

# **LIBRARY REGULATIONS**

## **Article 1 Mission and activities**

1. Library of St. Elizabeth's University of Health and Social Work n.o. Bratislava (hereinafter referred to as LSEU , or just the library) is a scientific library for the field of health and social work with nationwide scope.

2. The mission of the library is to provide free access to information disseminated on all types of media, to satisfy cultural, informational, scientific research and educational needs through its library and information services, to support lifelong learning and spiritual development of people.

3. The library provides services to readers and users, especially to the scientific-educational staff and students of LSEU .

( Readers' category : /A/ research and teaching fellow at St. Elizabeth's University of Health and Social Work n.o. Bratislava, /B/ student of the University of Health and Social Work of St. Elizabeth n.o. Bratislava, / C/ student of another university - attendance only )

## **Article 2 General rules**

The library facilities and library collections are the property of St. Elizabeth's University of Health and Social Work n.o. Bratislava . Every reader and user is obliged to protect them and must not damage them.

## **Article 3 Library services**

LSEU provides the following services to its users:

### **1. Loan services**

- absentee - outside the library building, / A,B /
- attendance - in the library study rooms, / A,B,C/

### **2. Consultancy services**

- information about the library's catalogues, databases and services and how to use them,
- expert advice on literature searches
- information training for users.

### **3. Promotional services**

- publishing information about the library and its services on the website.

## **Article 4 Conditions for the provision of services**

1. The library provides basic borrowing services to registered users - readers free of charge. For registration, its extension and some special services, the library charges fees according to the LSEU Price List of Fees and Services.

2. Bibliographic and information services are provided free of charge to the employees of the University.

## **Article 5**

### **Reader registration**

1. A citizen becomes a reader by registering and being issued a reader's card for one year from the date of issue. By signing the application form, the reader undertakes to comply with the provisions of the Library Regulations.
2. The Library undertakes to comply with Act No. 428/2002 Coll. on the protection of personal data, as amended from time to time.

## **Article 6**

### **Reader's card**

1. The reader's card is issued after filling in the application form and paying the registration fee citizens of the Slovak Republic upon presentation of an identity card, which cannot be replaced by any other document; the reader's card entitles them to use the library's services to the full extent, nationals of other countries - students upon presentation of a passport and an index; the reader's card entitles them to use the library's services to the full extent, nationals of other short-term residents on presentation of a passport. Their library card entitles them to use the library services in full, except for absentee loans.
2. A reader's card is a document that entitles the reader to use the library's services. It is issued for the current calendar year and must be renewed annually.
3. The library card is non-transferable. To verify the identity of the user, the library staff has the right to request an ID card. The holder of the library card shall be liable for misuse of the library card.
4. The reader is obliged to report the loss of the card to the library; the reader shall pay a handling fee for the issuance of a new card.
5. The reader is obliged to report the change of his/her name and residence to the library. Otherwise, he/she is obliged to reimburse all costs incurred by the library in ascertaining this information.

## **Article 7**

### **Rights and obligations of the reader**

1. The reader has access to the library's reading areas on the basis of a valid library card.
2. The reader is obliged to observe the library rules and regulations, the instructions of the library staff and to submit to the measures necessary to maintain order and protect the library's property. He/she is obliged to maintain silence and order in the premises.
3. If a reader fails to comply with these provisions, he/she may be temporarily or permanently deprived of the right to use the services of the library. This does not relieve him/her of the obligation to compensate for the damage caused and he/she is liable for it according to the applicable legislation.

## **Article 8**

### **Library regulations**

1. Access to the library is permitted upon presentation of a valid library card.
2. Visitors to the library are obliged to put their coats, bags, briefcases, etc. in a designated place.
3. Readers are not allowed to use work equipment that may damage documents or the library's inventory,

mobile phones,

own equipment requiring connection to the mains.

4. No drinks or food may be brought onto the library premises.

5. Library patrons are required to remain quiet, be considerate of others, and follow the instructions of library staff.

6. Documents in the library must not be tampered with or damaged. In the event of damage to a document, the damage must be paid for by the reader.

7.

The reader is obliged to present his/her own documents to the library staff upon arrival and departure from the library.

## **LOAN REGULATIONS**

### **Article 9 Types of loans**

Borrowing shall be carried out in accordance with the mission and study focus of the library and with the requirements of ensuring the protection of its collections. The library shall decide on the method of borrowing.

2. The library borrows documents absentee - outside the library building and in person in the library. Presence books are marked under the letter "P".

3. Absentee loans are not

bound and unbound periodicals, newspapers

special literature - scientific qualification theses and research reports, diploma theses

- documents forming the archive fund for the database of publication activities of the university staff
- particularly valuable documents and documents that are in the library in a single copy

### **Article 10 Methods of lending**

1. Readers are obliged to:

- a) protect the borrowed document from damage and loss
- b) return the document before the end of the loan period
- c) pay a fee for late return of the document
- d) report the damage or loss of a document and compensate for the damage

2. The library shall locate and lend the document to the reader at a time that corresponds to its operating conditions.

3. The

documents are lent to the reader upon presentation of a library card and signing a borrowing slip.

4. A maximum of 3 volumes may be borrowed by the reader in absentia, outside the library

building.

### **Article 11 Loan period**

1. The loan period for books , scripts and textbooks is normally 1 month.
2. The library may set a shorter borrowing period and, if justified, also require the immediate return of the document before the expiry of the set period.
3. The borrowing period may be extended on request if the reader so requests at least 3 days before the expiry of the borrowing period and if the document is not requested by another reader. Extensions may be requested in person, by telephone or by e-mail. For all commonly accessible documents, the loan period may be extended once for 1 month.
4. If the reader does not return the document within the specified time limit, the library will charge a late fee for each document / i.e. a reminder /. The reader has to pay the library the costs incurred in reminding and collecting the documents.
5. If, even after the second reminder, the reader does not return the borrowed document within 30 days, it shall be recovered in accordance with the Civil Code.

### **Article 12 Reader's guarantee for the borrowed document**

1. The reader may not lend the borrowed document to other persons. He/she is liable for it as long as the library has a borrowing receipt signed by him/her.
2. The reader is obliged to return the borrowed document in the condition in which he/she received it. When borrowing it, he/she should inspect it and report any defects immediately. If he/she fails to do so, he/she is liable for any defects discovered later and is obliged to reimburse the library for the cost of repairing the document as in the case of loss (Article 13).
3. In the event of damage to the barcode with which the book is equipped, penalty fees are stipulated.
5. Bratislava , who complete their studies, are obliged to submit to the Dean's Office of the respective faculty a confirmation of the return of the borrowed books from the LSEU. This confirmation is issued by the LSEU after all conditions have been fulfilled.
6. Employees of St. Elizabeth's University of Health and Social Work n.o. Bratislava must settle all liabilities to LSEU upon termination of employment.

### **Article 13 Losses and compensation**

1. The reader is obliged to immediately report to the library the damage or loss of a document and to compensate for the damage within a specified period of time in accordance with the relevant provisions of the Civil Code.
2. The Library requires compensation for damage in the following forms:  
by supplying a copy of the same document in the same edition and binding, or a bound photocopy, by supplying the same document of a different edition, a different document, or financial

compensation (this is at the discretion of the library staff).  
at the same time as the compensation for the damage, the reader shall pay a handling fee for the loss.  
3. If the library does not reach an agreement with the reader, it shall decide on the compensation for damages according to the Civil Code.

#### **Article 14** **Final provisions**

These Library Rules shall enter into force on 1 February 2006.

**prof. MUDr. Vladimír Krčméry, DrSc.**  
*Founder*

**She elaborated:**

**Mgr. Mgr. Mária Červenková**  
*Head of Library*

**Slavomíra Tomíková**  
*Library clerk*

***Price list of fees and services of the Library of St. Elizabeth's University of  
Health and Social Work, n.o. Bratislava***

(1) Registration fee of the reader (student) for one calendar year	2 €
(2) Extension of reader registration for one calendar year	2 €
(3) Fee for written reminder I.	2 € / title
(4) Fee for written reminder II.	3 € / title
(5) Handling fee for damaged or lost documents	7 €
(6) Handling fee for lost reader's card	3 €
(7) Barcode damage fee	2 €