

Library and lending regulations / Directive no. 116/2017

LIBRARY REGULATIONS OF THE ACADEMIC LIBRARY OF THE ACADEMY OF ART IN BANSKÁ BYSTRICA

Article 1

Scope of the Library Regulations

The Library Regulations of the Academic Library of the Academy of Arts in Banská Bystrica (hereinafter referred to as the "AU BB Library") regulate the mutual relations between the AU BB Library and its users and visitors.

Article 2

Library mission

1. The AU BB Library is an educational and scientific-information workplace of the Academy of Arts. It is part of the scientific, research and educational base of the Academy of Arts, Faculty of Performing Arts (hereinafter FMU), Faculty of Fine Arts (FVU) and Faculty of Dramatic Arts (FDU) in Banská Bystrica.
2. The mission of the AU BB Library is to ensure free access to information disseminated on all types of media through its library and information services, to help meet the cultural, information, scientific research and educational needs of its users, to support lifelong learning and spiritual development.
3. The AU BB Library helps to fulfill tasks of pedagogical, scientific-research and professional staff, as well as students of all forms and degrees of FMU, FVU, FDU of the Academy of Arts in Banská Bystrica and the professional public with its information funds, library, bibliographic, documentation and other information activities, in the extent specified in these Library Regulations.
4. The aim of the AU BB Library is to supplement, professionally process, protect, use and make the library collection available.

Article 3

Library and information fund

1. The AU BB library is building a universal collection of documents in printed and electronic form, which it professionally processes, protects and makes accessible.

2. Zariadenie knižnice AU BB a knižničné fondy AU BB sú majetkom Akadémie umení v Banskej Bystrici. Povinnosťou každého používateľa je chrániť ho a nepoškodzovať - prípadné poškodenie alebo stratu nahradiť. The AU BB Library facilities and the AU BB library collections are the property of the Academy of Arts in Banská Bystrica. It is the responsibility of each user to protect it and not damage it- any damage or loss shall be compensated for.

Article 4 **Library information services**

The AU BB library provides users with the following types of services:

a) Lending services

- off-site - away from the AU BB Library building
- on-site - in the study rooms of the AU BB Library (for more details Article 10, point 2)
- interlibrary lending service (ILS)

The conditions for the provision of ILS are specified in the Principles for the provision of ILS in the AU BB Library (Appendix No. 4 of the Library and Lending Regulations).

b) Bibliographic information services

- bibliographic and factual information
- outputs from the database of publishing activities and reviews of AU BB experts

c) Internet access

- provides in accordance with the Network Operating Rules of the AU BB

d) Reprographic services

- provided in accordance with the Copyright Act no. 185/2015 Coll. only for scientific, study and cultural purposes of users from documents in the holdings of the AU BB Library.

It is not allowed to make photocopies of qualifying works.

e) Consulting services

- information on the catalogs, databases and services of the AU BB Library and on the ways in which they are used

- professional consultations in searching for literature on bachelor's, diploma, dissertation and other professional theses
- professional consultations on the registration of publishing and artistic activities and the creation of outputs from the database of publishing activities
- expert consultations to record reviews
- information education of users focused on searching and processing information from information sources

h) Additional services

- copying documents
- print from PC
- scanning
- lamination - A4 format
- binding - comb binding - A4 format

Article 5 Terms of service

1. Basic lending services are provided by the AU BB Library to registered users free of charge. For registration, its extension and some additional services, it charges fees for individual categories of users according to the Price List of Fees and Services of the AU BB Library (Appendix No. 2).
2. The AU BB Library provides access to the Internet only to registered users. The Internet is used primarily for study and educational purposes. Browsing sites promoting violence, racial intolerance, fascism, and pornography is prohibited. Work with the Internet is limited in time and its length is determined by the staff of the AU BB Library according to operational possibilities.

Article 6 User registration

1. The user is a natural person.
2. A natural person becomes a user of the AU BB Library by registration. By signing the application, the user undertakes to comply with the provisions of the Library and Lending Regulations of the AU BB Library and its annexes.

3. The AU BB Library protects the personal data of users and employees of the AU BB Library are bound by the confidentiality about this data in accordance with the provisions of Act no.122/2013 Coll. on Personal Data Protection and on Amendments to Certain Acts.

Article 7 **User categories**

The AU BB Library provides library and information services to users according to the following categories:

- category A: pedagogical, scientific-research and professional staff of the Academy of Arts in Banská Bystrica
- category B: students of all forms and academic levels of study at FMU, FVU and FDU of the Academy of Arts in Banská Bystrica
- Category C: other natural and legal persons

Article 8 **User card**

1. The user card is a document that entitles the user to use the collections and services of the AU BB Library. It is issued after signing the user's application during registration and after paying the registration fee.
2. The user card is issued by an employee of the AU BB Library to:
 - citizens of the Slovak Republic upon presenting their identity card
 - nationals of other countries upon presenting their passport
 - full-time and part-time students are required to submit a school attendance certificate upon registration
3. The registration of a category A user is valid throughout their employment at the Academy of Arts.
4. Category B, C users renew their registration every year. The validity of the registration is one calendar year, ie 365 days from the date of the last registration, or prolongation.
5. The AU BB Library provides disabled users with registration and prolongation of free of charge upon presentation of a Disabled person ID (ZP and ZŤP card) .
6. By signing the application the user states that they are familiar with the the Library and Lending Regulations of the AU BB Library and commits to strictly adhere to all its

provisions . By signing it, the user also gives consent to the processing of their personal data for the needs of the AU BB Library in accordance with Act no. 122/2013 Coll. on the Protection of personal data and notes that after the expiration of membership and after the period of following 24 months, their personal data will be destroyed.

7. The user card is non-transferable. To verify the user's identity, the staff of the AU BB Library have the right to request the user to present their ID card or other document proving their identity. The holder is responsible for any misuse of the card by another user.
8. The user is obliged to immediately report the loss of the card or its damage to the responsible employee of the AU BB Library. For the issuance of a duplicate card, the user pays a fee according to the Price List of Fees and Services of the AU BB Library, which is Annex no. 2 of the Library Regulations of the AU BB Library.
9. The user is obliged to report as soon as possible any change of surname, residence and other data necessary for registration. In the opposite case, the user bears the obligation to pay AU BB Library all expenditure incurred by failure to comply with this obligation.

Article 9

Rights and obligations of the user

1. The AU BB Library user has free access to the AU BB Library user premises.
2. The user of the AU BB Library has free access to cultural and social events organized by the AU BB Library.
3. The library user has the right to use the library services in accordance with Act no. 126/2015 Coll. on libraries.
4. The User is obliged to follow the Library and Lending Regulations, the instructions of the employees of the AU BB Library and to submit to the measures necessary to maintain the order and protect the property of the AU BB Library. The user is obliged to maintain silence and order in all premises of the AU BB Library.
5. If the user does not comply with the provisions of the Library and Lending Regulations, they may be temporarily or permanently deprived of the right to use the services of the AU BB Library. This does not relieve the user of the obligation to compensate the caused damage and the user is liable for the damage according to the valid regulations.
6. The user may lose the right to use the services of the AU BB Library, or be restricted to stay in the study rooms from hygienic or health reasons.

7. The users may submit their comments, suggestions and ideas about the work of the AU BB Library to the Director of the AU BB Libraries, either in written form into the Suggestions and comments books in the study room of AU BB Library, or by e-mail to kniznica@aku.sk.
8. Selected premises are monitored by a CCTV system for the protection of property. The user and visitor take to note that their movement can be recorded by CCTV.
9. It is not permitted to smoke and use alcohol and/or narcotics in the premises of AU BB library.
10. Taking the documents out from the AU BB Library collection intended for on-site study is considered a particularly serious violation of the Library and Lending Regulations. The library treats such behavior as theft with all its consequences and follows the law.

**LENDING REGULATIONS
OF THE ACADEMIC LIBRARY OF THE ACADEMY OF ART IN BANSKÁ BYSTRICA**

**Article 10
Document lending**

1. The AU BB library lends documents and other information sources differentiated according to the categorization of users and the type of documents. It provides lending services primarily to employees and students of the Academy of Arts in Banská Bystrica. It lends to other natural and legal persons only if it is not at the expense of the educational and research activities of the Academy of Arts in Banská Bystrica.

2. The lending of documents is carried out in accordance with the mission and character of the AU BB Library, as well as with the requirements for the protection of collection. The lending of some documents is limited to on-site lending only, i.e. only to the study room.

These are mainly:

- a) final qualification theses
- b) periodicals
- c) particularly valuable documents (especially if the AU BB Library owns them in only one copy)
- d) certain audiovisual and electronic documents
- e) gramophone records

3. Users are required to:

- a) protect the borrowed document from damage, loss and destruction
- b) return the document by the end of the lending period (including documents borrowed through the ILS)
- c) report damage to the document or its loss and compensate for the damage

4. The lending period of documents for individual categories of users as well as the maximum number of lendings is specified in Annex no. 1.

5. If the validity of user registration expires before the lending period is over, the lending or the extension of the lending will only last till the expiry date of the registration validity of the user.

6. The user can borrow only one copy of each title.

Article 11
Extension of lending

1. The lending period can be extended twice if the user requests it at the earliest 7 days before its expiration and if the document is not requested by another user. In justified cases, a new lending of the same document may be authorized, but only after it has been submitted for inspection.

Article 12
Lending period and return of documents

1. When lending documents, the provisions of the Civil Code on borrowing § 659 - 662 apply. The user is obliged to return the document within the set borrowing period (Appendix No. 1).
2. The AU BB library is not obliged to remind the user. The user who provides email in the application and/or the library-information system will be reminded by the AU BB Library that the loan period has been exceeded.
3. If the user does not return the borrowed document within 90 days after the expiry of the lending period, they will receive a director's reminder.
4. If the user does not return the borrowed document even after the director's reminder, the AU BB Library will enforce its return in court. The User is obliged to reimburse the AU BB Library the costs incurred in connection with the writing and delivery of reminders, the reminders and recovery of unreturned documents and fees for their non-return, or delayed return.
5. The amount of fees for late return of the document and reminder of users is determined by the Price List of Fees and Services of the AU BB Library, which is Annex no. 2 of the Library and Lending Regulations of the Academic Library of AU BB.
6. In the case of any debt of the user to the AU BB Library, no operations related to the loan and extension of the lending period will take place temporarily until the debt is settled. At the same time, the user will not be able to use the services of the study rooms, including ILS (Interlibrary lending service).
7. In justified cases, the AU BB Library may also stipulate a shorter lending period than specified in the Library Rules of the AU BB Library.
8. When borrowing a document, the user is obliged to sign a document about the loan, which is registered by the AU BB Library.

9. The user is responsible for the document throughout the entire period of the loan.
10. When returning a document, the user receives a confirmation of the return of the document.
11. Students of the Academy of Arts in Banská Bystrica, who finish, or interrupt their studies, are obliged to notify the AU BB Library of this fact and return all borrowed documents and submit a confirmation from the AU BB Library to the study departments of the respective faculties that all obligations to the AU BB Library have been settled.
12. Employees of the Academy of Arts in Banská Bystrica are obliged to submit a confirmation to the Human Resources department when terminating their employment that all obligations to the AU BB Library have been settled.
13. By issuing a confirmation of the return of all documents, the AU BB Library will remove the user from the database and shred all his personal data in accordance with Act no. 122/2013 Coll. on the protection of personal data.

Article 13

Liability of the user for borrowed documents

1. When borrowing a document, the user undertakes by his signature to compensate for the damage in the event of damage or loss.
2. The user may not lend the borrowed document to other persons, they are liable for it for the entire period of the loan. If they violate this prohibition, they are fully liable for the damage caused by this action.
3. It is forbidden to take notes and underline text in library documents.
4. The user is obliged to return the document in the condition in which they received it. When borrowing, the user should inspect it and report any damage immediately. If they fail to do so, they are responsible for all later identified deficiencies or damage and are obliged to pay the cost of repairing the document. If the user returns the document by post, they are obliged to pack it properly and send it by registered mail or insure the shipment. The sender is responsible for the shipment until it is delivered to the AU BB Library.
5. The User is obliged to immediately report the damage or loss of the document to the AU BB Library and to compensate for the damage within the specified period in accordance with the relevant provisions of the Civil Code. The AU BB library demands

compensation for lost and damaged documents in accordance with the principles set out in Annex no. 3 of the Library and Lending Regulations. Simultaneously with the compensation of the damage, the user pays the relevant fees in accordance with the Price List of Fees and Services of the AU BB Library, which is Annex no. 2 of the Library and Lending Regulations. In the event that the user does not compensate for the damage caused in full, the AU BB Library will claim damages in court.

Článok 14 **Study room regulations**

The study room is intended for on-site study (i.e. study in the study room).

1. The absentee lending of documents in the study rooms is regulated by the provisions set out in Article 10 of the Library and Lending Regulations.
2. Entrance to the study room is subject to valid registration in the AU BB Library.
3. Upon arrival and departure from the study room, the user is obliged to submit their own documents brought to the study room to employee for recording and to report their own technical equipment (notebooks).
4. The user has the right to use in the study room:
 - freely accessible book collection
 - magazines
 - electronic documents
 - technical equipment in accordance to the instructions of the library staff
5. Users are required:
 - to behave quietly and follow the instructions of the staff
 - to keep their coats, umbrellas, bags, etc. in the cloakroom or at a designated place
 - to not use mobile phones
 - to not use digital cameras and mobile phones to make illegal copies of documents
7. Upon agreement with the staff, the user can save the retrieved information on a CD, DVD, USB flash drive, print it out or send it by e-mail. Fees for prints are listed in the Price List of Fees and Services of the AU BB Library (Appendix No. 2).
8. When leaving the study room, the user is obliged to return the borrowed documents to the designated place or to the staff of the AU BB Library and fill in the visitor's slip.

Article 15
Effectiveness of the Library and Lending

1. These Library and Lending Regulations of the AU BB Library come into force on the day of their signing by the Rector of the Academy of Arts in Banská Bystrica.

2. Directive repeals Directive No. 88/2011 - Library and lending regulations of the Library of the Academy of Arts in Banská Bystrica.

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prof. PaedDr. MgA. et Mgr. Vojtech Didi
rector of the Academy of Arts
in Banská Bystrica

Annexes:

Annex 1: Document lending period by user category

Annex 2: Price list of fees and services of the AU BB Library

Annex 3: Principles of procedure in case of document loss from the AU BB Library collection

Annex 4: Principles of providing ILS in the AU BB Library

Annex 1 of the the Library and Lending Regulations of the Academic Library of the Academy of Arts in Banská Bystrica

Document lending period by user category

| User categories | | Lending period | Maximum number of lendings |
|------------------------|--|-----------------------|-----------------------------------|
| A | Pedagogical, scientific-research and professional staff of AU BB | 1 year | 20 |
| B | Students of all forms and degree levels of study AU BB | 1 month | 10 |
| C | Other natural and legal persons | 1 month | 5 |



Price list of fees and services of the AU BB Library

| | |
|---|--------|
| User registration fee (cat. B, C): | 2,00 € |
| Extension of the card for the next year: | 1,00 € |
| Registration fee for a user with special needs: | free |
| One-time service fee for an unregistered user: | 1,00 € |

ADDITIONAL SERVICES

| | |
|---------------------------|--------|
| Copying A4 – one-sided: | 0,07 € |
| Copying A4 – two-sided: | 0,10 € |
| Printing A4- 1 page: | 0,07 € |
| Laminating A4- 1 page: | 1,00 € |
| Binding A4- comb binding: | 1,00 € |

FINES

| | |
|---|--------|
| Exceeding the loan period- for each day of delay: | 0,03 € |
| Loss of license / issuance of a new license: | 2,00 € |
| Damage to the paperback publication: | 4,00 € |
| Damage to a hardcover publication: | 5,00 € |

(Damage and loss of a library document is assessed individually according to the extent and severity of the damage caused)

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in Banská Bystrica

Annex 3 of the the Library and Lending Regulations of the Academic Library of the Academy of Arts in Banská Bystrica

Principles of procedure in case of document loss from the AU BB Library collection

1. The loss of a document is reported by the user in the AU BB Library, where they borrowed the document.
2. When reporting the loss of a document, the interested parties are obliged to write a record of the loss on a pre-printed form, in which the user undertakes by his signature to replace the lost document by the date specified in the record.
3. The responsible employee is obliged to write in the record all the necessary information about the lost document in full according to the pre-printed form.
4. Simultaneously with the reporting of the loss, the responsible employee of the AU BB Library is obliged to acquaint the user with the forms of compensation that the AU BB Library accept:
 - a) another copy of the same title and edition
 - b) newer edition of the same title
 - c) another document in the value of the lost document, determined by an employee of the AU BB Library, not older than 3 years
 - d) financial compensation

In accordance with Act no. 618/2003 Coll. on copyright and rights related to copyright, as amended, it is not possible to receive a xerocopy or photocopy of a lost document from the user.

5. For each form of document replacement the user is obliged to pay all sanction fees associated with the reminder and recovery of the document.
6. Fines are listed in the Price List of Fees and Services of the AU BB Library in Annex 2 of the Library and Lending Regulations of the AU BB Library.

Annex 4 of the the Library and Lending Regulations of the Academic Library of the Academy of Arts in Banská Bystrica

Principles of providing ILS in the AU BB Library

1. If the user needs a document that the AU BB Library does not have in its collection, it can request the mediation of a loan from another library in Slovakia (ILS - interlibrary lending service).
2. Interlibrary lending service are provided as loans from the AU BB Library collection for users from other Slovak libraries and as loans from other Slovak libraries' collections for AU BB Library users.
3. The services of the interlibrary lending service are provided by the AU BB Library free of charge.
4. When borrowing for the users of AU BB Library from the collections of other libraries, the AU BB Library can only request documents that the AU BB Library does not have in its collection. It may not ask for a document it owns but is on loan. The AU BB Library user cannot request a document within ILS, or a photocopy of a document held by another library in the city of Banská Bystrica.
5. Any registered user in the AU BB Library who complies with the Library Rules and who has no outstanding obligations to the AU BB Library (blocked loans, unpaid fees and/or fines, etc.) can apply for a loan within the ILS.
6. Within the ILS, the AU BB Library lends only documents that are intended for off-site lending. It does not lend documents intended for on-site study, periodicals and qualification theses.
7. If the AU BB Library has enough copies for off-site lending, it also lends literature from the last two years, literary works and textbooks. The lending period for documents borrowed from the AU BB Library collection via the ILS is 5 weeks, the fifth week is used to return the document and the communication between libraries.
8. It is possible to extend the ILS loan only if there are enough free copies for lending or the document is not reserved.
9. The provisions of the Library and Lending Regulations of the AU BB Library on the lending of documents apply to the loan of ILS from the AU BB Library fund. When borrowing documents from other libraries, the user must comply with the conditions set by the library that lends the document.

10. The AU BB library accepts requests for ILS loan in the following forms:

- by electronic ILS application
- by the ILS internal application form provided by the responsible employee
- by ILS application sent by email

11. The application for a loan of a document must contain the following data: author, title, place and year of publishing of the document, or ISBN, name and surname of the applicant (library name), workplace, contact details.

12. The application for a copy must contain the following information: author and title of the article, title, number and year of publication of the journal, range of pages, name and surname of the applicant (name of the library), workplace, contact details.

13. Users of other libraries can request the AU BB Library to lend a document only through the library in which they are registered.

14. Borrowing ILS is considered to be Lending a document or making a photocopy of an article is considered ILS lending.

15. The AU BB Library provides:

- xeroxing of articles from magazines and sending by regular mail
- scanning of articles from magazines and sending by email

16. The AU BB library handles the ILS request for users of other libraries within 5 working days.