

**RULES ON THE GENERAL CONDITIONS OF OPERATION OF THE
UNIVERSITY LIBRARY OF
THE UNIVERSITY OF NOVA GORICA**

Nova Gorica, October 2019

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	Name or body	Date
<i>Drawn up by</i>	Vanesa Valentinčič Murovec, univ.dipl.knjiž.	10 September 2007
<i>Approved by</i>	University Senate	19 September 2007
<i>Adopted by</i>	prof. dr. Danilo Zavrtnik	26 September 2007

Amendments: Compliance with the Rules on the Conditions Regarding the Performance of Library Activities as a Public Service of 2008 and 2012, the Librarianship Act of 2015 and the transformation of the library into the University Library

	Name or body	Date
<i>Drawn up by</i>	Vanesa Valentinčič Murovec, univ.dipl.knjiž. Tina Šček Krušič, univ. dipl. prav	24 April 2019
<i>Approved by</i>	Governing Board	11 October 2019
<i>Adopted by</i>	prof. dr. Danilo Zavrtnik	16 October 2019

Pursuant to the provisions of the Librarianship Act (Official Gazette of the RS, Nos. 87/2001, 87/01, 96/02 - ZUJIK and 92/15), Article 15 of the Decree on Basic Services of the Library (Official Gazette of the RS, No. 29/2003) and the Rules on the Conditions Regarding the Performance of Library Activities as a Public Service (Official Gazette of the RS, Nos. 73/2003, 70/08 and 80/12), the Governing Board of the University of Nova Gorica, at its 57th session on 11 October 2019, adopted the following

RULES ON THE GENERAL CONDITIONS OF OPERATION OF THE UNIVERSITY LIBRARY OF THE UNIVERSITY OF NOVA GORICA

GENERAL PROVISIONS

Article 1

The Rules on the General Conditions of Operation of the University Library of the University of Nova Gorica (hereinafter referred to as the "Rules") govern the manner of operation of the University Library of the University of Nova Gorica (hereinafter referred to as "the University Library") and the relations between the University Library and its users.

Article 2

In the Rules, the University Library specifies in more detail: business ethics, library obligations towards the user and member, rights and obligations of the user and member in connection with library material, accessibility and the conditions of the use of the library, time and other limitations regarding the borrowing of material, services and the use of the library, language used during the operation, types of services and a price list for those services.

The Rules are available to the University Library users at the University Library website and on the information display at the University Library. Furthermore, the users become familiar with them when registering in the University Library.

ETHICS OF OPERATION

Article 3

In their work and relation to the users, the employees of the University Library adhere to the Code of Ethics of Slovenian Librarians (ZBDS, Bled 1995). In accordance with the Code and in line with the goals and possibilities of the University Library, the employees strive to provide the highest possible quality, efficiency and diversity of services; whereby the attitude towards users is based on equality, impartiality and respect at the professional and human level. The Code is publicly available to users at the University Library.

The users and members may submit comments, suggestions and compliments into a box in the reading room reserved for that purpose.

The University Library reviews comments, suggestions and compliments periodically, at least every 3 months. The Library publishes replies to comments, suggestions and compliments on its information display.

TYPES OF LIBRARY SERVICES

Article 4

The University Library supports the study and research process in particular by carrying out library activities primarily for students, higher education teachers and higher education assistants. To this end, it collects study literature and periodicals, which are essential for the development of science and necessary for the pursuit of research, expert, artistic and educational activities at the University.

Moreover, the University Library also carries out activities under Articles 2 and 29 of the Librarianship Act (library activity as a public service).

The University Library draws up, manages and edits researchers' bibliographies in the COBISS.SI system for students and employees of the University. The service can also be provided to external users in return for payment according to the price list.

The University Library provides some basic services only to its members, e.g. borrow material for home use, the reproduction of library materials and interlibrary loan.

LIBRARY OBLIGATIONS TOWARDS THE USER AND MEMBER

Article 5

The University Library employees have, in particular, the following rights and obligations towards the user:

- Enable users and members to carry out University Library services;
- Ensure that the services referred to in the previous indent are carried out in accordance with these Rules and the applicable legislation;
- Ensure compliance with the provisions of these Rules;
- Take necessary measures in the event of a breach of the provisions of these Rules;
- Store personal data of users in accordance with the applicable legislation, which regulates librarianship and personal data protection, and the declaration of membership signed when registering in the University Library;
- Ensure compliance with copyright legislation and licensing agreements when using library materials and other information resources;
- Ensure that users and members regularly fulfil their financial obligations;
- Regularly report on the University Library's operations to the University's management.

ACCESSIBILITY AND THE CONDITIONS OF LIBRARY USE AND THE RIGHTS AND OBLIGATIONS OF LIBRARY USERS AND MEMBERS TOWARDS LIBRARY MATERIAL

USERS AND MEMBERS OF THE UNIVERSITY LIBRARY

Article 6

The University Library user is a natural person who uses the basic services of the University Library.

The users have access to library materials and other information resources and services of the University Library in the premises of the University Library.

Access to electronic resources is available at all University locations. Remote access enables members to access certain electronic resources as set out by the licensing terms of the providers. The users are obliged to comply with these Rules when using library materials and other information resources, services, rooms and equipment of the University Library.

The member of the University Library is a user who registers in the University Library in order to be able to use the services that the University Library provides only to its members. The member may also be a legal entity.

Article 7

A user that wants to become a member must complete the declaration of membership available at the University Library.

Upon signing the declaration of membership, external users are required to submit a valid identification document and pay annual membership fee according to the valid price list. University students must submit a student card. Persons under the age of 18 years must submit a declaration of membership signed by their parents or legal representatives.

The University students and employees are exempt from paying the membership fee. Furthermore, persons up to the age of 18 years and unemployed persons are also exempt from paying the membership fee; however, the latter are to submit a relevant certificate of the Employment Service of Slovenia.

The members of the University Library are to demonstrate their membership with the library membership card and the student members with the University student card.

Article 8

The membership card is not transferable. Members are responsible for all material borrowed with their membership card. Members must present their membership card if so required by the employee of the University Library.

The members of the University Library must inform the University Library of the loss or theft or the possibility of misuse of their membership card as soon as possible.

The members of the University Library must inform the University Library of any change related to their personal data upon their first visit to the library or their first use of membership-related services.

If the membership card is damaged in a way that it can no longer be used, the members shall be entitled to a replacement card against payment.

As a rule, the membership in the University Library lasts one year from the registration date and must be renewed upon expiration. The exceptions are University students and employees, namely their membership lasts until the termination of the student status or the termination of employment at the University of Nova Gorica.

Library membership may also terminate:

- Upon the member's written request;
- Automatically if the member fails to renew it one year after the expiry of the membership;
- With the exclusion of a member if he / she fails to fulfil his / her obligations or acts contrary to the Rules of the University Library.

USE AND BORROWING OF MATERIAL FOR HOME LOAN AND FOR READING ROOM USE

Article 9

Only members of the library can borrow material for home loan. Reading room material, reference material, archival holdings, rare and valuable materials, magazines and newspapers cannot be borrowed for home loan.

Before using the material in the reading room of the University Library, the user must check out the material at the borrowing desk.

Article 10

Members may order materials for home loan in person at the University Library, in writing, by telephone, through the My Library service or by email. The University Library may inform the member that the ordered material is available for home loan in person, in writing, by telephone or by e-mail.

The member may takeover ordered material personally or the material may be sent by mail. In this case, the member will be charged the cost of sending according to the valid price list. The University students and employees at dislocated units shall obtain ordered materials via internal mail.

Upon borrowing material for home loan, a member receives a list of borrowed material indicating the date by which he / she is obliged to return the individual material or extend the loan period.

Article 11

The user is to review the borrowed material and inform the University Library employee of any defects.

The user is responsible for the borrowed material and must return it in the same condition in which it was borrowed. He / she is responsible for any damage, loss or theft of the borrowed material and must pay compensation or replace it with the same material in the original form and pay the costs of processing of the replacement material. The amount of compensation and processing costs are set out in the library price list.

Article 12

The member must ensure that the borrowed material is returned to the library by the due date. If the member decides to return the material to the University Library by post, the material is to be sent by registered mail with acknowledgement of receipt. The costs of sending shall be borne by the member.

Article 13

The general loan period for materials available for home loans is 21 days, with the exception of textbooks for which the loan period is 14 days.

The loan period for borrowing CDs, DVDs, diploma thesis, master thesis and dissertations is 7 days.

The loan period may be extended, in person, by phone, via email or the My Library service, unless the material has been reserved by another member.

The material can be reserved in the same way. Reserved material has to be collected within 3 working days of the receipt of the notice that the material is available for borrowing.

Article 14

A member may only borrow one unit of the same title at a time.

The University Library may impose restrictions on the borrowing of material for home loan if the member has outstanding financial obligations or has failed to return material for which the loan period has expired.

The member may receive notifications regarding impending loan period expiry, impending overdue reminder, received reserved material and the reservation expiration upon his / her request.

Article 15

The member must pay late fee for overdue materials.

Upon the expiration of the loan period, the University Library shall send the member a written notice on overdue materials.

The library sends the following types of written warnings: 1st overdue reminder, 2nd overdue reminder and overdue reminder before bringing an action.

The library shall charge the costs of sending overdue reminder, which must be paid by the member together with the late fee.

The amount of late fee and costs for overdue reminders shall be set out with the price list. If the member refuses to pay the late fee or the costs of overdue reminder, or fails to return the borrowed material after the submission of the 3rd overdue reminder, the University Library shall file application for enforcement or action with the competent court and shall not allow the member to borrow the material until he / she has settled all his / her obligations.

INTERLIBRARY LOANS AND TRANSMISSION OF DOCUMENTS

Article 16

The University Library enables its members to use library materials or documents (hereinafter referred to as "materials") that it fails to have in its own collection. The Library may order library materials or documents through interlibrary loan from another library or suppliers and submit them to the member at his / her request.

Article 17

The member may order the material referred to in the previous article in person, in writing or by e-mail. He /she must provide the University Library with detailed bibliographic information about the material he / she wishes to obtain. The University Library may refuse the order if the bibliographic information for the ordered material is incomplete. The University Library informs the member of the received material by telephone, mail or e-mail.

Article 18

The requester may personally takeover the original material in printed form and use it only in the premises of the University Library for a limited period, unless otherwise agreed between the University Library and the supplier. If the supplier allows the material to be borrowed for home loan, the member shall be required to sign the takeover form. The members are responsible for the taken-over material. When using it, they must comply with the copyright legislation. If any of the borrowed items is damaged or lost, the member shall bear all costs incurred as determined by the supplier. If the material is not returned within the period indicated on the takeover form, the member shall pay late fee as determined by the supplier. The copies of original documents or their parts, for which the requester pays compensation, shall become his or her property and do not have to be returned to the library as a rule. The users may take over ordered copies personally or receive them by mail. Furthermore, the Library may submit documents (or their parts) to the member in electronic form in accordance with copyright legislation.

Article 19

The costs of interlibrary loan and document submission depend on the type of service and the price list of the supplier and are specified in the library services price list.

REPRODUCTION OR COPYING OF LIBRARY MATERIALS AND DATA TRANSFER FROM ELECTRONIC SOURCES

Article 20

The University Library enables users to reproduce library materials.

The reproduction of library materials is carried out in accordance with copyright legislation and the terms of license agreements that the Library has concluded upon the purchase of the material. Prices for reproduction services are specified in the applicable price list.

INFORMATION SERVICES

Article 21

The University Library provides the following information services:

- Information on and from the material owned by the University Library and the material to which the University Library has access;
- Information from the COBIB national union bibliographic/catalogue database;
- Assistance and counselling in finding and using information resources owned by the University Library or to which the University Library has access;
- Inquiries from information resources owned by the University Library or to which the University Library has access;
- Provision of reference information, i.e. to direct users to other information resources or institutions where they are kept;
- Educate users in order to enable them to find, select, evaluate and use information resources (information literacy).

USE OF LIBRARY PREMISES AND EQUIPMENT

Article 22

The premises of the University Library are used only in accordance with the remit of the University Library.

The following is prohibited in the University Library:

- The use mobile phones and other audio devices;
- Portable computer sounds must be turned off;
- Smoking;
- Bringing dogs and other animals, with the exception of guide dogs;
- Underage children should not be left unattended;
- Entering library with riding skates, scooters, skateboards, etc.

Users are responsible for the items they leave on the premises of the University Library; the University Library shall not be responsible for the theft or loss of personal belongings of users.

The reading room is intended for studying and the use of material that is only available in the reading room; therefore, silence shall be maintained in this room.

Users are not allowed to take borrowed material for reading room use outside the library premises. They must return the material to the circulation desk after they have finished using it.

Personal computers may be used to search for library materials as well as access e-journals, databases and other information for study and research purposes. When using information resources, users must comply with the terms of copyright legislation and licensing agreements that the Library has concluded upon purchasing information resources.

- Users may not change PC settings; only the use of pre-installed software is allowed;
- Marked computers are available for printing upon prior agreement with the library staff.

Article 23

Users shall be held responsible for any intentionally or unintentionally caused damage to the University Library or a third party.

The University Library may prohibit any user that has committed theft, intentionally damaged material and equipment, disturbed the peace in the library premises or distracted or harassed other users from using the University Library for a certain period of time.

Article 24

The University Library provides assistance in accessing library premises and the use of library services to users with special needs.

Article 25

The University Library shall use its professional judgement to decide which donated items are to be placed in its collections.

PERSONAL DATA PROTECTION

Article 26

The University Library protects the personal information of members in accordance with the Personal Data Protection Act and the University Rules on Personal Data Protection.

In order to carry out its activity, secure library material and provide special benefits to certain categories of members, the University Library collects and processes the following personal data of its members: name and surname, date and place of birth, address of permanent or temporary residence, member category, contact data (telephone number or email address).

The personal data of the members are kept for a maximum of one year after the expiration of membership in the University Library or one year after the last activity recorded in the database. The University Library annually deletes the personal data of members whose membership has expired in the previous year. If during this process a member with expired membership has any outstanding obligations towards the University Library, his / her personal data are deleted only when his / her obligations towards the University Library are settled.

LANGUAGE USED DURING THE OPERATION

Article 27

The University Library shall use the Slovenian language during its operation. The English language shall be used in communication with foreigners.

PRICE LIST

Article 28

The price list for library services is adopted by the Governing Board of the University. The price list in force at the relevant times shall be an integral part of these Rules.

TRANSITIONAL AND FINAL PROVISIONS

Article 29

Amendments and supplements to these Rules are adopted in the same manner as set out for the adoption of rules.

These Rules shall enter into force on the date of their adoption by the Governing Board of the University.

Rector

prof. dr. Danilo Zavrtanik