

CONFIRMED

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LIBRARY RULES

Prepared in accordance with the Article 16 Section 1 of the Library Law of Republic of Latvia and the Paragraph 4.1. of the Library Statutes.

1. General rules

- 1.1. Riga International School of Economics and Business Administration (hereinafter referred to as RISEBA) Library (hereinafter referred to as Library) rules describe the user service, the usage of information resources, types of paid and free services, penalty fees, compensation for general damages as well as other Library issues.
- 1.2. RISEBA Senate enacts the Library's paid services fees and penalty fees.
- 1.3. The Library lends out information resources to users free of charge for a good usage; the same copies of borrowed information resources have to be given back within the fixed period. These legal relationships are equal to a loan agreement.
- 1.4. The borrowed object is any information resource – a hard copy, unpublished material or electronic publication.
- 1.5. These Rules are binding for all Library's structural units.
- 1.6. Library's collection is property of RISEBA.

2. User Registration

- 2.1. The Library provides services to all bodies that have entered into contractual relationships with RISEBA (hereinafter referred to as – regular users: students, teaching staff and other staff).
- 2.2. The Library provides services to the students or scholars of other educational institutions, as well as to other visitors that are registered as one-time users of RISEBA Library upon presentation of identification document.
- 2.3. Students have to present a valid Student ID Card with a personal bar-code when they sign up for membership in the Library. Other users have to present an identification document with a personal code.
- 2.4. Students must provide their contact information (address, e-mail, phone number) when they sign up for membership in the Library.
- 2.5. Students must become familiar with the Library Rules and Regulations and guarantee with a signature abidance by these rules.
- 2.6. The user has to inform the Library about the change of one's last name or address when the user visits the Library for the next time. If the last name has been changed, user has to present an identification document.
- 2.7. Library user register is updated every school year. If the user obligations to the Library hasn't been settled in the previous period, this user is not a subject to reregistration.

3. Library User Services

- 3.1. Users use the Library on the basis of valid Student ID Card.

- 3.2. The Library provides documents * for off-site loans (outside the Library) for RISEBA students, teaching and other staff only. The Library provides loans in place (on-site reference only loans) for the rest of the users.
- 3.3. The Library provides documents upon verbal or written request for a fixed period defined by a librarian. The users are allowed to have no more than 4 (four) titles simultaneously borrowed.
- 3.4. The user cannot borrow more than one copy of the same document.
- 3.5. The off-site loan period can be extended upon the user's request. An extension request can be made verbally, in written.
- 3.6. If the document is highly sought and is available in the Library in several copies or less, the Library reserves the right to shorten the loan period.
- 3.7. The user has to pay penalty for an overdue loan.
- 3.8. The user can order the documents that are not available in the Library via Inter-library loan service.
- 3.9. The documents from the reading rooms, reference books and rare editions are borrowed only for the use on-site (in the reading room).
- 3.10. Every last Wednesday of the month is the Library's Cleaning Day.
- 3.11. The user can be refused service or banned from the library for violation of these Rules.
- 3.12. The Library will refuse service to the users that haven't returned the documents borrowed from any "United Reader's Card" Library, if the document's loan period is overdue.

4. User Rights

- 4.1. All users can use Library services in accordance to these Rules.
- 4.2. Regular users can use all Library services.
- 4.3. Other users can use the Library's collection on-site.
- 4.4. All users have a right to receive information and consultations about the Library's collection.
- 4.5. Users can use the free access Library collection independently.
- 4.6. RISEBA Student Card can be used as Readers' card for all "United Reader's Card" Libraries Consortium' collections according to the rules of every library.
- 4.7. Users can donate documents to the Library.
- 4.8. Users can submit proposals to improve the Library's work to the Library manager.

5. User Responsibility

- 5.1. Upon the first registration or reregistration, the user is required to become familiar with the Library Rules, which he/she confirms with his/her signature.
- 5.2. The user is obliged to observe the general rules of conduct. Conversations, noises and all actions that may disturb other users shall be minimized. Food and beverages, as well as their usage, are not allowed in the Library. The user has to switch off his/her mobile phone before entering the Library.
- 5.3. The user handles the Library collection's documents with care, does not make any marks or underlines in them, as well as does not damage the Library's furniture and equipment, does not do any physical damage or loss to the Library.
- 5.4. The user cannot carry any documents out of the Library if these documents' loan hasn't been previously registered by the Library staff.
- 5.5. The user is not allowed to leave the used documents or lay them out on the shelves. The user has to give the documents to the librarian for the record.

* Library collection – all documents provided by the Library to users. Document – any information in a hard-copy form or electronic form.

- 5.6. The user has to return all borrowed items within the previously fixed loan period and pay the penalty fee for overdue loans, according to RISEBA Statutes on paid services. The user cannot borrow new documents off-site before he/she returns the loan and pays the penalty to the Library.
- 5.7. The user shall pay a ten-fold compensation to the Library for every lost document or provide an undamaged copy of the same document in the same issue.
- 5.8. The user has to return all borrowed documents to the Library upon the termination of legal relationships with RISEBA or end of studies at RISEBA.
- 5.9. If the obligations to the Library hasn't been settled in time, RISEBA reserves the right to forward the collection of debts to an assigned debt factor company.

I hereby declare and confirm with my signature that I:

- 1) have read and abide by RISEBA Library Rules;
- 2) agree:
 - to observe the loan period and return the borrowed items to the Library in time;
 - to pay overdue penalties according to RISEBA Library's paid services price list (penalty for every overdue day of one information resource – 0,14 eur);
- 3) understand that RISEBA reserves the right to collect the debts if my obligations to the Library hasn't been settled in time.