



LIBRARY RULES OF PROCEDURE OF THE ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS

1. General

- 1.1. The Library Rules of Procedure establish the general procedure for using the library resources of the ISM University of Management and Economics (hereinafter referred to as ISM).
- 1.2. The library resources are the property of ISM. ISM students, staff members and guests – partners, with whom ISM has signed support agreements, as well as students and lecturers of other higher schools – shall be entitled to use the library.
- 1.3. The library shall provide every reader with comprehensive information and ensure access to publications and other documents.
- 1.4. The use of the library shall be free of charge, with the exception of services under the price list of paid services of the library drawn up by the manager of the library and approved by the Rector (see Procedure of Providing Paid Service)

2. Organisation of Service to Readers and Guests

- 2.1. Persons who want to use the publications and other documents stored in the library shall register at the library.
 - 2.1.1. When registering as readers of the library, ISM students shall produce a student card, the staff – an employee certificate, guests – a passport, an employee certificate or a student card.
- 2.2. A library guest shall be any person who visits the library, regardless of the purpose of the visit (to borrow or return a publication or any other document borrowed from the library, renew its lending period, obtain information, visit an exhibition, take part in an event organised by the library, etc.).
- 2.3. Due to the shortage of space in the library and the insufficient quantity of publications, students and lecturers from other higher schools may not be serviced during sessions and in the event of particularly large student flows. Partners, with whom ISM has signed support agreements, shall be serviced upon prior arrangement with the manager of the library. Guests cannot use computers in the computer rooms, with the exception of reading compact disks stored at the library.

3. Procedure of Service to Readers

- 3.1. Readers shall be serviced upon producing relevant documents indicated in point 2.1.1.
- 3.2. A librarian shall provide information about available publications and answer bibliographical queries.
- 3.3. Books shall be issued to the readers by a librarian. After using the books, readers shall leave them on their workdesks.
- 3.4. The following lending procedure shall be established in the library:
 - 3.4.1. textbooks and study materials shall be lent for one semester or one academic year, depending on the study plan;
 - 3.4.2. other publications shall be lent for two weeks;
 - 3.4.3. not more than five publications may be borrowed at the same time;
 - 3.4.4. the lending period may be renewed, if the publication has not been ordered by other readers, or shortened, if the publication is in great demand;
 - 3.4.5. the publication may be ordered, if it is borrowed by another reader at the moment and it is not available in the library;
 - 3.4.6. not more than three copies may be used at the same time in the library, and in the case of publications in great demand, the time of using a book shall be limited to two hours.
- 3.5. Only students and staff of the University shall be entitled to take publications home.

- 3.6. The reader shall look over the borrowed publication on the spot and report the noticed defects to a librarian. Otherwise, the reader shall be held responsible for the damaged publication.
- 3.7. Readers of the library shall return the borrowed publications and other documents on time or renew the lending period. Upon the end of the lending period of a publication and not returning or not renewing it, readers shall be imposed a fee of LTL 0.50 for each item for each overdue day. Fees for overdue publications shall accumulate and sum up until they are paid. If the amount of fees exceeds LTL 10, lending of publications shall be discontinued until fees are paid. Upon receiving a receipt with an indicated sum from a librarian, a reader shall transfer the money to the ISM account and submit a confirmation of payment to the library. The settlement form of graduates or students who have terminated their studies shall be signed only if there are no debts to the Library (overdue publications or unpaid fees).
- 3.8. Reading material that is not available for borrowing:
 - 3.8.1. encyclopaedias, dictionaries, directories, other information-bibliographic material;
 - 3.8.2. rare and especially valuable books, art and cartographical publications;
 - 3.8.3. for students – audio, video material and electronic documents (audio teaching material may be lent to teachers for one semester; audio, video material and electronic documents may be lent to the administration staff for two weeks);
 - 3.8.4. daily newspapers;
 - 3.8.5. theses, their summaries and master papers.
- 3.9. Publications in great demand and single copies of publications shall not be lent.
- 3.10. The date of borrowing and returning the publication is indicated to the readers when lending, as well as in an electronic reader's card.

4. Rights, Duties and Responsibilities of Readers

4.1. Readers shall have the right:

- 4.1.1. to take publications or other documents from the library resources home for provisional use or read them in the library;
- 4.1.2. to obtain comprehensive information about the resources of the library and the provided services;
- 4.1.3. to make an oral, written or telephone query;
- 4.1.4. to visit exhibitions and other events organised by the library;
- 4.1.5. to express their opinion about the work of the library and its provided services orally or in writing, request to renew the lending period of publications and other documents.

4.2. Readers must:

- 4.2.1. cherish and save publications and other inventory of the library;
- 4.2.2. not take away publications and other documents from the premises of the library, unless the said are lent to a reader. Transferring publications and other documents to other premises of the University or taking them home shall be allowed only upon the permission of a librarian;
- 4.2.3. return the borrowed publications and other documents on time or renew them;
- 4.2.5. have an e-mail address. Upon changing an e-mail address or the data of identity documents (surname, place of residence, etc.) immediately inform the librarian;
- 4.2.6. work silently, not disturb other readers or the librarian, not use a mobile phone, and not engage in activities not related to the library on its premises;
- 4.2.7. put jackets and coats on the coat rack;
- 4.2.8. not occupy a place and leave the reading room. Upon the leaving of a reader, his or her place shall be occupied by another reader, and the books shall be returned to the shelves;
- 4.2.9. not give his or her identity document (see point 2.1.1.) to another person or use another person's document.



4.3. Responsibility of Readers:

- 4.3.1. upon losing or damaging an item borrowed from the library, the reader shall replace it with the same or equivalent item acknowledged by the library, or shall pay the tenfold market price of the item, established by a librarian;
- 4.3.2. upon deliberate damage to library property or commitment of other violations of the rules of procedure of the library, readers may be given notice, their unacceptable behaviour shall be reported to the management of the educational establishment, their parents or foster parents, or their workplace;
- 4.3.3. upon losing an identity document (see point 2.1.1.) and without reporting this to the library, readers shall be held responsible for the publications borrowed in their name;
- 4.3.4. University staff, upon termination of their employment, and students, upon completion of their studies, shall return all borrowed material to the library.

4.4. Disciplinary penalties for violations of the rules of procedure of the library shall be imposed by the management of a library and the University.

5. Rights and Duties of the Library

5.1. The library must:

- 5.1.1. inform the readers about the resources of its publications and other documents, as well as about provided services;
- 5.1.2. guarantee the possibility to the readers to use the library's resources;
- 5.1.3. constantly improve the organisation of service to the readers.

5.2. The library shall have the right:

- 5.2.1. to recover the debt from those who have not settled with the library on time following the legal procedure;
- 5.2.2. to provide paid services according to the price list of paid services drawn up by the manager of the library and approved by the Rector;
- 5.2.3. not to provide service to the readers on one day each month (the last working day). This day shall be designated for arranging the library's resources and other internal works;
- 5.2.4. a librarian is not responsible for the readers' items and clothes left in the library.