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Statutes of the Estonian Literary Museum

Amended by the following legal instruments:

Passed	Published	Entry into force
19.06.2019	RT I, 26.06.2019, 4	01.09.2019
02.11.2020	RT I, 05.11.2020, 11	08.11.2020

The Act is enforced under subsection 5 of § 43 of the Government of the Republic Act and subsection 1 (3) of § 13 of the Organization of Research and Development Act.

Chapter 1 General Provisions

§ 1. Estonian Literary Museum

(1) The Estonian Literary Museum (hereinafter the ELM) is a state research and development institution administered by the Ministry of Education and Research, also operating as a state central scientific memory institution, administering essential scientific archives of cultural history and folklore (folkloristics) as well as collections of Estonian national publications and old books, providing for their strategic development, supplementation, preservation, and accessibility.

(2) The ELM has its own stamp with the image of the small Estonian coat of arms and its name, as well as its own symbols.

(3) In its activities the ELM follows the Organisation of Research and Development Act and other legal acts, international agreements and these statutes.

§ 2. Location of the ELM

The ELM is located in the city of Tartu, at the address 42 Vanemuise Street, 51003 Tartu.

Chapter 2 Purpose and activities

§ 3. Mission of the ELM

The mission of the ELM is to:

- 1) Support the preservation and development of the Estonian language and national culture, including the preservation and development of archives and scientific collections as parts of Estonian national scientific and cultural heritage;
- 2) Advance the innovation and development of the humanities;
- 3) Contribute to Estonia's visibility in global scientific landscape and international integration of research and development activities.

§ 4. Spheres of activities of the ELM

(1) Research and development at the ELM are based on scientific and national collections, archival library, and archives essential for national culture. Research applies interdisciplinary methods as well as those of digital humanities (including those based on text corpuses).

(2) To achieve the objectives, the ELM:

- 1) Participates in Estonian and international research and development activities through research based on research grants and through European Union's and other international programmes, agreements, research and development projects and speciality networks;
- 2) Cooperates with universities, other research and development institutions, memory institutions, libraries, and archives, including data preservation in central servers;
- 3) Provides free public services, enabling free access to archives and scientific collections as well as research results in the reading halls of the ELM and by means of specialized databases and information technology;
- 4) Offers information, analysis, and digitalization services to institutions, organizations, and individuals, and organizes in-house excursions according to the regulations on the use of the ELM collections and the pricelist for services;
- 5) Organizes conferences, seminars, and other scientific events;
- 6) Involves young researchers and students in research and development activities to guarantee continuity and participates in conducting doctoral studies;
- 7) Supports the publication of the research results of its researchers in high-level specialized international and domestic publications and open-access e-publications, proceeding from the principles of open research.

(3) The activities of the ELM based on permanent funding involve supplementation of folklore (folkloristics) and cultural history archives and the archival library, their systematization and making accessible to the public:

- 1) Systematic and strategic supplementation of the collections of Estonian intangible cultural heritage by means of legal deposit copies, additional acquisition, fieldwork, collection, collection campaigns, donations, etc.;
- 2) Management and long-term preservation of the collections of the ELM (incl. digital collections and safety copies), provision of metadata, conservation, restoration, and digitalization of archival units for preservation purposes;
- 3) Supplementation, promotion, systematization, scientific describing, and enabling of digital accessibility to scientific and other collections through databases and online environments, considering the legal restrictions;
- 4) Preparation of academic text-critical and commented source publications and other base publications;
- 5) Providing public services.

(4) The subsidized activity of the ELM is mainly related to research and development in the following directions:

- 1) Basic and applied research in the humanities in the fields of Estonian literature and comparative literary studies and literary theory, Estonian folklore and comparative folklore and folkloristics, and Estonian cultural history and contemporary culture;
- 2) Compilation and development of speciality-specific databases;
- 3) Elaboration of novel e-services;
- 4) Compilation and publication of print- and e-editions (except for academic source and base publications);
- 5) Advancement of the modules of educational resources and e-research and organization of further education in the fields of activities of the ELM.

Chapter 3

Management of the ELM

§ 5. Director

(1) The head of the ELM is Director, who is responsible for the activities and development of the ELM and the lawful and expedient use of financial resources.

(2) The Director shall be elected by open competition pursuant to the procedure specified by the minister in charge of the policy sector. The minister in charge of the policy sector or a person authorized by the minister shall enter into a contract with the Director for up to five years.

§ 6. Obligations of the Director

(1) The Director:

- 1) Directs the everyday activities of the ELM and is responsible for its expedient management;
- 2) Represents the ELM as specified by legal acts;
- 3) Concludes, changes and terminates employment contracts with the employers of the ELM as specified

by legal acts and approves their job descriptions;

- 4) Approves the internal procedures and administrative regulations of the ELM and other documents concerned with work organization;
- 5) Approves the regulations pertaining to the use of scientific collections of the ELM;
- 6) Approves the structure of the ELM after consulting the Council;
[RT I, 05.11.2020, 11- entry into force 08.11.2020]
- 7) Reports to the Council of the ELM and to the minister in charge of the policy sector and ensures the presentation of other required reports;
[RT I, 05.11.2020, 11- entry into force 08.11.2020]
- 8) Organizes the implementation of decisions made by the Council; [RT I, 05.11.2020, 11- entry into force 08.11.2020]
- 9) Establishes the publication council and approves its rules of procedure; Performs other assignments within his or her competence.

(2) Issues orders within his or her competence.

§ 7. Council

[RT I, 05.11.2020, 11- entry into force 08.11.2020]

(1) Issues related to the activities of the ELM shall be addressed, within the range of these statutes, by the Council, the membership of which shall be approved on the proposal of the Director of the ELM by the minister in charge of the policy sector for up to five years.

(2) The chair of the Council is the Director of the ELM. The Council shall elect the Vice-Chair.

(3) The Council shall be composed of:

- 1) Director of the ELM;
- 2) Representative of archival competence of the ELM;
- 3) Representative of scientific competence of the ELM;
- 4) Trustee of the employers of the ELM;
- 5) Representatives of the National Archives, University of Tartu Scientific Library, and the Estonian National Museum, and if deemed necessary, also experts related to other spheres of archival and scientific work;
- 6) Representative of the Ministry of Education and Research.

(4) The number of members in the Council shall be equal for the ELM and other related institutions.

(5) The institutions mentioned in subsection 3, 5-6 shall appoint their representative to the Council of the ELM.

[RT I, 05.11.2020, 11- entry into force 08.11.2020]

§ 8. Obligations of the Council

[RT I, 05.11.2020, 11- entry into force 08.11.2020]

The Council:

[RT I, 05.11.2020, 11- entry into force 08.11.2020]

- 1) Shall approve the general working arrangement and directions of the ELM;
- 2) If deemed necessary, shall approve the financing and extension applications of the ELM and reports thereof;
- 3) If deemed necessary, shall review activity and other reports, evaluate and approve them;
- 4) Shall submit proposals to the minister in charge of the policy sector for changes in the statutes of the ELM;
- 5) Shall elect the academic staff of the ELM as provided by the law;
[RT I, 26.06.2019, 4- entry into force 01.09.2019]
- 6) If deemed necessary, shall propose changes in the structure of the ELM;
- 7) Shall organize elections for the Director of the ELM;
- 8) Shall nominate prominent studies and researchers for awards outside the ELM, and candidates for the membership of the Estonian Academy of Sciences, and give recommendations;
- 9) If deemed necessary, shall assemble the international advisory board of the ELM and establish its rules of procedure;
- 10) Shall establish the composition of the international editorial board of the ELM scientific publications;
- 11) Shall fulfil other obligations imposed on him or her.

§ 9. Rules of procedure of the Council

[RT I, 05.11.2020, 11- entry into force 08.11.2020]

(1) The Council shall assemble at least twice a year at the request of the Chair, in his or her absence the Vice-Chair, or at least a third of the members' written demand. The meeting can also be organized by using means of communication or information technology (except for secret elections).

[RT I, 05.11.2020, 11- entry into force 08.11.2020]

(2) The Council has a quorum in case at least half of the members participate in the meeting either in person

or by means of information technology.

[RT I, 05.11.2020, 11- entry into force 08.11.2020]

(3) Decisions shall be taken by simple majority, also considering the votes of the members participating by means of communication or information technology. In the case of equal votes, the Chair's or, in his or her absence, Vice-Chair's vote shall be decisive.

(4) Minutes are taken of the decisions of the Council. The minutes are signed by the Chair (in his or her absence the Vice-Chair) and the secretary of the meeting. [RT I, 05.11.2020, 11- entry into force 08.11.2020]

§ 10. International advisory board

(1) The international advisory board is comprised of scientists of high international reputation in the main research fields of the ELM, and counsels the ELM on strategic research issues.

(2) The number and membership of the international council shall be approved by the Council of the ELM for five years. [RT I, 05.11.2020, 11- entry into force 08.11.2020]

Chapter 4 Assets and financing

§ 11. Assets

(1) To perform its functions, the ELM owns assets composed of lands, buildings and facilities, equipment, inventory, and other material values transferred into the ownership of the ELM by the state for purpose-oriented use.

(2) The ELM shall use and dispose of its assets pursuant to the procedures prescribed by law.

(3) The materials preserved in the archives and the archival library of the ELM are part of Estonian national scientific and cultural heritage.

§ 12. Financing

The ELM is a state research and development institution financed from the state budget and other sources.

Chapter 5 Supervision and reporting

§ 13. Supervision and reporting

(1) Financial and statistical supervision over the ELM shall be exercised in accordance with legal acts.

(2) The purpose-oriented use of assets transferred into the ownership of the ELM by the state and the correspondence of the ELM activities to the objectives quoted in the statutes shall be inspected in accordance with legal acts.

Chapter 6 Reorganization and termination of activities

§ 14. Reorganization and termination of activities

The activities of the ELM shall be reorganized or terminated by the proposal of the minister in charge of the policy sector after hearing the opinion of the Research and Development Council.

Chapter 7 Implementing provision

§ 15. Repealing of statutes

[Omitted from this text.]