

UNIVERSITY OF PRESOV IN PRESOV

**STATUTE OF THE
UNIVERSITY LIBRARY**

2021

STATUTE OF THE UNIVERSITY LIBRARY

In accordance with the provision § 21 par. 3 of Act No. 131/2002 Coll. on Higher Education Institutions and on Changes and Supplements to Some Acts as amended, in connection with the provision § 4 par. 2 letter a) and § 8 of Act No. 126/2015 Coll. on Libraries and on Change and Supplement to Act No. 206/2009 Coll. on Museums and Galleries and on Protection of Objects of Cultural Value and on Change of Act of Slovak National Council No. 372/1990 Coll. on Offenses as amended by later regulations as amended by Act No. 38/2014 (hereinafter referred to as “Library Act”) and according to Article 19 par. 3 of the Statue of the University of Presov in Presov I issue this

s t a t u t e

Article 1

Introductory provisions

1. The University library (further referred to as the “library”) is, in accordance with the Library Act, an academic library founded by the University of Presov in Presov (hereinafter referred to as the “university”).
2. The library is an organizational part of the university and, in accordance with provision § 21 par. 1 letter b) of Act No. 131/2002 Coll. on Higher Education Institutions and on Changes and Supplements to Some Acts as amended, it is a university-wide workplace.
3. The Statute of the University library (hereinafter referred to as the “Statute”) follows the Statute of the University of Presov in Presov and the Organizational Rules of the University of Presov in Presov and regulates the position, main roles, organizational structure, management rules and relation of the library towards the other parts of the university and towards other legal entities and natural persons.
4. The full name of the library is the “University of Presov in Presov, University Library”, it is possible to use the abbreviation “UL UP”, or the “University Library UP”. When communicating in a foreign language, the library can use the English equivalent of its name: “University Library, University of Presov” or the English equivalent of its abbreviation “UL UP”.
5. The library can use its logo alongside its official name or its abbreviation on official documents, printed material, official stamps, web site, official boards, promotion material, and on other places.
6. The seat of the library is in Presov, Ul. 17. novembra 1.

Article 2

The mission of the library

1. The library develops its activity on the historical basis of the development of education and library culture of the region and follows the traditions established by the College library and the Eparchial library.
2. The library is a cultural, informational, and educational institution, whose mission is to:
 - a) ensure free access to information spread on each type of medium,
 - b) help to satisfy cultural, informational, scientific, research and educational needs and interests of the university,
 - c) support lifelong learning and spiritual development of the university.

Article 3

The history of the library

1. The library was established in 1949 when a Branch of the Faculty of Education of the Slovak University in Bratislava was established in Košice by the government decree. A library with the name Library of the Branch of the Faculty of Education of the Slovak University in Košice was established together with the Branch. The government decree dated July 8, 1952, moved the Branch of the Faculty of Education and the library to Presov, so the library started its journey in Presov. In the following years, the library changed its name several times according to the changes of its founder's name, or of the academic institutions, to which it provided its services.
2. In 1973, based on three faculty libraries, the Central Library and Study-Information Centre of the University of Pavol Jozef Šafárik in Košice together with a detached workplace in Presov were established. In 1992, it was renamed to University Library of the University of Pavol Jozef Šafárik in Košice and its name was University Library of the University of Pavol Jozef Šafárik in Košice, a detached workplace in Presov.
3. With effect dated January 1, 1997, as amended by Act No. 361/1996 Coll., the University of Pavol Jozef Šafárik in Košice was divided and the University of Presov in Presov was established with the University Library as its independent part.

Article 4

The activities of the library

1. The library is a scientific, informative, bibliographic, coordinative, consulting, and educational workplace of the university, which provides library and information services mainly to the students and employees of the university and, if possible (if the founder agrees), also to the wide public.
2. The library fulfils, in accordance with the valid legislation, mainly the following roles:
 - a) it completes, professionally records, elaborates, maintains, protects, and makes special librarian stock accessible,
 - b) it maintains and bibliographically registers final theses and qualification theses in electronic form,
 - c) it is a workplace of the publishing activity evidence,
 - d) it is a workplace of artistic activity evidence,
 - e) it provides complex library information services,

- f) it participates in creation, maintaining, and in making the collective catalogues of the libraries accessible,
- g) it is a workplace of inter-library loan service,
- h) it provides an information education of the users,
- i) it builds an integrated library information system, which ensures elaboration and access to information and stock that the library disposes of,
- j) it builds a digital library of full-text electronic documents,
- k) it makes bibliographic bases of data accessible,
- l) it organizes exhibitions, concerts, presentations, lectures, seminars, and other cultural-educational and informative events,
- m) it cooperates with libraries and information workplaces home and abroad,
- n) it fulfils other roles connected to the activity of the library.

Article 5

Library stock

1. Library stock consists of an organized collection of the chosen, ordered, elaborated, maintained, and made-accessible standard and electronic documents and information on documents of the periodic and non-periodic character. The library builds its library stock in accordance with the content profiling of the university.
2. Library stock of the library belongs to the university.

Article 6

Library and information services

1. The library provides library and information services to its users regardless of their political orientation, confession, race, nationality, and social position. Providing library and information services is a binding legal relationship.
2. The conditions of providing library and information services, rights, and duties of the library users are stated in detail in the library rules.
3. The structure of the library and information services:
 - a) basic services are present and absent lending of the library documents, interlibrary loan service and mediation of international interlibrary loan service,
 - b) special services are bibliographic-informative services, search services, informative, consulting services, and reference services,
 - c) cultural events, educational events, exhibitions, and presentations.

Article 7

Organizational division and management of the library

1. The library has no legal personality. The library is represented by its founder in legal relations.
2. The activity of the library in relation to the university management and its individual parts is coordinated by the Vice-Rector of the university, entrusted by the Rector.

3. The representative of the library is its director. Based on a selection procedure, the Rector appoints and dismisses the director to the position.
4. Library director:
 - a) represents the library on the outside, directs it, and checks its activities to the extent stated by the act, by the university internal regulations, and by this Statute,
 - b) is responsible for its activities to the Rector of the university, in economic matters to the Quaestor of the university,
 - c) issues Library rules, Organizational regulations, and other internal regulations necessary for the library activities after the discussion with the Rector,
 - d) is responsible for achieving, administration and excluding of library and information stock of the library,
 - e) appoints and dismisses coordinators of library departments,
 - f) appoints and dismisses the deputy of the library director, who is usually one of the coordinators.
5. When the director is absent, the deputy of the library director is authorized to the extent stated by the Organizational regulations of the library.
6. The library consists of the following workplaces:
 - a) UL1 – Central Library,
 - b) UL2 – Library of the Faculty of Health Care and of the Faculty of Orthodox Theology,
 - c) UL3 – Library of the Greek-Catholic Theological Faculty.
7. The library is divided into departments, which are controlled by the coordinators. The coordinators are responsible for their activities to the library director.

Article 8 Employees

1. Labour relations of the library employees follow the Act No. 552/2003 Coll. on the Performance of Work in Public Interest as amended, the Labour Code, the Organizational Rules of the University, the University Rules of Procedures, the Organizational Regulations of the Library, the generally binding legal regulations and the orders of the library director.
2. Basic duties, authority, and responsibility of the employees are stated in the job description of each employee of the library.

Article 9 Relation towards the other parts of the university

1. Relation towards the other parts of the university is based on the principles of cooperation in ensuring the main roles of the university and of the university library.
2. Library director is invited to the meetings of the Academic Senate of the University of Presov in Presov, to the meetings of the Scientific Board of the University of Presov in Presov, to the Rector's and Quaestor's colleges, to the meetings of the Education Board, the Board for Science and Research and of other bodies in case the director is one of their members or when the bodies discuss matters associated with the library activities.

3. The Rectorate of the university provides the economic and personal agenda for the library, the evidence of its property, legal services, and operations as well as maintenance of the objects, where the library has its seats.

Article 10 **Management principles**

1. The basis of the financial management of the university library is the allocated amount of money from the subsidy schedule of the Ministry of Education, Science, Research and Sport of the Slovak Republic and of other sources for the corresponding calendar year, which is a part of the university's budget.
2. Library, in accordance with the financial rules of the university, also uses the possibility of multi-source financing to carry out its activities.
3. Management of finances and of tangible and intangible property follows the internal regulations of the university.

Article 11 **Final provisions**

1. This Statute was discussed by the Academic Senate of the University of Presov in Presov on December 13, 2021.
2. The Statute of the University Library of the University of Presov in Presov dated December 19, 2012, is hereby repealed.
3. The Statute enters into force on the day it is signed by the Rector of the University of Presov in Presov.

Presov on December 14, 2021

Dr. h. c. prof. PhDr. Peter Kónya, PhD.
Rector of the University of Presov in Presov