

Library and Borrowing Regulations for Students (EN)

In accordance with the bylaw¹ of the School of Economics and Management in Public Administration in Bratislava (further on just VŠEMvs) approved by MŠVVaŠ SR , the rector of VŠEMvs issues these Library and Borrowing Regulations.

LIBRARY REGULATIONS

Article 1

The Scope of Library and Borrowing Regulations

Library regulations of the Academic School Library (further on just „library“), which includes the Borrowing Regulations, conditions the mutual relationship of the library and users.

The library will provide for making the Library and Borrowing Regulations publicly available in a visible place and at the website of the school.

The library is a part of the school, which functions based on § 47 and further regulations of the Act No. 131/2002 Coll. On Higher Education as a school of higher education with consent of the government of the Slovak Republic by resolution No. 216 as of 10 March 2004.

The basic mission of the library is to provide free access to information spread on all kinds of data carriers through library-information services (further on services) and information technology.

Article 2

Mandatory statute of the Library Regulations

The Library Regulations are binding for all workplaces of the school.

Library hours: Monday – Friday: 7:30 – 16:00

Article 3

Library Fund

The library fund comprises of:

- a) Primary fund: books, periodicals, proceedings, final theses of VŠEMvs students,
- b) Secondary fund: electronic catalogue and databases in electronic form.

Funds and library furnishings are a property of the school. Each user is obliged to protect them and not damage them.

¹ Bylaw of VŠEMvs

Article 4

Library services

The library offers basic and special services. The list of prices and fees is attached to the Library and Borrowing Regulations.

The basic library services are:

- Presence borrowing services (in the study)
- Absence borrowing services (outside the library premises)
- Extending the borrowing period of borrowed documents
- Offering factual and bibliographic information.

Special library services:

- Reservation of required documents
- Interlibrary borrowing services
- Retrieval services
- Providing access to external electronic sources
- Reprographic services in limited extent.

Reprographic services in accordance with the Copyright Law No. 618/2003 Coll. As amended are offered in limited extent (max. 10 pages) only for study purposes of users from documents in library funds.

In accordance with regulations of § 24 of the Copyright Law No. 618/2003 Coll. As amended copies of whole publications are not made.

The library offers its services based on personal, written, or phone requirements of users as well as requirements sent by electronic mail. The conditions of offered services are regulated by the Borrowing Regulations.

The library may differ its services based on categorization of users. The category of the user is stated in the library membership card. Four basic categories of users exist within the library:

- A teachers of VŠEMvs
- B students of VŠEMvs
- C students of other schools and physical entities

Article 5

Access to library

The library offers its services in accordance to the code of general access of users to documents and information regardless their political, national, religious or racial status.

Handicapped users are offered services in an adequate form with regard to their health condition.

Article 6

Basic rules and obligations for library users

Users are obliged to observe the Library and Borrowing Regulations and act according to instructions of library employees.

Users are obliged to keep quiet, order a cleanliness in all premises. Each owner is responsible for his/her personal belongings, the library may not be held responsible for any lost personal belongings.

Users under the influence of alcohol or narcotics are prohibited to enter library.

It is prohibited to eat, drink and smoke in the library.

Mobile phones may not be used in the library. Use of own laptops is allowed upon consent of present library employee.

Users have the right to orally or in writing offer comments or suggestions for the library services.

Article 7

Registration of users

A citizen may become a library member when a membership card is issued. Signing an application or the membership card means that the user agrees with the use of his/her personal data and at the same time he/she is bound to meet the requirements of these Library Regulations.

The library is bound to act according to Law No. 122/2013 Coll. On Protection of Personal data as amended.

The library is obliged to draw the attention of the user to the Library and Borrowing Regulations when signing in the library.

Article 8

Library membership card

- 1) A library membership card is issued for teachers and other school employees following submission of their ID, which may not be substituted by another document. Students of VŠEMVs who do not dispose of an ISIC are required to submit an acknowledgement about school attendance.

The validity of the membership card is renewed every year based on submission of documents stated in 1a.

First issue of membership card for persons from 1a is free.

Membership in the library and the right to use its services ceases if:

- The user deregisters;
- The user does not renew membership in a new calendar year;
- The user seriously breaches the Library and Borrowing Regulations and does not offer compensation for damage in the given deadline;
- After membership ceases, fees are not refunded.

A user who may no longer use the library services for serious breach of Library and Borrowing Regulations and non-payment of liabilities against the library by a stated date, may not become its member again.

The membership card is a document which authorises the user to use all the library services. It is non-transferable. It may only be used by one user, on behalf of which it has been issued. Library employee may ask for a valid ID of the user at any time to prove his/her identity.

The owner of library membership card is responsible for any misuse of it. Loss of the membership card has to be immediately communicated to the library. A copy of the membership card will be issued upon submission of documents stated in 1a. The user will pay a fee stated in the Price list of services and fees included in these Library Regulations for a copy of membership card.

The user is obliged to announce without delay a change of name, home address or issue of a new ID as well as interruption or end of study.

VŠEMVs employees whose contract ceases to exist will return all borrowed documents into the academic library, which will issue an evidence that has to be submitted to the HR department when exiting employment.

BORROWING REGULATIONS

Article 9

Kinds of borrowing

The library offers borrowing of documents in accordance with its mission and character, functional possibilities, method of borrowing services and requirements for protection of the library fund.

Documents may be borrowed and carried outside library or used within the premises of the library (in the study).

Borrowing of library documents is a binding legal relationship.

The following documents may not be borrowed outside the premises:

- Publications which only exist in the fund in one copy
- Newspapers and magazines of a current year
- Student's final theses

- electronic documents
- documents necessary for everyday operation of the library (included among manual funds).

Article 10

Borrowing principles

The library will only let the user borrow documents upon submission of a valid library membership card.

The term for a borrowed document when borrowing it outside the library building is **30** calendar days. If necessary the library may ask for an earlier return of the document.

The term for a borrowed document may be extended if the user asks for it before the term is over. Extension of the borrowing term is only possible once by **10** calendar days.

Extension of the borrowing term is not possible if:

- a) the user made offences (did not return the borrowed document in time, has not paid for reminders)
- b) the document has been reserved by another user.

The extension of the borrowing period is considered as a new borrowing.

A borrowed document may be reserved by a user. If there are several users asking for the same document, their order for borrowing depends on the time of reservation. The library will inform the user about the possibility to take the reserved document. The reserved document has to be picked up within three days which are also counted into the borrowing term.

Article 11

Filing borrowings

The library keeps borrowed document on file in such a way, that it could be proved who borrowed a document, so that the library fund was secured.

Filing of borrowed documents is done according to the type of a document:

- electronically in databases of an automated borrowing system;
- manually on a borrowing slip.

Users affirms picking up a document by signature.

The library will verify return of the document.

Article 12
Reader's liability for the borrowed document

The user is obliged to return the document in such a state he picked it up in.

Exceptionally a borrowed document may be returned by mail as an insured consignment.

In case the bar code of a document is damaged, there are vindicatory fees.

Article 13
Reclamation of unreturned documents

If a user returns a document after the stated borrowing term, he/she is obliged to pay a fee for late return regardless of the fact whether a reminder was sent or not. The user will pay a late return fee for each document respectively. The library will provide a receipt for the paid fee.

The library does not send reminders to users. The user will only receive a reclamation of the document before legal proceeding. After the reclamation is sent and before the beginning of legal proceedings, until all liabilities against the library are met, no further services will be offered.

If a user does not return a document upon the reclamation, the library will start legal proceedings against the user and enforce compensation through the law court. All costs of the trial are paid by the user.

Article 14
Losses and compensation

The user has to inform the library without delay if a document is lost or damaged and compensate the damage by a stated time according to relevant regulations of the Civil Law.

The library will ask for compensation of damage through one of these forms:

- supplying the library with the same title in the same or a different issue;
- compensation of the document by a copy of the lost or damaged document;
- replacement of the document by a different one according to the library request;
- financial compensation for the unreturned document (in an equal amount as the price of the document when bought).

The library will decide about the form of the compensation for a lost or damaged document. If the user does not compensate the damage in the stated time, the library will start legal proceeding.

STUDY REGULATIONS

Article 15 Rights and duties of users in the study

A user has the right to use the study for:

- present studying of a document from the library fund;
- internet services and access to external database systems, or internal databases;
- making photocopies from documents of the study (the extent and price are provided in the price list of services and fees).

The user is obliged to return the documents to the library employee before he/she leaves the study.

The user is obliged to record the number of documents borrowed from the study fund into the relevant file and sign the record.

It is not allowed to interfere with the documents from the study fund, or damage them in any way. If a user is found to damage a document in any way, he/she has to compensate for the damage depending on its extent.

Final regulations

The price list of services and fees is enclosed to the Library and Borrowing Regulations; it is issued and adapted by the school.

The library director may allow for exceptions from the Library and Borrowing Regulations on consent of the rector of VŠEMvs.

The Library and Borrowing Regulations were discussed and approved at the meeting of the Academic Senate of VŠEMvs in Bratislava on 13 May 2015.

These Library and Borrowing Regulations are valid as of 1 September 2015.

prof. JUDr. Jozef Kuril, CSc.
Chair of AS VŠEMvs in Bratislava

prof. Ing. Viera Cibáková, CSc.
rector of VŠEMvs

Enclosure:

Price list of services and fees:

I. Registration and filing users

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|---|--------|
| 1) Registration of employees and students of VŠEMvs
for an academic year | 0.00 € |
| 2) Registration of students from other school for an academic year | 5.00 € |
| 3) Registration of physical entities for an academic year | 5.00 € |

II. Fees for damage and loss

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|---|-------------------|
| 1) Loss of library membership card (issue of a duplicate) | 5.00 |
| 2) A fee for overrunning the borrowing term (after 7 days) | 2.00 € |
| 3) Damage to the document | 5.00 € |
| 4) Fine for a lost document | 10.00 € |
| 5) Loss of a document | price of document |
| 6) Damage of the bar code of the document, the signature | 1.50 € |
| 7) Loss or damage of the key for the case to put away personal belongings | 4.00 € |

III. Reprographic services

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| 1) Copy A4 (maximum of 10 pages) | 0.10 € |
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