

UNIVERSITY LIBRARY LOAN SERVICE RULES

Article 1

1. The Library makes available and lends from its own collections any books and information documents in both printed and not printed form.
2. It is the Library that shall decide on the extent and mode of making available and lending the documents in accordance with its mission and character, as well as with the requirements for the protection of library collections. Lending of some of the documents is restricted to on-the-spot lending, i.e. only within the library premises, specifically if any of the following instances is the case in point:
 - a. the documents needed for regular operation of the University Library (sources placed in the study rooms, reference libraries, newspapers, not bond issues of periodicals placed in the study rooms, sources for seminar and annual assignments and degree theses, and the like);
 - b. degree theses, research qualification dissertations, documents representing the archival collection for the database of publications by Šafárik University employees;
 - c. documents of special value, especially if the University Library owns these only in a single copy, the historical library collection, etc.;
 - d. the collection of sectional libraries (the conditions given in Articles 8 through 12 of the library regulations also apply for making use of the collection of sectional libraries).

Article 2

1. The University Library renders its loan services only to registered readers following the presentation of their respective valid University Library readers and after signing the loan receipt.
2. Documents from the University Library collection are only lent to libraries and institutions under the generally binding legal regulations on inter-library loan services.¹
3. Regulations of Sections 659 through 662 Civil Code in valid wording apply for out-of-library lending of documents, while observing the remaining stipulations of the Library Regulations and Annexes to the same.

Article 3

1. The readers are obliged:
 - a. to protect the document against any damage and loss,
 - b. to return the document within the lending period,
 - c. to apply for the extension of the lending period prior to elapsing of the same,
 - d. to pay sanction fines to the University Library in accordance with Fees and Services Tariff Table (hereinafter the "Tariff Table").
2. The University Library is entitled to demand that a document be returned prior to the termination of the lending period of time without specifying any reason (e.g. an application for the inter-library loan service, international inter-library loan service, transfer into the study room, change of the document status, etc.). The University Library shall also be entitled to demand compensation for damage and loss of the documents.
3. Should the University Library appear unable to arrange the repair of the documents damaged, it shall be obliged to make an entry on the condition of the document in the respective shelf mark in the database of loans at the time of making the loan.

Article 4

1. The University Library does not lend any book documents to the reader suffering from infectious disease and the reader in whose apartment infectious disease appeared, not even during the incubation period of the disease. If the reader fall ill with the infectious disease

¹ Section 13, item e) Law Act No. 183/2000 Coll. on Libraries

within the period of time, during which he/she has loans from the University Library collections, they shall be obliged to inform the Library of the fact and provide for disinfection of the documents borrowed, which they shall prove to the University Library by presenting a certificate from the Regional Public Health Authority.

Article 5

1. The University Library shall prepare for and lend to the reader the requested document at the time adequate to its operational terms and conditions
2. The reader may collect the requested document in the lending office within two working days following the date when the document should have been prepared for collection. Any other period of collecting the same over will have to be agreed in advance.
3. The reader may request that the Library collections that are being lent at a given period of time be reserved by the University Library. The University Library shall inform the reader of that fact that the document is prepared for them in the lending office. Notice of reservation is liable to charges in accordance with the Tariff Table, even if the reader fails to collect the document reserved.

Article 6

1. The University Library lends its readers for out-of-library use the study sources³, specialised sources², periodicals⁴, and special documents⁵, all of the above in accordance with categories characterised by the following lengths of loan periods (m = number of months, s = number of semesters, d = number of calendar days):

2.

	Category					
	1f, 1l, 1m, 1s, 1u, 1v	3f, 3l, 3m, 3s, 3v	4f, 4l, 4m, 4s, 4v	5f, 5l, 5m, 5s, 5u, 5v	8, 9f, 9l, 9m, 9s, 9u, 9v	10
study sources	12 m	1 s	1 s	1 m	2 týždne	1 m
specialised sources	6 m	3 m	3 m	3 m	1 m	1 m
periodicals	14 d	14 d	14 d	14 d	14 d	14 d
multimedia	10 d	10 d	10 d	10 d	10 d	10 d
specialist sources EDC	7 d	7 d	7 d	7 d	7 d	7 d

3. The reader of the any of the following categories 1f, 1l, 1m, 1s, 1u, 1v a 5f, 5l, 5m, 5s, 5u, 5v may borrow a document purchased from the grant of the respective workplace (institute, clinic, department, etc.), that obtained as gift, and a volume of conference proceedings as permanent loan, however, for the period of 3 years at the longest.
4. The reader may apply for the prolongation of the loan period prior to the termination of the same either in person, in writing, by e-mail, by phone, or may arrange for its online prolongation (from the University Library workplaces or via the Internet).
5. The reader may prolong the loan period of the documents only once, unless another reader showed interest in the same. After making use of the opportunity, the reader may borrow the loan as new loan only after physically presenting the document.
6. The reader may only borrow another document for out-of-library loan after settling any of their respective financial obligations toward the University Library.
7. The University Library may reserve for the reader the documents currently on loan with the exception of study sources and the sources subject to permanent loan. The reader will have to

collect the document reserved within 7 days from receiving a notice of reservation of the document.

8. The University Library may in substantiated cases determine a shorter loan period than that stipulated in the Loan Regulations or, eventually, it may request that the document on loan be immediately returned prior to the termination of the loan period. Should the reader fail to return the document within 14 calendar days from the date of receiving the application for returning the document being on loan, the University Library shall apply sanction charges against the former as per the Tariff Table in force.

Article 7

1. The reader shall be obliged to return the document on loan in the condition, in which they took it over. Prior to taking over the document, the reader is to inspect the same and inform the personnel of any defects in the same. Should the reader fail to do so, they assume any responsibility for the defects revealed at a later time as per the Tariff Table.
2. At the time of returning the document, the University Library shall issue a receipt of returning the document on request.
3. Should the reader fail to return the document on loan within the predetermined period of time, they shall be obliged to pay to the University Library a sanction charge for delayed return. The amount of sanction charges shall be increasing proportionately to the number of days accumulated following the deadline for return. The University Library shall notify the reader of failing to stick to the deadline for returning the document on loan in form of sending them notices of the same. Should the reader fail to return the document on loan within 10 working days from the date of issuing the first notice, the University Library shall send the reader a Director's Notice with a receipt-confirmed slip to the address of their permanent residence and shall suspend rendering to the reader any library and information services. After 3é calendar days from the date of dispatching the Director's Notice with the receipt-confirmed slip, the University Library shall commence a procedure of claiming the documents by way of court. The amount of the respective fees and charges is given in the Tariff Table.

Article 8

1. In reader shall be obliged to immediately report to the University Library any damage to or loss of the document and compensate within a predetermined period of time for any damages as per the respective stipulations of the Civil Code.²
2. The University Library shall decide on the way of compensation for the damage on the basis of applying several criteria (content and financial value of the document, the number of the copies of the document still remaining in the University Library, the rate of lending the document, etc), under the following order of priorities:
 - a. compensation for the damage by bringing the item into its original condition;
 - b. providing the same document of the same or newer date of publication;
 - c. providing a similar document as per the agreement made with the University Library;
 - d. financial compensation specified in accordance with the market value of the item damaged or lost..
3. The reader shall be obliged to compensate for any costs emerged to the University Library in respect of the loss as per the Tariff Table. The reader will have to arrange for the compensation within the agreed period of time, which, however, must not extend 14 calendar days from the date of reporting the loss.

Article 9

1. The UPJŠ students (3f, 3l, 3m, 3s, 3v a 4f, 4l, 4m, 4s, 4v categories), completing or suspending their study at Šafárik, shall be obliged to settle any and all of their obligations toward the University Library.

² Sections 659 through 662 Civil Code as amended

2. The UPJŠ employees (1f, 1l, 1m, 1s, 1v, 1u, 5f, 5l, 5m, 5s, 5v, 5u categories), terminating their employment with UPJŠ, shall be obliged to settle any and all of their obligations toward the University Library.

Article 10

1. If the requested document is not in the University Library collection and is not available in any other library in the city, the University Library shall arrange lending the same by way of inter-library loan service. If the requested document is not available in any library in Slovakia, one may apply for the document by way of the international inter-library loan service. Both inter-library loan service and international inter-library loan service are rendered in accordance with the legal regulations currently in force and under the respective stipulations of the Library Regulations.
2. The services of both inter-library loan service and international inter-library loan service are rendered to the readers of categories 1f, 1l, 1m, 1s, 1u, 1v, 5f, 5l, 5m, 5s, 5u, 5v following an application in writing presented by them. In substantiated instances this may also be made further to phone, fax, and e-mail application, after arranging for additional compliance with any and all of the stipulations of the Library Regulations.
3. The study sources are not available for loan to the readers through the inter-library loan service. The documents that are subject to the so-called permanent loan may only be lent with the agreement by the reader who has the requested document on loan.
4. Both inter-library loan service and international inter-library loan service are rendered for charges. The form and mode of payment are given in the Tariff Table.
5. One has to apply for the extension of the loan period within both inter-library loan service and international inter-library loan service at least one week prior to its termination. The University Library shall apply for the extension of the above period of time with the library, which lent the respective document. The loan period with the international inter-library loan service may not be extended.

Article 11

1. With the first external loan for the readers of any of 4f, 4l, 4m, 4s, 4v categories, the UPJŠ University Library shall be entitled to claim a financial security. The security shall be collected from those international students who are not staying at UPJŠ within the Erasmus, Socrates, and any other exchange programmes.
2. The respective Faculty of UPJŠ, which the international student is a student of, shall collect the security upon request from the University Library. The security shall be deposited in the account of the respective Faculty of UPJŠ until the international student concerned completes their study at Šafárik. The respective Faculty shall issue to the international student concerned a document confirming the receipt of security.
3. After completing or suspending their study, the University Library shall issue to the international student concerned a certificate of returning all the documents borrowed by them. On the basis of confirmation issued by the University Library, the respective Faculty shall return to the international student concerned the security deposited. The international student shall be obliged to place the application for returning the security one or two days in advance to the Student Affairs Department at the respective Faculty. The international student shall confirm the receipt of security by attaching their respective signature.
4. In case the sources lent are not returned, the security shall be forfeited in favour of the University Library and shall be used for providing the same document of the same or newer date of issue or, respectively, for providing a document similar in content to the one not returned. In case the reader returns the document lent as damaged slightly or completely, the receivables of the University Library shall be satisfied from the security related to the compensation of the costs emerged to UPJŠ.

5. Loan on security shall be registered in the note for loan in the Aleph Library Information System in the University Library.
6. The amount of security shall be determined depending from the average value of the study sources rendered during the entire period of study at the respective faculty of UPJŠ in the following manner: the Faculty of Medicine at least SKK 30,126.00 / 1000 €; the Faculty of Arts the Faculty of Public Administration, the Faculty of Law, and the Faculty of Natural Sciences at least SKK 9,037.80 / 300 €.
International students of the Faculty of Medicine shall pay upper-mentioned deposit in two parts as follows: 1st year of study: 15,063.00 SKK/ 500 € and 2nd year of study: 15,063.00 SKK/ 500 €.

In Košice on 26th August 2008

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