

# **LIBRARY AND INFORMATION CENTER OF LITHUANIAN UNIVERSITY OF HEALTH SCIENCES**

## **LIBRARY RULES**

### **I. GENERAL PART**

1. Library and Information Centre (hereafter the Library) of Lithuanian University of Health Sciences is a subdivision of university. It functions following the laws of Lithuanian Republic and decisions of government, orders of rector, Library regulations and these instructions.
2. Library funds are national property, preserved following the regulations set by government laws. All citizens of Lithuanian Republic and foreign citizens, legal entities can use Library but priority is given to the university community.
3. Library provides information services, ensures access to information resources, and collects the fund of printings, electronic and unpublished documents which help to realise the goals of studies, science and continuous learning.
4. Using the library is free, except default services, for which the prices are confirmed by rector's order following the list of library services confirmed by the Ministry of Culture of Lithuanian Republic.
5. Library services are provided only for the users who have reader's certificate.

### **II. SERVICE TO READERS REGULATIONS**

#### **1. Registration:**

- 1.1. The students and employees of Lithuanian University of Health Sciences are registered according to questionnaire data provided by structural subdivisions of the university or according to submitted personal identity cards (for students) or university employee's certificate which serves as a library card as well.
- 1.2. For other individuals temporary library card is issued valid for 1 year, after submitting identification (Lithuanian student identity card, passport, personal identity card and other).
- 1.3. Every new user gets familiarized with Library instructions and commits to follow the rules and confirms that by signature in the users list.

#### **2. Document ordering:**

- 2.1. Documents from depositories are ordered via the internet.
- 2.2. Textbooks in demand can be ordered via the internet.
- 2.3. Inquire for a librarian's assistance to order a document from the library's card catalogue.
- 2.4. Information concerning your order progress can be viewed on electronic catalogue "hold requests" field or inquired about at the circulation desk. Ordered documents are kept for 2 days.

#### **3. Lending of documents:**

3.1. The documents (printings, CD and others) are lent only for university students who have library cards, employees, who have employee cards or personal identity cards and for temporary users, who are registered by letter of indemnity.

3.2. The amount of issued textbooks for the students of Lithuanian University of Health Sciences (Master students, residents, doctoral students) is unlimited; when ordering from repositories – 5 documents issued for the same term, the amount of issued documents for the employees of Lithuanian University of Health Sciences – 15.

3.3. Only the user can take ordered documents, the exception is applied for the disabled – the documents can be taken on their name by commissioned person after having submitted his personal identity document and personal identity document of the disabled.

3.4. When lending the documents from library, it is necessary to check their quality and inform a librarian. The last user who has used damaged document pays the penalty.

3.5. Rare and valuable documents, information publications (encyclopedias, dictionaries, manuals), periodic documents, manuscripts, dissertations, habilitation works, their abstracts, Master theses are not issued to home and are read only in reading rooms.

3.6. It is allowed to borrow documents from the library only after borrowing them using the self-service computers or at the librarian.

3.7. The terms for returning documents are set considering the amount of documents copies, demand, studying programme. It is possible to extend them 4 times via the internet, if it hasn't been ordered by other students. The due date is printed on a receipt at the self-service machine or the user can check it on the electronic catalogue.

3.8. CD's and DVD's are returned only at the circulations desks.

#### **4. Returning documents:**

4.1. The document's identifier recognizes the user, therefore, it is not possible to return the document as for another person.

4.2. If a document is not returned on time, the user gets charged 0,50 LT each day for each document.

4.3. It is compulsory to return library documents when the term for returning documents ends, when going on academic vacation, after ceasing studies temporarily/fully or cancelling work contract. When library documents are lost it is compulsory to compensate the damage.

4.4. The documents with impresses of other libraries are not accepted.

#### **5. Using the documents in reading rooms:**

5.1. The documents from open funds are left on the table or in book trolley after use.

5.2. It is allowed to bring documents to the other reading rooms only with a librarians's permission.

5.3. Documents from the reading rooms, marked with a special mark, are lent home.

#### **6. Using computers:**

- 6.1. Computers in the computer classroom can be used by community members of the university.
- 6.2. Library computers are used for the internet, medicine databases, library's electronic catalogue and medicine data bases in laser disks (CD-ROM).
- 6.3. Computers beside the shelves are for searching in the electronic catalogue.
- 6.4. Computers in multimedia classroom are designed for CD, DVD and sound files review.
- 6.5. Wireless internet connection functions in the library, it is possible to use laptop computers in the library.
- 6.6. Computers and their accessories for readers to borrow are allowed to use only in the library.
- 6.7. Computers and their accessories, which have been lent must be returned on the current day and not any later than 1,5 hours till the library closing time.
- 6.8. Personal files and documents cannot be saved.
- 6.9. It is forbidden to change the passwords.
- 6.10. Tablet computers are to be used for search in databases, full-text document reading, visual and sound material for studying purposes viewing.
- 6.11. It is allowed to save files only to "Z" disk, after having created own directory.
- 6.12. It is forbidden to delete files, to install programs, to change configuration of the programmes.

#### **7. Usage of work places:**

- 7.1. Work places are designed for individual work in the reading rooms on the 2nd, the 3rd, the 4th floors.
- 7.2. Work places are reserved for problem/group teaching for the group of not less than 5 persons, reservation time – 2 academic hours.
- 7.3. If multimedia devices were used in group teaching reading rooms, person who has registered reservation, is responsible for them.

#### **8. Usage of library lockers:**

- 8.1. You must retrieve all your personal belongings before leaving the library and leave the key in the lock.
- 8.2. During the library off-work time the lockers will be searched and the locks will be changed.
- 8.3. Offenders will be able to retrieve their personal belongings only after filling in an application and after compensating the damage.

### **III. PAY SERVICES**

1. Compilation of bibliographic lists.
2. Copying and printing.
3. ILL services: ordering documents and their copies from other libraries.
4. Thematic searches, search of full text articles.
5. Layout and printing of posters.

## **IV. THE RIGHTS, DUTIES AND RESPONSIBILITIES OF READERS**

### **1. Library user's rights:**

- 1.1. To borrow documents from the library, to use the funds of reading-rooms, electronic information resources, computers and paid services (the list of paid services) by set order.
- 1.2. To make requests, to extend the documents' term, to order documents in advance.
- 1.3. To get comprehensive information about library's funds and services provided.
- 1.4. To express the opinion in written form and verbally about the work of library.

### **2. The duties of library user:**

- 2.1. To save and preserve the documents of the library, not to damage the inventory.
- 2.2. Not to disturb other readers working in the library premises.
- 2.3. While working in the reading-room not to use mobile phones.
- 2.4. To follow the rules of behaviour in public places in the library.

**3. For library users, who violate set library regulations, the right to use the library services can be cancelled for the time being or irreversibly.**

### **4. Responsibility of library users:**

- 4.1. If library document is lost or damaged, it is necessary to compensate it by the same document, or other equivalent document by demand or market price.
- 4.2. To pay set amount of money for the document returned belatedly.

## **V. THE DUTIES AND RESPONSIBILITIES OF THE LIBRARY**

### **1. Library duties:**

- 1.1. To inform the readers about the library funds and provided services.
- 1.2. To ensure the possibility to use the library funds.
- 1.3. To improve service to readers constantly.

### **2. Library rights:**

- 2.1. To take charge for returning library documents belatedly.
- 2.2. Not to serve the readers, who violate library regulations.
- 2.3. To warn debtors.
- 2.4. To ask the reader to show the documents which are brought out of the library.

2.5. To provide pay services by prices confirmed by order of the rector.

2.6. Not to serve the users from 8.00 till 14.00 o'clock on last working day of the month.

2.7. To add and change the regulations when necessary.