



# **Academia Istropolitana Nova**

## **Library rules**

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**2011**

# Library Rules

## I. General Provisions

### Art. 1

1. The Sir Karl Popper Library /hereafter the “Library”/ is part of Academia Istropolitana Nova /hereafter “AINova”/ located in Svätý Jur in the vicinity of Bratislava. It is the information centre of AINova. The Library collections and information services serve to support the pedagogical process as well as research and professional activities of the AINova staff.
2. The Library provides services for lecturers, research and professional staff of AINova, students of AINova training programmes, as well as other members of the professional community.
3. Standard library services are provided free of charge. However, the Library can charge fees for certain copying and special services according to rules stated in Art. 11.6.

## II. Library Collection

### Art. 2

#### **The Library Collection comprises:**

- Specialist theoretical literature in all available document forms such as monographs, anthologies, annual reports, working papers, CD ROM etc.
- databases on CD ROM
- collection of specialist periodicals and statistical publications
- collection of seminar and final papers of students
- collection of materials related to individual training programmes
- collection of regional literature about Svaty Jur and surrounding.

## III. Services

### Art. 3

#### **1. The Library offers the following services:**

##### *a) Lending services:*

- On-site loans of library items to users
- Checking-out books by users

##### *b) Inter-library loan service for students in special cases*

##### *c) Information services*

- consulting and advising,

- annual publishing of a list of periodicals in the library
- publishing of up-dated list of databases on CD-ROM
- up-dating of information on the library internet web site

**d) *Information retrieval services***

- information retrieval from the AINova library catalogue
- information retrieval from the databases on CD-ROM,
- information retrieval from external sources /INTERNET/

**e) *Copying and binding services***

- making xerox copies from information sources in the library
- scanning of documents

## **IV. Users**

### **Art. 4**

1. The library users are obliged to follow the Library Rules, and protect the library collections and equipment.
2. Any breach of the Library Rules may cause a user to be temporarily or permanently suspended from the right to use the library services. However, this does not absolve the user from responsibility for any damage caused or compensation for that damage.
3. The Library provides services with respect to user categories:

**D-category** - lecturers, researchers and staff of AINova

**S-category** - students of all training programs at AINova

**E-category** - students of other schools, external professionals and institutions

## **V. Loans**

### **Art. 5**

1. Slovak citizens will be issued a library membership card after filling in a form and presenting a valid ID. Foreign students of AINova will be issued a membership card after filling in a form and presenting a document confirming they are AINova students.
2. The library membership card is a document which entitles the holder to use the library services. It is not transferable. The user is responsible for any misuse of the library membership card. The user is obliged to report any loss or damage of the membership card to a library staff member.
3. By signing the application form and accepting a library membership card the user pledges to respect the provisions of the Library Rules.
4. The Library will prepare and lend required documents at times which correspond to its operation capacity.
5. Loans are realized with the help of computer system PROFLIB without signing a library slip. In case of loans of special documents and loans by agreement a library slip is printed and signed by the user.

## **Art. 6**

1. Lending of books is realized in agreement with the library mission as well as requirements on protection of the library collections. Some types of documents can be studied only in the library reading room.  
It applies to the following types of documents
  - a) Documents necessary for daily operation of the Library
  - b) Documents which are not available in sufficient number of copies to satisfy the needs of all library users
  - c) Volumes of current year periodicals
  - d) Special information documents (catalogues, dictionaries, CD ROM, cassettes, etc.)
  - e) Seminar and final papers of students
  - f) Encyclopedias, lexicons, unique translators.

## **Art. 7**

1. Library items are preferentially lent to the AINova staff and students. Other users are served by agreement so that it does not interfere with the needs of D and S category users.
2. Number of library items and loan periods depend on user category.

**Category D** – unlimited number of library items or lending period

**Category S** – maximum 6 library items for a period of one month which can be renewed but not for a period longer than one semester.

**Category E** – by agreement

## **Art. 8**

1. The loan period can be prolonged unless, the item is required by another user.
2. In justified cases the Library of AINova may set a shorter loan period or demand that the item be returned before the loan period has finished.
3. When a user receives a book via inter-library loan service he/she is obliged to respect the loan periods of the lending library.

## **Art. 9**

1. Users are obliged to return documents in their original state of condition. When checking out a document they are asked to examine the document and report all flaws to a library staff member. Otherwise, they will be held responsible for all flaws discovered afterwards and bound to cover the costs of repairing the document or asked to substitute it.
2. When a document is returned to the Library, a librarian is obliged to delete a loan record in the computer or issue the user with a library slip documenting that the item has been returned.
3. If a lending period has expired and a user has not returned a document, he-she will be sent a reminder note. Charges for late return of books are listed in Article 11.6.

4. If a user does not return a document after he/she has been sent a director's reminder, the Library shall take legal action to claim the document at the user's expense.

### **Art. 10**

1. When a document is damaged or lost the user is obliged to compensate the damage according to relevant provisions of the Civil Code:
  - a) Provide a document of the same edition and binding
  - b) Provide a replacement document of different edition or binding
  - c) Provide a xerox copy of the document
  - d) Other way
2. The way of compensation will be decided by the Library according to current circumstances.
3. After finishing studies at AINova or before ending work contract with AINova the users are obliged to return all library items to the Library.
4. When the library collections are prepared for inspection, all users are obliged to present all books loaned from the Library.

## **VI. Charges and Fees**

### **Art.11**

1. The fees for library services for professionals and special services for students are following:

**a) *Membership fees for Category E only /per calendar year/***

Students, senior citizens.....	<b>3,32 €/100,00 Sk</b> (full membership)
Other individuals, institution.....	<b>9,96 €/300,00 Sk</b> (full membership)
All categoryies – 1 day	

**b) *Copying and binding services***

xerox copy A4 .....	<b>0,07 €/ 2,00 Sk ( E )</b>
xerox copy A3 .....	<b>0,10 €/ 3,00 Sk ( E )</b>
printing on laser printer .....	<b>0,07 €/ 2,00 Sk ( S, E )</b>
scanning of documents .....	<b>0,20 €/ 6,00 Sk( S, E )</b>
burning CD .....	<b>0,33 €/ 10,00 Sk</b>

**c) *Overdue fees***

1 <sup>st</sup> reminder .....	<b>1,66 €/50,00 Sk</b>
2 <sup>nd</sup> reminder .....	<b>6,64 €/200,00 Sk</b>
3 <sup>rd</sup> reminder .....	<b>9,96 €/ 300,00 Sk</b>

2. When payments are made in cash, a receipt is issued. A copy of the receipt is given out while the original remains in the Library for the needs of the institution's accounting
3. For lending the books more expensive than **23,24 €/ 700,00 Sk** is necessary to pay a deposit of 50% of the book's price.

## **VII. Final Provisions**

### **Art.12**

1. Exceptions from the Library Rules may be granted by executive director of AINova.
2. These Library Rules were discussed and approved at an AINova management meeting and come into force on the day they have been signed.

**Svaty Jur 1. 1. 2011**

**Ing. arch. Jaroslav Kilián**  
**Executive Director of AINova**