

UNIVERSITY OF PREŠOV IN PREŠOV  
UNIVERSITY LIBRARY

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# ORGANIZATIONAL REGULATIONS

Prešov 2021

Pursuant to the provisions of § 8 and § 16 of Act No. 126/2015 Coll. on libraries and in accordance with Art. 7 par. 4 letter c) of the Statute of the University Library of the University of Prešov in Prešov I issue the following

# ORGANIZATIONAL REGULATIONS

## Article 1

### Basic provisions

1. The University Library of the University of Prešov in Prešov (hereinafter referred to as "UL UP") is a university-wide information, bibliographic, coordination, advisory and educational workplace of the University of Prešov in Prešov (hereinafter referred to as "university or UP") providing library and information services especially for university teachers, researchers, other university employees, students of all forms of study and, within their possibilities, also for the other professional public.
2. 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.
3. The Organizational regulations of the UL UP regulate the internal division and rules of the organization and management of the UL UP. They specify Organizational units, their status, and names.
4. Address of the Directorate of the UL UP is: Ul. 17. novembra 1, 080 01 Prešov.
5. The UL UP uses a rectangular stamp with the text:

Prešovská univerzita v Prešove  
UNIVERZITNÁ KNIŽNICA  
Ul. 17. novembra 1, 080 01 Prešov
6. The symbol of the UL UP is the logo of the UL UP, which is approved by the Rector of the UP.
7. The Organizational regulations of the UL UP shall be binding for all employees of the UL UP.

## Article 2

### Activities of the UL UP

1. Activities of the UL UP are governed by *Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts*, as amended, *Act No. 126/2015 Coll. on Libraries*, the *Statute of the University of Prešov in Prešov*, the *Organizational Regulations of the University of Prešov in Prešov* and the *Statute of the University Library of the University of Prešov in Prešov*.
2. In accordance with the applicable legislation, the UL UP performs the following tasks:
  - complements, professionally registers, processes, preserves, protects, and makes accessible the specialized library stock and historical stock,
  - bibliographically registers final theses and qualification theses in electronic form,
  - is a workplace for the registration of publishing activities,
  - is a workplace for the registration of artistic activities,
  - provides complex library and information services,

- participates in the creation, maintenance, and access to union catalogues of libraries and central bibliographic registers in Slovakia,
- is a workplace of an interlibrary loan service,
- provides information training for users,
- builds an integrated library information system that ensures the processing and access to information and holdings available to the library,
- builds a digital library of full-text electronic documents,
- makes available bibliographic databases,
- organizes exhibitions, concerts, presentations, lectures, seminars and other cultural, educational and IT events,
- cooperates with libraries, cultural and educational institutions in Slovakia and abroad,
- performs other tasks related to the activities of the library.

### **Article 3**

#### **Organizational structure**

1. The UL UP consists of the following workplaces:

**a) UL1 – Central Library**

The department provides library and information services for all University students and employees, but especially for the Faculty of Arts, the Faculty of Education, the Faculty of Humanities and Natural Sciences, the Faculty of Management, and the Faculty of Sports. At the same time, it provides library, information, and other services for all University departments. The department consists of a circulation, a central study room, a multimedia and database study room, a study room of the publication activities, deposits, and processing departments.

**b) UL2 - Library of the Faculty of Health Cares and the Orthodox Theological Faculty**

The department provides library and information services primarily for students and employees of the Faculty of Health Care and the Orthodox Theological Faculty and, within its possibilities, for other readers of the UL UP. The department consists of a circulation, a study room of the literature and periodicals, database study room, and deposits.

**c) UL3 - Library of the Greek-Catholic Theological Faculty**

The department provides library and information services primarily for students and staff of the Greek-Catholic Theological Faculty and, within its possibilities, for other readers of the UL UP. The department consists of a circulation, a study room of the literature and periodicals, and deposits.

2. The UL UP is divided into the following departments and sections:

**a) Department of Library Stocks**

- Library stock replenishment,
- Stock processing,
- Stock protection and deposits,
- Historical stock,
- Registration of periodicals.

**b) Department of Library and Information Services**

- Library and information services UL1,
- Library and information services UL2,
- Library and information services UL3,

- Interlibrary loan service,
- Registration of publication activities.
- c) Department of Information Technology and Services
  - Information technology and systems,
  - Information services.

#### **Article 4**

##### **Principles of the UL UP management**

1. The Director is the representative of the UL UP and one of the lead employees of the UP. Based on the selection procedure, he is appointed to the position by the Rector of the University, who can also dismiss him.
2. The Director is responsible for the activities of the UL UP and answers to the Rector of the UP. In matters of economic and administrative character he answers to the Bursar of the UP.
3. Individual departments of the UL UP are controlled by the coordinators. The coordinators coordinate the entrusted workplace and are responsible for their activities to the Director, who is permitted to appoint or dismiss them.
4. During the absence of the Director, the coordinators shall be represented in the following order:
  - a) Coordinator of the Department of Library Stocks,
  - b) Coordinator of the Department of Library and Information Services,
  - c) Coordinator of the Department of Information Technology and Services.
5. Coordinators are not lead employees of the UP, therefore they cannot represent the Director in financial matters (signing documents with financial impact or commitments) and personnel matters (personnel changes and measures).
6. The management of UL UP is the Director's advisory body. The Director and the coordinators are the members of the management. The management of the UL UP discusses current tasks, problems, coordination activities of individual departments and drafts of documents essential for the activities of the UL UP.

#### **Article 5**

##### **Library employees**

1. The employees of the UL UP shall be employed by the UP and their employment relationships shall be governed by generally binding legal regulations and internal regulations of the UP.
2. In their work, they shall be guided by their work activities, applicable standards, instructions of the Coordinators and the Director.
3. All employees of the UL UP shall be obliged to comply with regulations for personal data protection, fire protection regulations and regulations for safety and health at work.

#### **Article 6**

##### **Final provisions**

1. Exceptions to the Organizational Regulations of the UL UP shall be permitted by the Director of the UL UP.
2. These Organizational Regulations of the UL UP were discussed with the Rector of the UP on October 26<sup>th</sup>, 2021.

3. On the valid date of this order, the validity of Organizational Regulations of the University Library of the University of Prešov in Prešov from May 31<sup>st</sup>, 2019, expires.
4. The Organizational Regulations of the University Library of the University of Prešov in Prešov shall enter into force on November 1<sup>st</sup>, 2021.

In Prešov on October 28<sup>th</sup>, 2021

**Ing. Peter HAĽKO**  
Director of the UL UP

***Annex: Organizational structure of the UL UP***

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