

THE REGULATIONS OF LIBRARY AND INFORMATION CENTER OF LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

SECTION I

GENERAL RULES

1. The regulations of Library and Information Center of Lithuanian University of Health Sciences (further – Regulations) sets the rights and duties of the users of Library and Information Center (further – Library) and the Library.
2. These regulations are prepared following the:
 - 2.1. Law of Libraries of Lithuanian Republic;
 - 2.2. The Order No. IV-442 “Concerning Confirmation of the standard regulations of using Library“;
 - 2.3. The Order No. IV-502 “Concerning the list of paid services provided by libraries established by municipalities and government“;
 - 2.4. The Statute of Lithuanian University of Health Sciences (further- University Statute);
 - 2.5. The Rules of managing, using and disposal of the resources and property confirmed by University Council.
3. University library and information center (further- Library) is the subdivision of the University. Library fund is the property of the University.
4. The definitions used in these regulations:
 - 4.1. The document – any printed, electronic and/or not published document;
 - 4.2. Documents fund – the entity of the Library documents;
 - 4.3. Subdivision – internal structural or functional division of the University, indicated in the article 61st of University Statute;
 - 4.4. Virtual Library – integrated search system, allowing to search in the resources of Library, Lithuanian academic electronic library *eLABa*, subscribed databases, other databases and electronic resources, LIBIS catalogue, including preserved resources in Lithuanian public libraries (<http://ismu.lvb.lt/>).
5. Other definitions used in the Regulations meets the definitions indicated in the juridical acts in the article 2nd of the Regulations.
6. Library fulfills the following functions:
 - 6.1. Pools the fund of printings, electronic and not published documents, helping to realize the aims of studies, science and continuing teaching;

- 6.2. Safeguards the access to documents fund and information resources;
 - 6.3. provides information services;
 - 6.4. gives pay services, indicated in these Regulations.
7. Using Library is free of charge except the pay services given by Library, indicated in the article 48th of these regulations. The other payments are done in the cases set in these regulations.
 8. Library services are provided during Library working hours. University rector sets the working time of the Library.

SECTION II.

SERVICE TO THE USERS

FIRST PARAGRAPH

REGISTRATION OF THE USERS

9. Only the registered users having reader's card (temporary reader's card) can use library services.
10. The registered Library users can be:
 - 10.1. University students and employees;
 - 10.2. Other physical and juridical bodies of Lithuanian Republic.
11. University students and employees are registered according to provided data of particular University divisions.
12. Reader's card is university student's card or employee's card.
13. The other persons indicated in the article 10.2 of these rules are registered in Library, after having presented personal identity card (Lithuanian student card, passport, personal identity card, driver's license card and other). Temporary library card is given for these persons, valid for one year.
14. Person, who is going to register in Library must:
 - 14.1. get to know with these rules;
 - 14.2. to fill in registration list (1st appendix of these rules), including confirmations, that he or she has read these rules and agrees that University administers his personal data;
 - 14.3. to provide personal identity card (University students provide students card and University employees – employee's card, and the other – the document indicated in the 13rd article of these rules).
15. The users willing to use library services, must keep these rules and present reader's card (temporary reader's card).

SECOND PARAGRAPH

ISSUING LIBRARY DOCUMENTS

16. The rules of ordering Library documents:

16.1. The documents in open access funds are not ordered;

16.2. The documents from repositories are ordered using electronic catalogue or virtual library;

16.3. The documents can be reserved in advance by using electronic catalogue or virtual library;

17. Information about ordering documents is provided for users in virtual library, in the position “ordered issues“ of electronic catalogue. Information about the status of ordered documents is given by librarians directly.

18. The ordered documents are preserved in Service to Readers Department for two days. If the documents are not taken during indicated period of time, the documents are placed back to repository.

19. Issuing library documents:

19.1. Library documents are issued for a time starting from one day or till the end of semester, having in mind the amount of documents, their demand and study program. Library Service to Users Department sets the term for issuing the document. The term for returning document is indicated in document’ issuing list or in electronic account in virtual library;

19.2. For university students (including Master students, residents, Doctoral students and free attendants) the amount of issued textbooks is not limited. Ordering documents from repositories, for university students can be issued not more than 5 documents of the same term, and for University employees – not more than 15 documents of the same returning term;

19.3. For users is issued only one of the same title and publication date Library document;

19.4. Only the user can take the ordered documents. This rule is not applied if the user is disabled person – on his name the other authorized person having presented his personal document and authorization..

19.5. The documents are lent having presented reader’s card;

19.6. The lending of documents must be registered on self-help computers or by Librarian.

19.7. The user must check the quality of borrowed document and to inform about damages librarian. The last user of that document is responsible for damaged document.

19.8. Rare and valuable documents, informative (encyclopedias, dictionaries, manuals), periodicals, manuscripts, dissertations, habilitation works, their summaries, master works are read only in the reading rooms;

19.9. The documents are not issued to the users, which have not paid the delay money, the sum of which is more than 40,00 Lt / 11,58 Eur, as indicated in the article 23rd of these Rules.

20. Temporary users has the right to use Library documents only in Library premises.

21. The term for returning the document can be renewed not more than 6 times by internet, by self-help terminals or to Service to readers posts if the other users have not ordered this document.

22. Returning of Library documents:

22.1. It is compulsory to return library documents after returning term ends, going to academic holiday, temporary or totally having stopped studies or ceasing work agreement;

22.2. The documents, except the documents in electronic medium, can be returned only in service to readers posts;

22.3. The documents in electronic medium can be returned only in service to readers' posts;

22.4. The documents with the stamps of other libraries are not accepted.

23. If the user does not return document during document return term, there are counted 0,50 Lt / 0,14 Eur delay money for every calendar day for one document not returned in time. Delay money are started to be counted on the next day after the term for returning document.

THE THIRD PARAGRAPH

USING DOCUMENTS IN THE READING ROOMS

24. All library users has the right to use Library documents in the reading rooms.

25. The documents in the reading rooms after using them are left in special book trolleys.

26. To bring the documents to the other reading rooms is possible if Library worker allows.

27. The documents of the reading rooms, marked with special sign, are borrowed to home by the order set in article 16th of these regulations.

THE FOURTH PARAGRAPH

USING COMPUTERS

28. All registered users can use the computers in internet room.

29. Library computers are for using virtual library, library electronic catalogue and medical databases in laser discs (CD-ROM), information in the databases and other electronic information resources, the licenses of which Library has, to read electronic documents, to prepare study works and use the programs installed in Library computers.
30. The computers marked by sign „Electronic catalogue“ are for search in electronic catalogue.
31. The computers in multimedia class are for review CD, DVD, USB and other electronic medium or view and sound files.
32. To enter files into Library computers is possible only to “Z“ disc, having created own directory.
33. It is allowed to use the computers borrowed individually only in Library premises.
34. Borrowed computers and their accessories must be returned on the same day, not later than an hour and a half to the Library day end.
35. Tablet computers are for ordering and reading e-books, for reviewing view and sound studies material.
36. It is forbidden in Library computers:
- 36.1. to save personal files and documents, except as indicated in article 32nd of these Regulations;
 - 36.2. to change passwords;
 - 36.3. to delete existing files;
 - 36.4. to install programs.
 - 36.6. to play computer games;
 - 36.7. to spread violence;
 - 36.8. terrorism and other information encouraging crime, virus or other damaging programs.
37. Wireless internet connection works in Library, which it is possible to use with personal computers in all reading rooms.

THE FIFTH PARAGRAPH

USING WORK PLACES

38. Working places in Library 2nd, 3rd, 4th floors reading rooms are for individual work. It is obligatory to keep silence in these reading rooms, not to disturb other users and switch off the sound of mobile devices and other devices. Not to eat and not to leave mess in working places.

39. The places for group learning are reserved in advance. The places for group learning are reserved on a current day. Classes for group learning are reserved for not longer than 2 academic hours.

40. The group learning class can be reserved for a group less than 5 people only in the case if they already are not reserved for 5 or more people groups.

41. The group learning class is reserved following the request of the user sent to Library by internet.

42. If multimedia means were used in reserved group learning classes, the registered user is responsible for their proper using and returning.

THE SIXTH PARAGRAPH

USING CONSOLES

43. All users can use the cabinets in Library premises.

44. When leaving Library it is compulsory to take out personal things from the cabinets and leave the keys in the doors.

45. When library working hours ends, the cabinets left not following the rules set in the article 43rd, are unloaded, and their locks are changed.

46. The personal things left in the cabinets are returned to the users following the request presented to Administrator, when the user covers the damage, appearing because of not fulfilling the duty set in the article 44th of these Regulations. There must be set in the request, what personal things were left in the cabinets.

47. Library is not responsible for preservation of the things in the cabinet, and for their loss.

THE SEVENTH PARAGRAPH

PAY SERVICES OF THE LIBRARY

48. Library provides the following pay services:

48.1. Compiling bibliographic lists;

48.2. Copying and printing;

48.3. Interlibrary loan services (ordering documents or their copies from the other libraries);

48.4. Layout and printing of posters.

48.5. Documents binding;

48.6. Rent of seminars and conference halls.

The University Rector confirms the prices of the services by his order.

THE THIRD SECTION

THE RIGHTS, DUTIES AND RESPONSIBILITY OF THE USERS

49. The user has the right:

- 49.1. to get thorough information about Library fund and its services;
- 49.2. to use all information search means by the order set in these Rules;
- 49.3. to borrow documents from Library fund or use them in Library following these Regulations;
- 49.4. to renew the term for returning borrowed documents and to order in advance the documents following Library rules;
- 49.5. to use the access to the databases and other electronic information resources, the licenses of which Library has;
- 49.6. to use computerized work places of the Library and internet access, personal computers following the rules of the Library;
- 49.7. to reserve group learning work places following the regulations of the Library;
- 49.8. to express one's opinion in oral or written form about Library work.

50. The user must:

- 50.1. to preserve Library documents, not to damage inventory used in Library, including electronic information resources;
- 50.2. to return the taken documents on the set time or renew the term for using them;
- 50.3. to keep silence, not to disturb other readers, to switch off the sound of mobile devices or other devices.
- 50.4. to keep the norms of behavior in public places;
- 50.5. the students who has ceased their studies, and the workers, ceased work agreement with university, must return all documents and report to Library.

51. It is forbidden for the user to bring cold or shooting gun to Library, alcohol drinks, narcotic, psychotropic or the other material influencing psychics and use them, to smoke.

52. Drunk persons or dizzy from psychotropic, narcotic or other toxic materials are not allowed to come into the premises of Library.

53. Responsibility of the user:

53.1. The User who has lost or damaged Library document, must change it by the other the same or to give equivalent document from the list of documents necessary to Library, which (the list) is presented by Library responsible worker (equivalent document is the other document, which price is similar, or equivalent, or higher than changeable document);

53.2. The user who has done damage to the property, having damaged or ruined Library property or having done other illegal actions, is responsible following Lithuanian Republic laws.

54. For the users, who does not keep the Library regulations, can be stopped their right to use Library following the rules set further:

54.1. For the first time the user who does not keep the rules is checked in written form, fixing damage fact and showing consequences of further disturbance of the rules.

54.2. For a person who has disturbed the rules, which was checked in written form during 12 last months as indicated in article 54.1 of these Regulations, Library worker fixes in written form the fact of disturbance and gives notice to Library director. Library director stops the right to use the library for 6 months for a person who disturbed these Regulations.

54.3. For a person, for which during last 12 months was stopped the right to use Library following the Regulations article 54.2, Library worker fixes in written form disturbance fact and gives notice to Library director. Library director by order stops for 12 months the right to use Library for person having disturbed these regulations.

54.4. The reader's card is taken from person, for which the right to use library is stopped, except the cases, when readers card is student card or University worker card.

THE FOURTH SECTION

LIBRARY DUTIES AND RIGHTS

55. Library must:

55.1. to give information for the users about Library documents fund and provided services;

55.2. to safeguard possibility to use Library funds following legal acts and conditions of these Regulations;

55.3. to ameliorate the quality of giving services;

55.4. to make symphatetic infrastructure for studies and scientific research.

56. Library has the right;

56.1. to demand the users to keep the Regulations;

56.2. to take delay money for not returning Library documents in time;

56.3. not to borrow other Library documents for the user, while the user did not return Library documents, the term of which returning is finished and delay money are not paid as it is set in the articles 19.9 and 23rd of these Regulations;

56.4. to give pay services following the prices set by University rector;

56.5. to please the user to show the documents which he is going to bring out;

56.6. not to serve the users on the last day of the month till 14.00 o'clock.;

56.7. not to serve the users 15 minutes to the end of Library working time.