

APPROVED BY  
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Kaunas University of Technology,  
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## DESCRIPTION OF PROCEDURE FOR USE OF LIBRARY SERVICES AT KAUNAS UNIVERSITY OF TECHNOLOGY

### CHAPTER I GENERAL PROVISIONS

1. Description of procedure for use of library services at Kaunas University of Technology (hereinafter – Description of procedure) establishes the procedure for registration and services of the users of Kaunas University of Technology (hereinafter – University) Library (hereinafter – Library), rights, duties and responsibility of the users, and rights and duties of the Library.

2. Library is University's first level non-academic department, which collects a fund of printed, electronic and unpublished documents, helps to implement the objectives of studies, science and continuous learning, ensures access to information resources, and provides information and other services.

3. Library's funds are national assets, protected under procedure established by the law.

4. All members of the University's community, other citizens of Lithuania and foreign countries and legal persons can be Library's users.

5. Description of Procedure is prepared following the Law on Libraries of the Republic of Lithuania and its implementing legal acts, the Law on Legal Protection of Personal Data of the Republic of Lithuania and the University's Statute.

6. Main definitions:

**Library Information System (hereinafter – LIS)** – integral library system, used for performance of automated processes of library activities.

**Library service** – any service, created while implementing Library activities, using information resources available at the Library and elsewhere, Library equipment, premises and competence of the specialists, provided to the users free of charge or for a fee established by legal acts.

**Document** – used and stored medium, containing information: book, periodical publication, manuscript, music sheets, microforms, document, providing information in audio and/or visual, cartographic, graphic, electronic or other way.

**Utilisation of documents** – use of Library's printed and electronic documents in the Library and outside of it.

**Visitor** – person visiting Library and/or using its services.

**ID card** – user's identification document, issued under procedure established by legal acts and providing a right to borrow documents in the Library and outside of it and use other Library services, which require verification of user's identity (identification).

**User** – person, who acquired a right to use Library services under procedure established by this Description of Procedure.

**User service** – Library's activities, including services provided to visitors and users in the Library and/or outside of it, by telephone, electronic or other means of communication.

**Inter-Library Subscription (ILS)** – services of lending of documents and information provision, organized by the libraries on the basis of cooperation agreement.

### CHAPTER II USER REGISTRATION AND SERVICE

7. Registration:

7.1. Members of the University's community are registered at the Library's information system, transferring their data from the University's information system in determined periods;

7.2. persons, who are not members of the University's community, are registered, when they provide a valid Lithuanian Student identity card, passport or ID card;

7.3. Library services are provided to legal persons under the contracts, which specify obligations of the parties under procedure established by legal acts;

7.4. persons, who are not members of the University's community, are re-registered every year.

8. Library services are provided to the users, when they provide a valid Lithuanian Student identity card / University employee's identity card (hereinafter – identity card) or passport / ID card. These documents identify the person in LIS, provide a right to lend documents and take them home or use them at the reading rooms.

9. Lending of documents:

9.1. documents are lent to take home only to the members of the University's community:

9.1.1. literature for studies – for a period from 3 days to 6 months;

9.1.2. other documents – for a period from 1 to 30 days.

9.2. Lending period can be extended, if the document is not ordered by another user;

9.3. if the document is issued to another user, the user can reserve it in LIS.

9.4. publications of open funds are lent to take home only to the University's lecturers, researchers and doctoral students for a period of 3 working days. During holiday periods publications can be lent for a period up to 14 working days. The period for reservation and lending of documents from the open funds cannot be extended in LIS. Lending period can be extended only by the Library's employee;

9.5. if the document is not returned and the deadline for its return is not extended at the end of lending period, user must pay a penalty for delay of established amount, approved by the order of the University's Rector;

9.6. periodical, information publications of strong demand and high value, rare publications, dissertations, their summaries, electronic documents and documents received via ILS are not lent to take home;

9.7. use of rare publications is established by the Rules for use of rare publications (Appendix to Description of Procedure).

10. All Library's visitors can use open funds of Library's documents and reading rooms.

11. All members of the University's community can use subscription databases or electronic books from the University's computers or via remote access at home. Other persons, who are registered at the Library (not members of the University's community), can use electronic resources only at the Library's premises.

12. Procedure of use of the Library's computers is established by the Rules for use of KTU computer network, approved by the University's Rector.

13. Users' settlement with the Library:

13.1. procedure for students' settlement with the Library is established by Description of procedure for students' settlement with Kaunas University of Technology, approved by the University's Rector;

13.2. settlement of employees is carried out after termination of their employment contract with the University, before a long-term holidays (pregnancy and child birth, paternity and child care) or internships abroad, which last more than one month;

13.3. settlement is carried out when users return lent documents or pay for the ones that are lost or not returned on time.

### **CHAPTER III RIGHTS, DUTIES AND RESPONSIBILITY OF THE USERS**

14. User has a right:

14.1. to use printed, electronic, unpublished documents stored at the Library, information and other services provided by the Library;

14.2. receive information about the Library's fund and provided services;

14.3. express his/her opinion (orally, in written or by email) on the Library's work and its services;

14.4. members of the University's community can order publications or copies of their extracts from other Libraries via ILS.

15. User must:

15.1. follow the University's normative documents, this Description of Procedure and established requirements for behaviour in public places;

15.2. keep silence at the Library's premises, not impede the work of other users and employees, not use their mobile telephone and turn its volume to mute;

15.4. preserve the Library's documents and other assets, notify employees about noticed defects or malfunctions;

15.5. follow procedure of document arrangement in the open funds;

15.6. use documents, which are not lend to take home, only in the Library's premises;

15.7. in case document protection system alarm is activated, show their personal items to the employee;

15.8. return lent documents on time or extend the term of their use. Pay penalty for delay in case of breach of this requirement;

15.9. follow the information about lent documents, their return terms and penalties for delay in the Library's computer catalogue;

15.10. follow the Rules for use of KTU computer network and internet ethics while using the Library's computers;

15.11. follow provisions of the Law on Copyrights and Related Rights of the Republic of Lithuania, while copying the Library's documents;

15.12. immediately inform Library about the loss of identity card, passport or ID card.

16. User's responsibility:

16.1. user is responsible for lent documents and their return on time;

16.2. for every document, which is not returned on time, user pays a penalty for delay of established amount, approved by the order of the University's Rector "On penalties for delay and fees for the services provided by the library";

16.3. user, who lost or irreparably damaged Library's documents, must replace them by the documents, which are the same or equal in their content and purpose, selecting them from the list of publications required by the Library. The list is announced at the Library's website, updated as required;

16.4. if it is not possible to replace the documents, user must compensate the incurred damage under procedure established by the legal acts;

16.5. if user does not apply to the Library regarding the loss or damage of the lent document and fails to carry out settlement under established procedure until the end of return deadline, he/she must compensate the incurred damage and pay the calculated penalty for delay. In case of failure to pay compensation or penalty, it is recovered under procedure established by the legal acts;

16.6. user, who fails to notify Library about the loss of personal document (Lithuanian Student identity card / University employee's identity card or passport / ID card) is responsible for the documents, which are lent to another person, who used his/her personal document, and not returned to the Library.

17. User must write explanation for breach of Description of Procedure under request of the Library's employee. Dean or Head of Department is informed about his/her inappropriate behaviour.

18. In case of established appropriation, intentional damage or destruction of the Library's documents or other assets, user is responsible under procedure established by the legal acts.

## **CHAPTER IV RIGHTS AND DUTIES OF THE LIBRARY**

19. User has a right:

19.1. 19.1. to collect and manage user's personal data necessary for the Library's activities, under procedure established by the legal acts;

19.2. to establish the number of lent documents, issued to the users, and period of their lending, procedures for period extension and document reservation;

19.3. to provide payable services for the fees approved by the order of the University's Rector;

19.4. to receive penalties for delay for a failure to return the Library's documents under established terms;

19.5. in case document protection system alarm is activated, an employee has a right to request to inspect the user's personal items.

20. While providing services to the visitors and users, Library must:

20.1. respect human rights, principles of equal opportunities, justice, non-discrimination and professional ethics, Library's regulations and this Description of Procedure;

20.2. ensure possibility for users to use Library's funds and provided services;

20.3. indicate precise return date while lending documents;

20.4. publish Library's regulations and this Description of Procedure;

20.5. ensure the safety of personal documents, collected and managed for the Library's activities under procedure established by the legal acts;

20.6. In case of established appropriation, intentional damage or destruction of the Library's documents or other assets, apply to the officers of authorized institutions under procedure established by the legal acts.

## **CHAPTER V FINAL PROVISIONS**

21. Description of Procedure can be amended or repealed by the order of the University's Rector.

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