

Approved by the UT Library Director's order no 5-1/RT/7  
of 19.08.2026

### *Rariora* Reading Room Rules

1. The following materials are lent to the *Rariora* reading room for in-house use based on a request submitted in the e-catalogue or with a request form:

- publications published up to 1917 (included)
- publications from the rare book collection
- publications from memorial collections
- publications from the *Estica* collection
- publications from the archival collection
- small prints
- newspapers in Estonian published up to 1945 (included)
- sheet music published up to 1945 (included)
- manuscripts
- manuscript dissertations, award-winning papers, diploma, bachelor's, and master's theses
- photographs
- works of art
- geographical maps

2. Requests are fulfilled on Monday to Friday within three hours, from 12.00 to 16.00. Materials requested after 16.00 and on weekends and other holidays will be brought to the reading room at 12.00 on the next working day.

3. The library has the right not to lend items in poor physical condition. If possible, a digital copy should be used. Rare materials will not be lent if a digital copy of the original exists.

4. Requested materials will be held under your name in the reading room for 30 days; if necessary, the term will be extended by 30 days. Materials that have exceeded the loan period will be returned to the stacks.

5. To use the materials, present a valid library card or ID-card.

6. You will be given up to five items for use at a time. Return the items you are using no later than 15 minutes before the reading room closes.

7. Materials requested to the *Rariora* reading room, as well as those located on the reading room's open shelves cannot be taken out of the reading room.

8. Only digital copies can be made of the materials requested to the *Rariora* reading room or located on the reading room's open shelves; this is a paid service. You can submit the request for copies either in the reading room or electronically on the library website.

9. The library has the right to refuse to make a digital copy if the physical condition of the item does not allow it or if scanning may damage the original (e.g., hard-to-open volumes).

10. You can take pictures with a personal camera in silent mode and without a flash or tripod in the *Rariora* reading room.

11. If a volume is difficult to open or requires support, appropriate aids (book supports and weights) must be used, which you can request from the reading room staff. Gloves must be worn for certain materials (e.g., photographs, drawings).

12. You can use only a pencil for writing in the *Rariora* reading room. Making notes on materials and tracing watermarks, stamps, illustrations, etc. is not permitted.

13. The order of the pages in open-leaf archival files must be maintained.

14. You are responsible for each item you use. If you notice any damage or disorder in the materials, please inform the reading room staff immediately.

15. You may bring writing utensils, a laptop, a phone and a camera into the reading room. Bags and folders must be left in a locker, the key to which can be obtained from the reading room staff. When leaving, please show the reading room staff the materials you are taking with you.

16. You cannot eat, drink (including water), talk on a mobile phone or do anything that could disturb other users or damage library property in the reading room.