

APPROVED

Approved by the Principal of the
College of St. Ignatius Loyola

By Order No V- 126 of 28 December
2020

St. IGNATIUS LOYOLA COLLEGE

RULES FOR USING THE LIBRARY

I. GENERAL PART

1. These rules set out the general procedures for the use of the Library of the College of St. Ignatius Loyola (hereinafter referred to as the Library).
2. The Library shall operate in accordance with the laws of the Republic of Lithuania on libraries and other laws, government resolutions, approved by Lithuanian standards, the statutes of the College, the Director's orders, the Regulations of the Library, and these Rules (hereinafter referred to as the Rules).
3. The Library's collections are national assets, protected by the laws of the State.
4. All the members of the college community have the right to use the Library.
5. The library guarantees the completeness of the information provided to every reader, the availability of documents, regardless of the political or ideological orientation of their authors or the knowledge recorded in them.
6. The use of the Library is free of charge, except for the services included in the list of paid services provided by libraries approved by the Minister of Culture of the Republic of Lithuania. Fees for paid services are approved by the Director of the College.
7. Information on the Library's paid services is provided in Section 37.
8. Data shall be processed in accordance with the requirements of the Law on the Legal Protection of Personal Data of the Republic of Lithuania, the Law on Copyright and Related Rights and other legal acts regulating the protection of personal data.

II. DEFINITIONS

9. Library service - any activity of the Library organized and carried out to meet the information, scientific, cultural, educational, professional, leisure needs of users and using all available information resources, library equipment, premises and the competence of specialists.
10. Library Fund – all the documents with which the Library provides its users: documents stored in the Library and resources accessed remotely, the permanent or temporary access rights of which have been acquired.
11. The document - a source of knowledge in which recorded information is used and stored: a book, a continuous publication, periodicals, cartographic, electronic publications, audio, video recordings or a source of knowledge that otherwise presents information.
12. The reader - a natural person registered in the Library who has the right to use the services of the Library.
13. The unregistered reader - a reader who visits the Library and uses the services of the Library that do not require his / her identification (identification), such as participation in public events, excursions, etc.
14. The registered reader - a reader who is registered in the library information system and has a user's ID number assigned to him / her, which gives the right to reserve and receive library documents for home use, extend the term of their use, remotely use subscribed databases licensed by the library (if licensed allow) and use other library services that require the user's identification.



15. Other terms used in the Rules comply with the Law on Libraries of the Republic of Lithuania, the Law on Legal Protection of Personal Data of the Republic of Lithuania, the Law on Copyright and Related Rights of the Republic of Lithuania, the Law on the Protection of Children's Rights of the Republic of Lithuania, the Law on Science and Studies concepts used.

III. THE ORGANIZATION OF READERS SERVICE

16. The College staff and students must register with the Library in order to use the documents stored in the library.
17. The readers of the College are registered according to the approved list of students and employees.
18. In the library information system, readers are registered by transferring their data from the databases of college students and staff.

19. Each student or employee becomes a reader only after being familiar with the rules for using the Library.
20. Scanning the barcode of an identity card when issuing a document is equivalent to confirming that the reader is familiar with the Library Rules and undertakes to comply with them.
21. At the beginning of the academic year, the Library organizes trainings for the first-year students on the activities of the library, the use of information sources, databases, etc., other readers are introduced individually.
22. Rare and valuable or newly obtained and in high demand special documents shall not be issued to your home.
23. They can be used only in the Library reading room.
24. Documents taken for temporary use at home shall be entered in a digital form by the responsible library employee.
25. Upon the return of the document, the library employee shall note the fact of the return of the document in the above-mentioned form.

IV. READERS SERVICE PROCEDURE

26. Documents shall be issued for home for a period not exceeding 14 days.
27. The period of issue of documents (from 14 days to a semester) may be changed depending on their demand and the number of copies in the Library.
28. Readers must return documents received on time at the end of the term.
29. The term may be extended by bringing the document to the library by contacting the e-mail by post or telephone, depending on the number of specific documents in the fund.
30. Extended study students are only issued documents for home delivery during the session for a limited period of time, with the exception of college lecturers' work. Outside the session - only for work in the reading room.
31. Documents shall be lent only upon the return of previously seized documents which have expired.
32. A reader may borrow a maximum of 10 documents at a time. The number of documents issued may vary depending on various circumstances.
33. Only one copy of the same name is lent to readers.
34. Students shall return all the borrowed documents at the time of graduation or termination and before the academic holidays. The settlement with the Library is confirmed by the signature of the Library employee on the settlement sheet or in another form accepted by the College.

35. The documents used by the lecturer during lectures or other classes are lent to the lecturer for a semester, extending the term of the loan if necessary.
36. A student can work at computers in the reading room for 2 hours a day. If there are no waiters, the student can continue working.
37. Readers have the right to use computers and other documents in the library during the working hours of the library by submitting an identity document.
38. Library computers for readers are used only for teaching / learning and research purposes: to search the Internet, use e-mail, installed programs and other learning tools.
39. Readers have free access to the Library's subscribed and other freely available databases, the list of which is posted on the College's website.
40. It is prohibited to play computer games, play video or audio recordings loudly, view or place pornographic, racially or ethnically hateful and violent pages while working on a computer, or disseminate information that is harmful to others.
41. Paid services provided in the library: printing of the documents. The fees for the paid services and the procedure for providing them are approved by the order of the Director of the College and published on the [website of the College](#).

V. READER'S RIGHTS AND OBLIGATIONS

Readers have the right to:

- 41.1. Receive documents from the library fund for temporary use at home or in the reading room.
- 41.2. Receive detailed information about the library fund and its services.
- 41.3. Use all paid and free services provided by the library.
- 41.4. To use the documents, databases and other information services stored in the Library in accordance with the established procedure.
- 41.5. To express their opinion orally or in writing about the work of the library and the services provided by it, to request an extension of the term for returning documents, to submit proposals in various forms to improve the activities of the Library.
- 41.6. The reader must:
- 41.7. Save and store library documents, do not damage the library inventory.
- 41.8. Do not take documents from the library premises if they are not included in the reader's form.
- 41.9. When ordering a publication, indicate the author and the title in full.

- 41.10. Record the document being read locally.
- 41.11. Return the seized documents or extend the term of use of them within the specified time.
- 41.12. In the event of a change in the identity documents (surname, place of residence, group and etc.), inform the library staff.
- 41.13. Keep quiet in the library-reading room without disturbing others.
- 41.14. Comply with copyright when using subscribed and tested databases: do not pass on or give access to other persons, do not use the found information for commercial purposes and do not republish it, do not send information in large quantities using special means.

VI. READER 'S RESPONSIBILITY

- 42. The reader responds:
- 43. A reader who has lost or irreparably damaged a document must replace it with the same or equivalent.
- 44. A student who has completed his / her studies or terminated his / her studies for any reason must report fully to the library (return the documents taken to the library and pay for the lost ones).
 - 44.1. Readers who return a document of the same name but marked with a barcode other than the one borrowed are responsible for the loss.
 - 44.2. An employee who terminates an employment contract or goes on a long-term business trip returns the documents taken from the library.
 - 44.3. A reader who does not comply with the rules of using the Library may be deprived of the right to use the Library temporarily or permanently by the order of the Director of the College.

VII. DUTIES AND RIGHTS OF LIBRARY STAFF

- 45. Library staff must:
 - 45.1. Inform the reader about the fund of documents and the services provided.
 - 45.2. To provide readers with the necessary advice on the use of various databases.
 - 45.3. Ensure access to library funds for readers.

45.4. Continuously improve the organization of reader service.

46. Library employees have the right to:

46.1. Claim payment for lost, damaged documents and equipment.

46.2. Do not serve readers one day per month (last business day of the month) in agreement with the Director.

46.3. This day shall be set aside for cleaning, disinfecting and other internal work in the Library.
