



Guarantee: University Library of UPJŠ

In Košice on 14th December 2021  
Ref.No.:REK000420/2021-UPA/5478

**Rector's Decree No. 24/2021  
issuing the Library Regulations of the University Library of Pavol Jozef  
Šafárik University in Košice**

To sec. § 15. 1 point. l) Act. 131/2002 Z. z. on universities and on amendment of certain laws as amended in accordance with Article 4. 3 Organizational Order Pavol Jozef Šafárik University in Kosice

**I h e r e b y I s s u e**

**the following Library Regulations of the University Library of Pavol Jozef Šafárik  
University in Košice (hereinafter the "Library Regulations")**

**Part I.  
GENERAL STIPULATIONS**

**Article 1  
MISSION AND PERFORMANCE OF THE LIBRARY**

1. The University Library of Pavol Jozef Šafárik University in Košice (hereinafter the "UL") is an information unit of Pavol Jozef Šafárik University in Košice (hereinafter the "UPJŠ"). It provides its services to the UPJŠ faculties and its other units, and possibilities permitting, other entities as well.
2. The UL mission is to create conditions for information provision for all forms of training and education on UPJŠ, support for teaching and scientific research process in colleges and workplaces of UPJŠ and promoting lifelong learning and spiritual development. The UL fulfills this mission by creative use of information resources and technology, providing documents, information, consultation, expertise, personnel and facilities to support teaching, learning and research.
3. The University Library of the Pavol Jozef Šafárik University in Košice:
  - It is a professional, informational, coordinating, consulting and educational workplace of the university;
  - It is a workplace of bibliographical registration of publications by teachers, research and specialist employees of UPJŠ, which it keeps and makes available;
  - It provides library-information services to teachers, researchers, and expert staff of UPJŠ, PhD. students and students of all the forms of study, and to the public within the extent as defined by these Library Regulations and Annexes hereto. The conditions for providing the services and legal relations related to lending the books and other documents are regulated by the *Loan Services Rules of the University Library of the Pavol Jozef Šafárik University*

*in Košice* (Annex No. 1 to the Library Regulations) under a separate regulation<sup>1</sup>;

- It provides inter-library loan services (hereinafter the "ILLS") and international inter-library loan services (hereinafter the "IILLS");
- It creates the conditions for observing the principle of general Access of population to information and documents. The UL provides services to users of the UL regardless of their political affiliations, nationality, and race in accordance with the Declaration of Basic Rights and Liberties.

## **Article 2**

### **LIBRARY AND INFORMATION COLLECTION**

1. The UL build-up a collection of documents in accordance with the structure of scientific and scholarly branches at UPJŠ in both printed and electronic forms, which it professionally processes, makes available, keeps, and protects.
2. The UL has the right of receiving a working free copy in accordance with the internal guidelines of UPJŠ on providing obligatory, author's and working copies of non-periodical publications in printed and electronic form.
3. The Library collection (hereinafter the "collection") and the equipment of the UL are UPJŠ property<sup>2</sup>. Each user is obliged to protect them and must not damage them.

## **Article 3**

### **LIBRARY AND INFORMATION SERVICES**

1. The provision of library and information services is a contractual relationship <sup>3</sup>. The UL provides:
  - off-site loans <sup>4</sup>;
  - in-house loans<sup>5</sup>;
  - bibliographical and factual information;
  - ILLS, IILLS;
  - reference, bibliographical-information, search and retrieval services;
  - electronic services ( access to the library's electronic catalogue, to the library website, to the digital library, to the external electronic information resources);
  - reprographic services;
  - information education for users;
  - consultation services;
  - promotional services (exhibitions, etc.).
2. The UL provides library and information services in accordance with its human and material resources.
3. The UL provides library and information services in accordance with the current *Fees and Services Price List of the University Library of Pavol Jozef Šafárik University in Košice* (hereinafter the "Price List"), which is contained in Annex No. 4 hereto.

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<sup>1</sup> Sections 659 through 662 Civil Code as amended

<sup>2</sup> Law Act No. Act. 131/2002 Z.z. on universities and on amendment of certain acts as amended

<sup>3</sup> Law Act No. 183/2000 Z.z. on Libraries

<sup>4</sup> outside the library

<sup>5</sup> only in the library premises

**Part II.**  
**LIBRARY USERS**

**Article 4**  
**RIGHTS AND OBLIGATIONS OF THE LIBRARY USERS**

1. A natural person (over 15 years of age) may become a UL user by signing the application form and paying the registration fee (for the period of one year from the date of registration) as part of the UL registration. Students of all forms of study at UPJŠ pay the registration fee in accordance with the valid decision of the Rector on the determination of tuition fees, fees associated with studies and reimbursement of costs associated with the improvement of qualifications in the relevant academic year at UPJŠ in Košice. By signing the application form, the user undertakes to adhere to the rules of these Library Regulations and Annexes hereto.
2. The UL UPJŠ protects personal data of the users. The employees of the UL are tied to secrecy on such data in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data ("GDPR") and under the regulations of Law Act No. 18/2018 Coll. on the Protection of personal data as amended concerning the processing of personal data of users, which may be processed by the entities constituting the library system for the purposes of offering library and information services (Annex. No. 3 hereto).
3. The user of the UL has a free entry into public space of the UL and to public computers (See Annex. No. 2 hereto).
4. The library premises are allowed to consume foods and soft drinks (in containers) for their own consumption. In all public areas, the user must follow procedure obtain tidiness.
5. The users under the influence of alcohol, other narcotic and psychotropic substances and users, who, by their appearance or behaviour, is a public nuisance, the library staff member may refuse to provide services or prohibit entry to the library premises.
6. If the user violates the rules of the Library Regulations including Annexes thereof, he/she may be temporarily or indefinitely disentitled to use the UL collections and services. This does not affect the liability of the user for the damage inflicted and compensation for damage under the Library Regulations and Annexes thereof and in accordance with the legal regulations in force. The user may also be barred from entering the premises of the UL for other reasons (health, hygienic, etc.).
7. The UL shall delete from the registry the user, whose ID card validity has not been updated for the period of 2 years, the user has no document from the UL on loan and any of their obligations to the UL have been satisfied.
8. The UL shall collect a cash deposit from the users in the categories 4F, 4L, 4M, 4S, 4U, 4V (see Article 6 of these Library Regulations). The conditions of collecting the cash security are specified in the Loan Services Rules of the UL (see Article 12 of Annex No. 1).

## **Article 5 USER ID CARD**

1. The user ID card is a document which entitles the user to use UL collections and library and information services in all its workplaces.
2. The user ID card for university employees and students is a chip personal identification card (hereinafter the "PIK") issued by UPJŠ.
3. The UL also accepts contactless chip card (hereinafter the "BČK") issued by another subject, provided that it meets the appropriate technical requirements.
4. The UL shall issue a user card only to a user who does not have a PIK or a BČK.
5. If the user changes name, surname, residence or complies with the conditions for inclusion within another category, user shall be obliged to inform the UL of the change within 15 calendar days. Otherwise, all expenses paid, incurred Library assess these facts in accordance with current *Price List*.
6. The user card is non-delegable. The user card holder shall be liable for its eventual abuse. The user shall be obliged to inform the UL of loss or theft of the user ID card without any undue delay.

## **Article 6 CATEGORIES OF USERS**

1. In accordance with its mission, the UL provides its services to the users by differentiation in accordance with the following categories:

<b>07</b>	Interns - teachers, students ... (Erasmus, under contract)
<b>08</b>	Professor Emeritus
<b>1F</b>	Teacher at the Faculty of Arts
<b>1L</b>	Teacher at the Faculty of Law
<b>1M</b>	Teacher at the Faculty of Medicine
<b>1S</b>	Teacher at the Faculty of Science
<b>1U</b>	Teacher
<b>1V</b>	Teacher at the Faculty of Public Administration
<b>3F</b>	Student 1 <sup>st</sup> and 2 <sup>nd</sup> degree of university study at the Faculty of Arts
<b>3L</b>	Student 1 <sup>st</sup> and 2 <sup>nd</sup> degree of university study at the Faculty of Law
<b>3M</b>	Student 1 <sup>st</sup> and 2 <sup>nd</sup> degree of university study at the Faculty of Medicine

<b>3S</b>	Student 1 <sup>st</sup> and 2 <sup>nd</sup> degree of university study at the Faculty of Science
<b>3U</b>	Student 1 <sup>st</sup> and 2 <sup>nd</sup> degree of university study of University Department
<b>3V</b>	Student 1 <sup>st</sup> and 2 <sup>nd</sup> degree of university study at the Faculty of Public Administration
<b>4F</b>	International student 1 <sup>st</sup> and 2 <sup>nd</sup> degree of university study at the Faculty of Arts
<b>4L</b>	International student 1 <sup>st</sup> and 2 <sup>nd</sup> degree of university study at the Faculty of Law
<b>4M</b>	International student 1 <sup>st</sup> and 2 <sup>nd</sup> degree of university study at the Faculty of Medicine
<b>4S</b>	International student 1 <sup>st</sup> and 2 <sup>nd</sup> degree of university study at the Faculty of Science
<b>4U</b>	International student 1 <sup>st</sup> and 2 <sup>nd</sup> degree of university study of University Department
<b>4V</b>	International student at the Faculty of Public Administration
<b>5F</b>	UPJŠ – other employees at the Faculty of Arts
<b>5L</b>	UPJŠ - other employees at the Faculty of Law
<b>5M</b>	UPJŠ - other employees at the Faculty of Medicine
<b>5S</b>	UPJŠ - other employees at the Faculty of Science
<b>5U</b>	UPJŠ - other employees
<b>5V</b>	UPJŠ - other employees at the Faculty of Public Administration
<b>6F</b>	Student of doctoral studies at the Faculty of Arts
<b>6L</b>	Student of doctoral studies at the Faculty of Law
<b>6M</b>	Student of doctoral studies at the Faculty of Medicine
<b>6S</b>	Student of doctoral studies at the Faculty of Science
<b>6V</b>	Student of doctoral studies at the Faculty of Public Administration
<b>7F</b>	User with specific needs at the Faculty of Arts
<b>7L</b>	User with specific needs at the Faculty of Law
<b>7M</b>	User with specific needs at the Faculty of Medicine
<b>7S</b>	User with specific needs at the Faculty of Science
<b>7U</b>	User with specific needs at the University UPJŠ
<b>7V</b>	User with specific needs at the Faculty of Public Administration

<b>9F</b>	Other community at the Faculty of Arts
<b>9L</b>	Other community at the Faculty of Law
<b>9M</b>	Other community at the Faculty of Medicine
<b>9S</b>	Other community at the Faculty of Science
<b>9U</b>	Other community
<b>9V</b>	Other community at the Faculty of Public Administration
<b>10</b>	Former UPJŠ employees (pensioners)
<b>12</b>	User for one day

#### **Article 7**

#### **TERMINATION OF STUDY OR TERMINATION OF EMPLOYMENT AT UPJŠ**

1. UPJŠ students who terminated respectively suspended study at the UPJŠ, then the UL confirmed settlement of obligations to the UL to the needs of individual study departments on UPJŠ faculties and workplaces.
2. UPJŠ employees who terminated employment at UPJŠ, then UL confirms settlement commitment to the needs of personnel departments on UPJŠ faculties or ULZ R UPJŠ.

#### **Part III.**

#### **PARTIAL LIBRARIES**

#### **Article 8**

#### **SETTING UP A PARTIAL LIBRARY**

1. Partial Library (hereinafter the "PL") is a detached library in a department (clinic, institute, or any other workplace of the Faculty or University), which contains a deposited collection of the UL, orientated as to its content to the scientific/scholarly branch of the workplace concerned.
2. The library collection of the PL should not exceed 1 000 book units. The documents placed in the PL are registered in the Acquisition List of the UL and in the partial acquisition list of the respective PL. Partial acquisition lists are made out each calendar year.
3. Partial Library may only be set up in exceptional instances upon the motion of the workplace senior executive, but only with the agreement from the UPJŠ statutory representative and the respective Faculty (Rector, Dean) and the UL Director. In case of setting up a new partial library, the following documents shall be made by and between the parties concerned (item 4. and item 5.).
4. "Agreement on Setting up a Partial Library", which shall contain the following particulars:
  - a) Maximum number of admissible deposited book units (in case the number of units is different from the one given in item 2 hereof);

- b) Type of deposited documents;
  - c) Opening hours of the Partial Library;
  - d) Name of the workplace senior executive, name of the employee bearing tangible responsibility, who shall be appointed in writing by the workplace senior executive to keep proper registration and protection of the deposited library collection, registration of its movement (loans) and who shall be responsible for the operation of the Partial Library during the fixed opening hours.
5. The Agreement on the establishment of the PL shall include:
    - a, The contract the lending library collections deposited concluded between the parties in accordance with applicable regulations of Act No. 40/1964 Coll. - Civil Code, as amended;
    - b, Agreement on tangible liability made by and between the Dean of the Faculty (by the Rector of the University in case of a university workplace) and the employee charged with keeping proper registration and protection of the library collection deposited (under item 4d/ above).
  6. Liability of the PL employees and compensation for damage in determining the loss that they have demonstrably caused is governed by the generally binding legal regulations.
  7. The UL provides to PLs expert and methodological assistance.

**Article 9  
PERSONNEL ON DUTY IN THE PARTIAL LIBRARY**

1. Library services in PL are provided under the applicable Library Regulations of UL.
2. The user of the PL must hold a valid user ID card to the UL.
3. Each PL must be properly designated, displaying the opening hours for the public.
4. The Partial Library collection is only available for out-of-library and in-house loans to the employees of the workplace, with which the PL is set up. Other UL users may only borrow from the PL collection only for presence study against presentation of the library services user ID card.
5. The UL is entitled to request the document deposited with the PL for providing the services of inter-library loan service and international inter-library loan service.
6. The UL is entitled to take back into the library collection of the UL those documents from the PL, in which outside users show extraordinary interest.

**Article 10  
SENIOR EXECUTIVE OF THE WORKPLACE AT WHICH THE PARTIAL LIBRARY IS SET UP**

1. Head of the department where it is established the Partial Library:
  - A) The above executive confirms the record of the revision in the PL, submits proposals for discarding obsolete and worn-looking documents from the PL,
  - B) The above executive shall be obliged to inform the UL Director of any change related to replacement of the employee holding tangible liability for the

collection of the PL, placement of the PL, change of its opening hours, organisational change pertaining to the workplace, by which the PL is set up.

2. In terminating the employment with any of the employees of the workplace by which the PL is set up, the above executive shall be obliged to certify by attaching their signature on the employment termination letter the fact that the employee on the leave has no obligations toward the PL.

#### **Article 11 EMPLOYEE IN CHARGE OF THE PARTIAL LIBRARY**

1. An employee appointed to head the Partial Library:
  - a) is entitled to taking over from the UL against signature the documents intended for the PL collection. Representation of the employee in charge is inadmissible by another employee without making a statement of tangible liability for the latter,
  - b) is responsible for keeping registration of the PL collection and provides for making use of the collection in accordance with the current Library Regulations of the Pavol Jozef Šafárik University and methodological instructions of the Department of the UL Collections Protection,
  - c) performs shelf-reading of the PL book collection (on their own or attended by the employee in charge from the UL) and prepares records of the result,
  - d) keep registration of visitors, presence and off-site loans, reminders, and offers the required statistical data to the UL within a pre-defined period of time.
  - e) the employee in charge of the PL reports in writing to the UL any loss of documents revealed during shelf-reading or during the course of the year. The UL shall adopt relevant measures in accordance with Library Regulations and valid regulations on the protection of library collections.

#### **Article 12 CANCELLATION OF THE PARTIAL LIBRARY**

1. The Partial Library shall be cancelled, if:
  - a) the workplace official, at which the respective PL is set up, applies in writing that this be done;
  - b) the workplace becomes extinct due to organisational changes;
  - c) is a workplace of the UL situated in close vicinity to the PL, the former rendering in full extent the services required by the users of the respective workplace (with due regard paid to sufficient storing premises of the UL and the premises of study rooms for in-house lending the documents);
  - d) the PL collections are not made accessible in accordance with the UL Regulations;
  - e) shelf-reading of the UL collection shows loss or damaged book items exceeding the limit permitted;
  - f) the PL collection is deposited in unsuitable or hygienically objectionable premises;
  - g) the UL receives substantial complaints against the operation of the PL (failure to observe the opening hours, user's aggravated access to the PL collection, etc.).
2. The UPJŠ Rector shall decide about cancelling the PL on a proposal from the UL Director.



**Part IV.**  
**CONCLUDING STIPLATIONS**

**Article 13**

1. In necessary cases the Director of the UL authorized grant an exemption from the Library Regulations.
2. Any suggestions, motions, comments, and complaints concerning the performance of the UL may be filed in either oral or written form to the Director and to the head staff of the UL .

**Article 14**

1. The Austrian Library (hereinafter the "AL") is a special organisational unit of the UL governed by the Library and Loan Regulations of the AL as amended.

**Article 15**

1. Upon the entry into force of this Decision, hereby repealed Rector ´s Decision No. 13/2014, which was issued by Library Regulations of University Library of UPJŠ in Kosice, including its annexes.
2. Library Regulations comes into force on the date of its signature by the Rector of UPJŠ.
3. The following annexes are an integral part of these Library Regulations:
  - **Annex No. 1** – Loan services rules of the University Library of the Pavol Jozef Šafárik University in Košice
  - **Annex No. 2** – Rules for usage computer technology, interenet, e-resources and wireless (WiFi) in the University Library of the Pavol Jozef Šafárik University in Košice
  - **Annex No. 3** – Protection of personal data of the UL user
  - **Annex No. 4** - Fees and Services Price List of the University Library of the Pavol Jozef Šafárik University in Košice

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