

UNIVERZITA PAVLA JOZEFA ŠAFÁRIKA V KOŠICIACH



LOAN SERVICES RULES OF THE UNIVERSITY LIBRARY OF THE PAVOL JOZEF ŠAFÁRIK UNIVERSITY IN KOŠICE

Article 1

1. The University Library of Pavol Jozef Šafárik University in Košice (hereinafter "UL") makes available and lends from its own collections any books and information documents in both printed and electronic form.
2. It is UL 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, not bond issues of periodicals placed in the study rooms);
 - b. degree theses, research qualification dissertations, documents representing the archival collection for the database of publications by Pavol Jozef Šafárik University in Košice (hereinafter "UPJŠ") employees;
 - c. the collection of partial 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 UL provides the following types of loan services:
 - a. out-of-library loans - borrowing on a standard number of days (according to Art. 6);
 - b. presence loans - borrowing in the library premises;
 - c. presence loans + - borrowing in the library premises, the absence of a document can be borrowed by library closing time (usually night / weekend / holiday), the document must be returned within a specified hour the next working day;
 - d. permanent loan - the document is lent for a specified period usually 3 years (to the literature purchased from grants, donations, etc.).

Article 3

1. The UL provides lending services to registered users with valid user ID card and after signing an loan receipt.
2. The UL allows users to categories 1F, 1L, 1M, 1S, 1U, 1V, 3F, 3L, 3M, 3S, 3U, 3V, 4F, 4L, 4M, 4S, 4U, 4V, 5F, 5L, 5M, 5S, 5U, 5V, 6F, 6L, 6M, 6S, 6V, 7F, 7L, 7M, 7S, 7U, 7V implement present loans +. It is the out-of-library loan from study room fund for the night / weekend / holiday. An hour before the end of the operating period the user can borrow a maximum of five library units, which is obliged to return to 10:00 hours the next working day. Delayed recovery is penalized by sanctiony fees within the meaning of the valid *Fees and Services Price List of the University Library of the Pavol Jozef Šafárik University in Košice* (hereinafter "Price List").

In-house loan + cannot be realized on the document, which is located in the UL only in one copy.

3. Documents from UL collection are loaned to libraries and institutions according to legal regulations on inter-library loan services.¹
4. For out-of-library loans of documents from UL collection apply Regulations of § 659 through 662 of Law No. 40/1964 Coll. Civil Code, as amended, and apply of the Library Regulations and Annexes .

Article 4

1. The users are required to:
 - a. to protect the document from damage and loss,
 - b. to return the document within the loan period of time,
 - c. to pay sanction fees in accordance with the Price List.
2. Library has the right to demand return of the document before the end of the loan period without giving a 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.). UL shall also to demand compensation for damage and loss of the documents.
3. If the UL cannot provide the repair of the damaged documents, it shall be obliged to make an record about the condition of the document by call number in the database by loan at the time of making the loan.

Article 5

1. The user can himself reserving borrowed documents electronically, indicating the actual duration of the reservation. Document reservation is allowed for categories 1F, 1L, 1M, 1S, 1U, 1V, 3F, 3L, 3M, 3S, 3U, 3V, 4F, 4L, 4M, 4S, 4U, 4V, 5F, 5L, 5M, 5S, 5U, 5V, 6F, 6L, 6M, 6S, 6V, 7F, 7L, 7M, 7S, 7U, 7V. Reservation does not apply to permanent loans. The user can reserving a maximum of 20 library units and can reserving only one copy of a title. The UL will notify the user by e-mail about return the document and the document will be reserved for 7 calendar days from the date of sending advice. Reserved document can the user pick up on the place designated by UL.
2. If the user does not take reserved document within a time referred to in part 1 of this Article , reservation will automatically expire.

Article 6

1. UL loans its users for out-of-library use the study collections, professional collections, periodicals and special documents, 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):

Type of document	Category of user							
	1F,1L,1M,1S,1U,1V	3F,3L,3M,3S,3U,3V,07	4F,4L,4M4S,4U,4V	5F,5L,5M,5S,5U,5V	6F,6L,6M,6S,6V	7F,7L,7M,7S,7U,7V	08,9F,9L,9M9S,9U,9V	10
Study literature	12 m	3 m	3 m	1 m	6 m	6 m	2 weeks	

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

Professional Literature /EDC	6 m	3 m	3 m	3m	6 m	6 m	1 m	1 m
Periodicals	10 d	10 d	10 d	10 d	10 d	10 d	10 d	10 d
Special documents	10 d	10 d	10 d	10 d	10 d	10 d	10 d	10 d
belles-lettres	7 d	7 d	7 d	7 d	7 d	7 d		

2. The user of the any of the following categories 1F, 1L, 1M, 1S, 1U, 1V A 5F, 5L, 5M, 5S, 5U, 5V, 6F, 6L, 6M, 6S, 6V may borrow a document purchased from the grant of university unit (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.
3. User of categories 1F, 1L, 1M, 1S, 1U, 1V, 5F, 5L, 5M, 5S, 5U, 5V, 6F, 6L, 6M, 6S, 6V, which has borrowed document as a permanent loan is obliged to make available for the UL for the purposes of interlibrary loan services and international interlibrary loan services.
4. The user can borrow out of library from the same title only one copy of the document.
5. The user may prolong the loan period of the documents only once, unless another user showed interest in the same. After making use of the opportunity, the user may borrow the loan as new loan only after physically presenting the document. Extension of loan documents is not possible in the presence loan +.
6. The user may request for the prolongation of the loan period before its expiration in several ways: through online catalog, personal visit in the library, e-mail or telephone.
7. The user may borrow another document for out-of-library loan after settling any of their respective financial obligations to UL.
8. In justified cases, the UL set a shorter loan period that allows Loan Services Rules UL or may require immediate returning of borrowed document before the end of the loan period. If the user does not return document within 14 calendar days from notification of the request for returning of borrowed document applies to him sanction fees according to the Price List.
9. The user is responsible for the document if the UL has signed original of loan receipt.

Article 7 Loan electronic equipment

1. The UL provides off-site loan of electronic equipment (e-reader, tablet and other) (Hereinafter referred to as "equipment") as an experimental service, which can provide a library at its discretion at any time to interrupt or stop without notice.
2. A registered user is required before takeover equipment to check its functionality and completeness. Otherwise is true that by takeover was equipment loaned in perfect, complete and functional state.
3. A registered user is obliged to take care of the equipment so that on it no damage. It is also obliged to protect the device from damage and loss. The user is also required to use the device so that when used not violate the rights of third parties, especially the copyrights and rights of private individuals.

4. Loaned equipment returns a registered user personally. Librarian will check the completeness, functionality and wholesomeness of the returned equipment.
5. If the user equipment damaged, lost or not return pay the acquisition price of equipment. (if this is sufficient for its full functionality) as the corresponding part of this price.
6. The library allows loan equipment only registered user of category 1F, 1L, 1M, 1S, 1U, 1V, 3F, 3L, 3M, 3S, 3U, 3V, 4F, 4L, 4M, 4S, 4U, 4V, 5F, 5L, 5M, 5S, 5U, 5V, 6F, 6L, 6M, 6S, 6V, 7F, 7L, 7M, 7S, 7U, 7V, which has settled all obligations to the library.
7. Off-site loan period of equipment is 14 days with no possibility of prolongation/renew.
8. The sanction fee for late return of equipment is determined by the Price List. A payment sanction fee for late return of equipment does not affect the user's obligation to return the equipment. For properly returned equipment is considered fully functional set. If the user does not return the device within ten days from the sending of directors' notice, proceed UL to its judicial recovery.
9. The library allows the user the presence loan of equipment in the library during opening hours of the library. User may not leave the device unattended. Leaving the area designated libraries with loaned equipment as presence area is considered attempted theft.

Article 8

1. The user is obliged to return loaned document in the condition, in which he took it over. When take a document he looks it and highlights any deficiencies. Failure to do so shall be liable for all later found deficiencies in terms of the Price List. After returning of document the UL may issue a return receipt.
2. If the user does not return within a loan period borrowed document the UL is required to pay a sanction fee for his delayed return. The amount of sanction fee will increase proportionally with the number of days after the deadline until the date of repayment of directors' notice. The UL notice the user to the violation date of return of loan document after the deadline for return with sending notices. If the user does not return the loaned document within 10 working days from the issuance of the first notice, library director's notice is sent to the user with confirmation to the permanent address and suspends the provision of all library and information services to the user. The UL after a period of 30 calendar days from the sending directors notice proceed to the return of library document through the courts. The amount of fees is set out in the Price List.
3. The UL may temporarily or permanently suspend the provision of all services to the user even if the total amount of the unpaid sanction fees exceeds EUR 15, - €.
4. In the case of a sanction fee for in-house loan + will send to the user only electronic notice via electronic address given during user registration.

Article 9

1. The user shall be obliged to immediately inform to UL any damage or loss of the document and and within the time specified compensation under the provisions of the Civil Code.²
2. The UL shall decide on way of compensation for the damage of applying several criteria (content and financial value of the document, the number of the copies of the document still remaining in UL, the rate of loan the document, etc), under the following order of priorities:
 - a. compensation for the damage by bringing the item into its original condition;
 - b. providing document of the same or newer date of publication;
 - c. providing a similar document after approval with UL.

² Sections 659 through 662 Civil Code as amended

3. The user shall be obliged to compensate all fees emerged to UL in respect of the loss as per the Price List. The user is obliged pay to ensure within the agreed period, which, may not be longer than 14 calendar days after notice of loss document.

Article 10

1. The UPJŠ students (3F, 3L, 3M, 3S, 3U, 3V, 4F, 4L, 4M, 4S, 4U, 4V, 6F, 6L, 6M, 6S, 6V, 7F, 7L, 7M, 7S, 7U, 7V categories), completing or suspending their study at UPJŠ, shall be obliged to settle any and all of their obligations toward the UL.
2. The UPJŠ employees (1F, 1L, 1M, 1S, 1U, 1V, 5F, 5L, 5M, 5S, 5U, 5V categories), terminating their employment with UPJŠ, shall be obliged to settle any and all of their obligations toward UL.

Article 11

1. If the requested document is not in the UL collection and is not available in any other library in the city, the UL shall arrange loaning the same document via inter-library loan service. If the requested document is not available in any library in Slovakia, one may apply for the document via international inter-library loan service. Both inter-library loan service and international inter-library loan service are provided in accordance with the legal regulations currently in force and under the respective stipulations of the UL regulations.
2. The services of both inter-library loan service and international inter-library loan service are provided to users of categories 1F, 1L, 1M, 1S, 1U, 1V, 5F, 5L, 5M, 5S, 5U, 5V, 6F, 6L, 6M, 6S, 6V, 7F, 7L, 7M, 7S, 7U, 7V by the electronic requirements.
3. Through the inter-library loan does not loan study literature and imaginative literary except user categories 7F, 7L, 7M, 7S, 7U, 7V. The documents as permanent loan can loan only with the agreement of the user who has requested document loaned.
4. Both inter-library loan service and international inter-library loan service are charged. The applicant's service is required after supplied of the document in the case of non-delivery of the invoice to pay a deposit to UL according Price List.
5. The extension of the loan period within both inter-library loan service and international inter-library loan service is necessary to apply at least one week prior to its termination. UL request for the extension of loan period the library, which lent document. The loan period with the international inter-library loan service may not be extended.

Article 12

1. At first off-site loan for users of any of 4F, 4L, 4M, 4S, 4U, 4V categories (hereinafter "foreign students") the UL shall be entitled to claim a cash deposit. The deposit shall be collected from those foreign students who are not staying at UPJŠ within the Erasmus and any other exchange programmes.
2. Deposit on demand the UL selects the appropriate faculty in which a foreign student is studying. This deposit is deposited in the account of the relevant faculty until graduation foreign students. Relevant faculty issue to foreign students a receipt of deposit.
3. After completing or suspending their study the UL issue to foreign student receipt of returning all the documents loaned by them. On the basis of confirmation issued by UL the faculty shall return to foreign student concerned deposit.
4. In case not returned documents, deposit be forfeited in favour of UL and will be used for acquisition the same document of the same or newer date of issue or, respectively for acquisition a content similar document. In case the user returns the document damaged or destroyed, the UL shall be satisfied from deposit the compensation of the costs emerged to UL.

5. Information about composition of deposit shall be given in the note of loan in the Aleph Library Information System in UL.
6. The amount of deposit shall be determined depending from the average value of the study sources provided during the study period at the respective faculty of UPJŠ follows: the Faculty of Medicine at least 500 €; the Faculty of Arts, the Faculty of Public Administration, the Faculty of Law, the Faculty of Natural Sciences and the Institute of Physical Education and Sport as the department of UPJŠ at least 300 €.

In Košice on 2nd May 2016

PhDr. Daniela Džuganová
Directress