

UNIVERSITY OF PREŠOV IN PREŠOV
UNIVERSITY LIBRARY

LIBRARY RULES



Prešov 2024

Pursuant to par. 8 and par.16 of the *Law No. 126/2015 Coll. on Libraries* and in accordance with Article 7 Section 4 of the *Statute of the University Library of the University of Prešov in Prešov* I hereby issue the following

LIBRARY RULES

Article 1 Introductory Provisions

1. University Library of Prešov University (hereinafter referred to as "UL UP") is a scientific-information, bibliographic, coordination, advisory and educational department of the University of Prešov in Prešov (hereinafter referred to as "University" or "UP") with university-wide activities, which provides library and information services mainly to university teachers, researchers, other university staff, students of all forms of study and, within its means, to other professionals.
2. The activity of UL UP is governed by *Law No. 131/2002 Coll. on Higher Education and on Changes and supplements to Some Laws*, by *Law No. 126/2015 Coll. on Libraries*, by the *Statute of the University of Prešov in Prešov*, by the *Organizational Rules of the University of Prešov in Prešov* and by the *Statute of the University Library of the University of Prešov in Prešov*.
3. The mission, position, structure, and activities of the UL UP are regulated by the *Statute of the University Library of the University of Prešov in Prešov*.

Article 2 Library Stock

1. The UL UP builds a universal library collection of documents in printed and non-printed form (digital library, audio-visual documents, etc.), which is professionally processed, archived, protected and made accessible.
2. The UL UP has the right of a mandatory printout from the production of university members' publishing activities according to the order of the Rector of the University.
3. Library stock of the UL UP is the property of the University. Every user is obliged to protect it and must not cause any damage to it.

Article 3 Library Information Services

1. The provision of library and information services of the UL UP is a binding legal relationship.
2. The UL UP provides basic and special services:
 - a) basic: reference stock (for study in the library), loans (for study outside the library), consulting and advisory services,
 - b) special: interlibrary loan service (ILL), international interlibrary loan service (IILL), bibliographic information and search services, access to external information sources, reprographic, promotional and other services.

3. The UL UP provides library and information services according to its operational capabilities.
4. Complex library and information services of the UL UP can be used only by users registered in the UL UP with a valid Patron Card. Students of the UP can use the electronic information resources of the UL UP from the first day of classes in the first year of study based on electronic registration, i.e., by activating an account in the UL UP library information system (this registration does not apply to the use of other library information services).
5. Basic services are provided by the UL UP free of charge. The UL UP can provide special services for a set fee.
6. *The price list of fees and services* is given in the Annex No. 2. Fees and their amount may vary depending on the prices of information products and services, as well as due to various economic factors. If necessary, then the Annex No. 2: *The price list of fees and services* can be updated independently without the need to update the *Library Rules of the UL UP*.
7. The UL UP provides bibliographic information services from domestic and foreign databases or from information sources it owns, in accordance with applicable licensing agreements.
 - a) The provision of bibliographic information services is differentiated according to the categorization of users. The UL UP provides searches only for Z-category users (see Article 4 par. 12), free of charge.
 - b) Search requests are submitted by users in person or electronically by filling in the appropriate form.
 - c) Users of the UL UP have the right to independently search in the information sources of the UL UP and make use of the technical equipment of UL UP for that purpose.
 - d) Search outputs are provided in electronic or printed form according to the operational capabilities of the UL UP and user requirements. The date and method of their acquisition will be determined by the serving employee in agreement with the user.
8. The UL UP provides ILL and IILL pursuant to *Law No. 126/2015 Coll.* UL UP mediates the loan of a document through ILL if the requested document is not in the holdings of the UL UP or in the holdings of another library in Prešov. If the required document is not in the holdings of any library in Slovakia, it is possible to use IILL.
 - a) ILL and IILL services are provided only to employees and internal doctoral students at the University based on a written request (filled-in form).
 - b) ILL and IILL services are charged and billed based on invoicing by the service provider. The costs are paid in full by the user.
 - c) When borrowing a document through ILL and IILL the user is obliged to observe the loan period set by the document provider. An extension of the loan period with ILL must be requested no later than 7 calendar days prior to its expiry. The loan period with IILL cannot be extended. In the event of non-compliance with the loan period or breach of the loan conditions set by the document provider, the user is obliged to pay all penalty fees resulting therefrom.
9. The UL UP provides further services:
 - a) Preparation of lists of publishing activities from the database of University employees' publications in accordance with the relevant UP Regulation.
 - b) Paid reprographic services (photocopying and scanning), exclusively from the holdings of the UL UP pursuant to *Law No. 185/2015 Coll.* (Copyright Law). These services are provided by self-service or upon request (filled-in request form), no later than within 7 calendar days (depending on the operational capabilities of the UL UP).
 - c) Processes, makes available and archives full-text documents of the UP through the *Digital Library of the UL UP* according to the rules set out in the relevant resolution of the Rector of the UP.
 - d) Organizes professional events, lectures, trainings, seminars, exhibitions, art openings, concerts, and other events in accordance with its mission.

- e) Provides lectures on how to use its collections, catalogues, and services.
- f) Promotes and makes available information about its services and activities.

Article 4

User of the UL UP

1. A person becomes a user of the UL UP by signing the *UL UP Registration Card* and paying the registration fee (X category users). The registration fee is paid neither by users of the Z category, the S category (it is included in the ISIC card fee) nor the X1 category.
2. Students of PU can use electronic information resources of UL PU from the first day of classes in the first year of study (they become so-called virtual UL PU users). To log in, they use the university login data from the modular academic information system of UP (hereinafter referred to as "MAIS"). Comprehensive library information services of UL PU (including book lending) can only be used by users physically registered at UL PU.
3. The registration of categories S1, S2 and S4 (students) is performed separately for each level of the study (Bc., Mgr., PhD.).
4. Registration of X1 users is permanent.
5. Registration of users of X2, X3 and X4 categories is valid for 1 year only.
6. By signing the *UL UP Registration Card*, the user agrees to comply with the provisions of the UL UP Library Rules and other internal regulations of the UP and UL UP valid for the activities of the UL UP, as well as with the instructions of the UL UP employees.
7. The user is obliged to maintain silence, order, cleanliness and to protect the property of the UP. The user may not: consume any food and beverages, make telephone calls, handle open fires, and connect his/her own technical equipment to the electrical network in the premises of the UL UP.
8. The user has free access to library circulation, study rooms and public catalogues. The user may use publicly accessible UL UP computers for search purposes in the UL UP online catalogue or in other publicly accessible information sources provided by the UL UP. Other technical equipment of the UL UP may be used only in cooperation with an employee of the UL UP or with his/her consent.
9. For violation of the provisions of the *Library Rules of the UL UP* or other regulations of the UL UP and the UP, the Director of the UL UP may immediately temporarily or permanently suspend the user's membership in the UL UP and request immediate return of loaned documents. Temporary or permanent cancellation of the right to use the services of UL UP does not affect the user's liability for damage and compensation in accordance with the *Library Rules of the UL UP* and in accordance with applicable law.
10. A user who is under the influence of alcoholic beverages, narcotics or psychotropic substances and a user who provokes public outrage by his appearance or behaviour may be refused the provision of services by a service employee of the UL UP or may not be allowed to enter the UL UP premises.
11. The user exercises his/her rights and obligations towards the UL UP personally and is thus legally responsible for complying with all legal norms when using the UL UP services (e.g., *Copyright Law No. 185/2015 Coll., Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR – General Data Protection Regulation)* etc.).
12. Pursuant to *Act No. 447/2008 Coll.* a user with special needs (severely disabled people, hereinafter referred to as "SDP") may entrust the exercise of his/her rights and obligations towards UL UP to a personal assistant, based on a written authorization specified in the *UL UP Registration Card*. Other users may entrust the exercise of their rights and obligations towards the UL UP to another person only based on an officially verified written authorization or with the consent of the Director of the UL UP.
13. The UL UP provides its services to users differentiated according to the following categories:

- **Z1** - Employees of the UP – professors
 - **Z2** - Employees of the UP – associate professors
 - **Z3** - Employees of the UP – other scientific-educational and senior academic employees of the UP
 - **Z4** - Employees of the UP – others
 - **S1** - Students of the UP – Bachelor and Magister study programmes
 - **S2** - Students of the UP – Doctoral study programme
 - **S3** - Students of the UP – other forms of studies (e.g., UTA – the University of the Third Age, CPTS - Complementary pedagogical/teacher training study, etc.)
 - **S4** - Students of the UP with special needs (SDP)
 - **X1** - Former Employees of the UP – pensioners
 - **X2** - Trainees from other universities – teachers, students, etc.
 - **X3** - Other professionals
 - **X4** - Users of the UL UP study rooms
14. The category of the UL UP user will be determined by the UL UP employee based on the filled-in *UL UP Registration Card* and the documents that the user is obliged to submit during registration. The category can also be determined according to data obtained from the MAIS.
15. A user of category X3 (Other professionals) may be registered in the UL UP with the consent of the Director of UL UP only consequent to recommendation and guarantee of members of the UP Management or members of Management of any of UP components if it is in accordance with UP interests.
16. The users of categories S3 and X4 are entitled to use the library information services of the UL UP, with the exception of the loan of documents (reference access only), electronic information resources through remote access (EzProxy), ILL and IILL. This category includes applicants for rigorous proceedings, students and teachers at the College of International Business ISM Slovakia in Prešov.

Article 5

Patron's card

1. The valid personalized university card (with photo, name, and date of birth of the user), issued as an employee card, educational staff card (ITIC) or student card (ISIC) has the function of the patron's card for university staff and students. In such cases, no other patron's card of the UL UP is issued.
2. The patron's card is issued upon registration of the user (users of categories X and S3), usually at the workplace of the UL UP, to which the user primarily belongs (according to the workplace where the user works).
3. If the users of the X category dispose of a valid ISIC or ITIC card of the other institution, they can also use it as the patron's card of the UL UP, if the card meets the relevant technical requirements.
4. Newly admitted students can be registered in the UL UP only after obtaining a student card (ISIC) and after being assigned credentials to the academic information system MAIS.
5. The patron's card of the UL UP is issued (for a fee) only to those users, who do not dispose of a personalized university employee card, ISIC or ITIC card, after the submission of:
 - a) valid identity card (ID card for citizens of the Slovak Republic and passport for foreigners),
 - b) current photo format 3x3,5cm (optional),

- c) other documents necessary to determine the category of user in accordance with the instructions of the UL UP employee.
6. Issuance of the patron's card is subjected to a fee, except for users of category X1.
 7. A person who wants to register in the UL UP is obliged to provide the required personal data and by signing the *Registration card of the UL UP* to agree with their use in the information system of the UL UP.
 8. The UL UP ensures data processing in accordance with *Regulation of the European Parliament and of the Council of the EU 2016/679 on Protection of Natural Persons during processing of Personal Data and on free movement of such data (GDPR)*, which repeals Directive 95/46/EC, Act No. 18/2018 on Personal Data Protection and on Change and Supplement to Some Acts, by the Act No. 126/2015 on Libraries and by the Security Regulations on Personal Data Protection at the University of Prešov in Prešov, on the original documents and in the computer database of the library information system.
 9. The UL UP protects the personal data of its users. The employees of the UL UP are obliged to maintain confidentiality of all these data. In the interest of the operator, these sensitive data cannot be made available to other persons even after the end of the employment relationship or when fulfilling other obligations for the operator; the obligation of confidentiality does not apply to the reporting of a criminal offense or other anti-social activity according to special regulations.
 10. The patron's card entitles the user to use the stock and services of the UL UP at all its workplaces. The users can primarily use the services of the workplace where they were registered. They can also use other workplaces' services if they request it, and the library employee authorizes the request.
 11. The patron's card of the UL UP is not transferable. The UL UP employee has the right to verify the users' identity at any time using users' identity card.
 12. The UL UP can in justified cases also issue a temporary patron's card valid for a maximum of 6 months.
 13. The UL UP patron's card holders are responsible for any misuse of it, even if they lost the card and did not report it to the UL UP. When losing the patron's card issued by the UL UP, the users are obliged to pay for its duplicate. The users are obliged to report the loss of the university card to the UL UP as well and to activate its duplicate.
 14. The user is obliged, without delay, to inform the UL UP about the change of the surname, of residence, of e-mail address, of acquisition of scientific-educational title and about any other changes relevant for the evidence of the necessary data. Otherwise, they are obliged to pay all expenses to the UL UP, which arise of this cause.
 15. Graduating university students are obliged to provide the confirmation from the corresponding workplace of the UL UP to the study department proving that all their liabilities towards the UL UP are settled (the faculty provides the accurate form, or the form of the UL UP is used).
 16. University employees, when terminating their employment, are obliged to provide the confirmation to the personal department of the corresponding faculty or to the rectorate proving that all their liabilities towards the UL UP are settled.
 17. After the settlement of all the obligations towards the UL UP, the user will be excluded from the records of the UL UP after termination of their contractual relationship with the University of Prešov.

Article 6

Loaning of documents

1. The UL UP loans documents from its library stock differentiated according to the valid categorization (see Appendix No. 1), preferably to the employees and students of the University. The other people interested in loaning can borrow a document if it is not at the expense of educational and research activity of the University.
2. The UL UP loans mostly undamaged documents during the time adequate to its operational capabilities. If the UL UP loans a damaged document, it will make a record of it in the loan receipt.
3. External workplaces of the UL UP provide loans preferably to the users of faculties and university workplaces, at which they are primarily active. The other users can borrow documents in shortened period of time. The length of this period is determined by the UL UP employee.
4. The user, who borrowed a document from the UL UP, is obliged mainly:
 - a) to return the borrowed document in the condition in which it was received; they must not damage it in any way and make any records in it,
 - b) to report the damage of the document to the UL UP employee when loaning it,
 - c) not to pass the loaned document to other people,
 - d) to return the document within the loan period,
 - e) to pay the fee if the document was returned late.
5. The user is obliged to sign *the loan receipt* during loaning of the document. The user is responsible for the document while the UL UP disposes of their signed *loan receipt*. After returning the document, the user gets the receipt back with label *Returned*.
6. In the name of the user of the S4 category (students at the University of Prešov with specific needs), an assistant or a legal representative can loan documents and sign *loan receipt*, in the case that this person is mentioned (name, surname, ID card number) and signed on the student's registration card.
7. The UL UP employee can determine a shorter lending period than *Library Regulations of the UL UP* allow, alternatively they can also request the immediate returning of the borrowed document before the lending period is over, without a reason.
8. If the document was purchased into the UL UP from the grant funds (KEGA, VEGA, EU, NFM etc.) of some of the University's parts, the grant solvers have the right for special lending period – 1,080 days.
9. If the user did not exceed the loan period, they can prolong it at least one day before the period is over, in the library information system. The user can also request the library to prolong the loan period personally, by e-mail (at library@pulib.sk) or by phone – in this case the UL UP employee decides whether the loan period will or will not be prolonged and how long the prolonged loan period will last. The loan period of the document can be extended no more than once, by a maximum of the loan period corresponding to the given category of user.
10. The user can loan only one copy of each title.
11. It is not possible to reserve documents during a loan for off-premises use.
12. If the users catch an infectious disease in the period, during which they have some documents loaned, they are obliged to inform the UL UP about it and to ensure disinfection of the borrowed documents when needed and prove it with the adequate confirmation.
13. The users are obliged to comply with the regulations of the Public Health Office of the Slovak Republic when using the services of the UL UP, if they do not respect them, their membership in the UL UP may be cancelled.
14. Loaning of some documents is restricted to the reference only; that means they are loaned to be read in the study room only. These are particularly:

- a) documents needed for everyday operation of the UL UP (literature in the corresponding libraries, newspapers, periodicals etc.), special documents (final theses and documents from the stock of publication activities of the university employees etc.),
 - b) documents at untraditional sources (floppy disk, cd/dvd-rom, audio cassette, video cassette etc.),
 - c) very precious documents, mainly if the UL UP possesses only one copy of them (publications of higher financial value, historical stock etc.).
15. University employees, when terminating their employment, are obliged to provide the confirmation to the personal department of the corresponding faculty or to the rectorate proving that all their liabilities towards the UL UP are settled.

Article 7

Overdue notices

1. The users are obliged to return the document to the UL UP in the determined period of loan (see Appendix No. 1). If the users do not do so, resp. if they exceed this period, they must pay a fee (see Appendix No. 2).
2. After exceeding the loan period, the users are reminded. The UL UP reminds them about the exceeding of the loan period by sending an overdue notice:
 - a) 1st overdue notice – after the loan period is over,
 - b) 2nd overdue notice – 30 calendar days after the loan period is over,
 - c) 3rd overdue notice – 60 calendar days after the loan period is over,
 - d) director's overdue notice – 90 calendar days after the loan period is over.
3. The users are obliged to pay a fee for exceeding the lending period regardless the fact whether they were or were not reminded. After the second, third and director's overdue notice the user pays the corresponding fees also for the previous overdue notices.
4. The UL UP sends overdue notices to its users electronically. Printed overdue notices are not sent by the post, except for the director's overdue notice. The users in their *Registration card of the UL UP* verify by their signature their e-mail address, to which the overdue notices will be sent electronically. The UL UP guarantees the delivery of the electronic overdue notices only to the electronic addresses located at the mailing server of the unipo.sk domain (mail server of the University). The students and employees of the University are obliged to use these e-mail addresses when communicating within the University.
5. After the director's overdue notice enters into force, the UL UP will suspend all its services to that user. If the user does not return the loaned document after being delivered the director's reminder, the University will use the legal way and execution.
6. The UL UP can prevent the users from using all the library information services if the total sum of their unpaid fees exceeds 20 euro.

Article 8

Refunds

1. In case of damage or loss of the document, the user is obliged to reimburse all costs incurred by them to University Library. Compensation must be provided by the user within the agreed time, which must not be longer than one month from the reporting of the loss.
2. The method of compensation is decided by the University Library employee on the basis of several criteria (professional and financial value of the document, number of copies in the stock of the

University Library, or in the Slovak Republic, usage of the document, etc.) according to the following priority:

- a) compensation for damage by restoring the thing to its original condition,
 - b) procuring the same document of the same or newer edition,
 - c) procuring a bound photocopy of a lost document, whereby the document must be bound in hardcover (not in comb binding),
 - d) procuring a related document,
 - e) financial compensation.
3. The optimal method of replacement is the replacement with the same title or a related title that the user procures at his/her own expense.
 4. The bound photocopy must be made in such a way that it is a full replacement of the lost document, i. e. it must be clearly identifiable, complete, and legible. An employee of University Library has the right to refuse to take a photocopy if it does not meet the above requirements.
 5. In the case of replacement by a related document, it is necessary to agree on a suitable title with the serving employee of the University Library.
 6. Financial compensation shall be granted in exceptional cases, in particular where:
 - a) it is a damaged or lost publication which cannot be replaced in any other way,
 - b) University Library has several copies of the title in the stock.
 7. The financial compensation will be determined by agreement between the University Library employee and the user, according to the current market price of the document on the basis of the employee's proposal.

Article 9

Study rooms

1. According to their focus, study rooms are designed for:
 - a) the provision of reference services and for the provision of special library and information services (e. g. study room for literature and periodicals or publication activities, etc.),
 - b) the provision of bibliographic information and search services from domestic and foreign databases (e. g. database study room, etc.).
2. Admission to enter the University Library study rooms is conditioned by a valid patron's card.
3. Users in University Library study rooms are obliged to:
 - a) put away coats, umbrellas, bags, etc. in the locker room or at a designated place,
 - b) behave quietly and follow the instructions of the University Library staff,
 - c) present a patron's card at the request of the serving employee of the University Library.
4. In University Library study rooms the users are not allowed to:
 - a) bring and consume food and beverages,
 - b) connect electrical equipment to the electrical network of the University Library,
 - a) use mobile phones,
 - b) use computers for purposes unrelated to searching in University Library online catalogues or searching in information sources provided by University Library,
 - c) take documents out of the study rooms,
 - d) invalidate documents.

5. When leaving the study room, the user is obliged to return the borrowed documents to the original place or to the serving employee according to the instructions valid in the individual study room.

Article 10

Final provisions

1. Exceptions to the Library Regulations of the University Library are permitted by the Director of the University Library of the University of Prešov in Prešov.
2. Proposals, suggestions, or comments on the activities of the University Library shall be submitted orally, in writing or electronically to the staff or the Director of the University Library.
3. On the day of validity of these Library Regulations, the Library Regulations of the University Library of the University of Prešov in Prešov dated on March 1st, 2021, shall be repealed.
4. These Library Regulations of the University Library of the University of Prešov in Prešov, discussed with the Rector of the University of Prešov in Prešov Dr. h. c. prof. PhDr. Peter Kónya, PhD., enters into force on September 23rd, 2024.

In Prešov on September 23rd, 2024

Ing. Peter HALKO
Director of the University Library

Annexes:

- Annex No. 1: Borrowing period and maximum number of borrowed documents by user category
Annex No. 2: Price list of fees and services of the University Library

ANNEX No. 1

Borrowing period and maximum number of borrowed documents by the University Library user category

User category	Loan period of documents (in calendar days)	Maximum number of documents loaned at the same time
Z1 - University employees – professors	360 days	50 pcs
Z2 - University employees – Associate Professors	300 days	45 pcs
Z3 - University employees – another scientific-pedagogical employees and directors	240 days	40 pcs
Z4 - University employees – others	90 days	20 pcs
S1 - University students – bachelor's and master's degree programmes	90 days	25 pcs
S2 - University students – doctoral study programme	120 days	35 pcs
S3 - University students – other forms of study (e. g. university of the third age, complementary pedagogical study, extensional studies etc.)	0 days	10 pcs
S4 - University students with specific needs	120 days	35 pcs
X1 - Former employees of the University of Prešov – pensioners	90 days	15 pcs
X2 - Trainees from other universities - teachers, students ...	60 days	20 pcs
X3 - Another professional public	30 days	10 pcs
X4 - User of study rooms of the University Library – (e. g. applicants for rigorous proceedings at the University of Prešov)	0 days	0 pc

Note: When ordering documents via University Library online catalogue, a maximum of 15 borrowing requests can be entered daily.

If a document has been purchased from grants, then grant solvers have the right to use an extraordinary borrowing period – 1,080 days.

ANNEX No. 2:**Price list of the University Library fees and services**

I. FEES AND PENALTIES		
Type of fee		Amount in EUR
1. User registration (categories X2, X3 and X4 only)		3.00 €
2. Issuance of a patron's card (only users without a personalized university card, ITIC and ISIC)		2.00 €
3. Issuance of a duplicate patron's card		2.00 €
4. Penalty fees for non-compliance with the loan period (the amount is given for 1 document)	1. reminder	1.00 €
	2. reminder	1.00 €
	3. reminder	1.00 €
	Director's reminder	1.00 €
	Judicial reminder	In full
5. Fees for non-return of the document in a shortened loan period	for each next week	0.10 €
6. Fees for Interlibrary loan service and International Interlibrary loan service (including penalty fees)		In full

Note: For the second and subsequent overdue notes the user also pays for previous notes.
 If the user's debt to University Library exceeds EUR 20.00, all University Library services are suspended until all his/her financial obligations have been settled.

II. PAID SPECIAL SERVICES		
Service		Amount in EUR
1. Reprographic services – xerox copies for users of the University Library	A4 single-sided format	0.10 €
	A3 single-sided format	0.20 €
2. Reprographic services –xerox copies within the Interlibrary loan service and the International Interlibrary loan service	A4 single-sided format	0.10 €
	A3 single-sided format	0.20 €
3. Reprographic services – scanning for the University Library users	1 scanned page in a pdf file up to A3 size	0.10 €
4. Reprographic services – scanning within the Interlibrary loan service and the International Interlibrary loan service	1 scanned page in a pdf file up to A3 size	0.10 €
5. Printing of articles and records from electronic sources	A4 single-sided format	0.05 €
	A4 double-sided format	0.10 €