of Security Sciences has joined online catalogue ESTER.
Read more ...

In the spotlight
Currently there are problems with requesting and placing holds in online catalogue ESTER.
Please contact your library. We apologise for the inconvenience.
Databases

- How to use databases - instruction
- Remote access to databases
• E-journals and e-books for University of Tartu

• University of Tartu Digital Archive Dspace

• Service of digital copying EOD
  - Order a copy

• Borrowing from other libraries ILL
• University of Tartu subject libraries

- Six subject libraries:
  Mathematics and Informatics Library,
  Library of Social Sciences,
  Library of the College of Foreign Languages and Cultures,
  Information Centre at Iuridicicum Library,
  Institute of Physics Library, and
  Biomedicum Library

are open from **Mon to Fri 9.00-20.00**
Subject librarians give consultations about information search and using of databases on Tuesdays and Thursdays 17.00-20.00.

- In 3 subject libraries:
  - Mathematics and Informatics Library,
  - Library of Social Sciences,
  - Library of the College of Foreign Languages and Cultures
THANK YOU!

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