

**Annex No. 1 Rector's Decree No. 24 /2021 issuing Library Regulations of the University Library of the Pavol Jozef Šafárik University in Košice**

**PAVOL JOZEF ŠAFÁRIK UNIVERSITY  
IN KOŠICE**



**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 the "UL" or the "library") makes available and lends from its own collections the 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 presence 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 the "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 partial 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. in-house loans - borrowing in the library premises;
  - c. in-house 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 (it is 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 make in-house 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 returning is penalized by sanction 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 the "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.<sup>1</sup>

#### 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. The UL 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 due to change of the document status, etc.). UL shall also to demand compensation for damage and loss of the documents.

#### Article 5

1. The user can himself/herself reserving borrowed documents electronically, indicating the current 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.
2. Reservation does not apply to permanent loans.
3. The user can reserving a maximum of 15 library units and can reserving only one copy of a title.
4. The library will notify the user electronically (by e-mail) about return of the reserved document and the document will be reserved for 7 calendar days from the date of sending notification.
5. Reserved document can the user pick up on the place designated by UL.
6. 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 literature, professional literature, periodicals, special documents and belles-letters, all of the above in accordance with categories characterised by the following lengths of loan periods (m = number of months, d = number of calendar days):

Type of document	Category of user							
	08,1F, 1L,1M, 1S,1U, 1V	07, 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	9F,9L, 9M, 9S,9U,9 V	10
Study Literature	12 m	4 m	6 m	1 m	6 m	6 m	14 d	

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

Professional Literature	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	14 d	14 d	14 d	14 d	14 d	14 d		

2. The total number of documents borrowed for each category of user is as follows:

Number of borrowed documents	Category of user						
	08, 1F, 1L, 1M, 1S, 1U, 1V	3F, 3L, 3M, 3S, 3U, 3V, 07	4F, 4L, 4M, 4S, 4U, 4V	5F, 5L, 5M, 5S, 5U, 5V	6F, 6L, 6M, 6S, 6V	7F, 7L, 7M, 7S, 7U, 7V	9F, 9L, 9M, 9S, 9U, 9V, 10
Maximum number	50	15	15	30	20	20	10

- A document purchased from the grant, a project of workplace (institute, clinic, department, etc.), a document obtained as gift, and a volume of conference proceedings can be borrowed as a permanent loan 3 years at the longest by a user of category 1L, 1M, 1S, 1U, 1V, 5F, 5L, 5M, 5S, 5U, 5V, 6F, 6L, 6M, 6S, 6V .
- The UL staff member will notify the user of the processing of the document and the possibility of its to borrow the document. If the user does not collect the document from the UL workplace after this notification within 30 calendar days, the document will be returned to the UK collection.
- 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.
- User of category 1F, 1L, 1M, 1S, 1U, 1V, 5F, 5L, 5M, 5S, 5U, 5V, 6F, 6L, 6M, 6S, 6V which has a document borrowed as a permanent loan, is obliged to make it available to the UL for its purposes by means of a presence loan.
- The UL can ask user of category 1F, 1L, 1M, 1S, 1U, 1V, 5F, 5L, 5M, 5S, 5U, 5V, 6F, 6L, 6M, 6S, 6V to borrow the requested document. The user, within five days of the request notification, provide the document to the library (personally deliver it, send it by internal mail.) The time of providing of the document to the library is 5 working days. After this period, the authorised UL staff member will ensure that the document is returned to the user, who will continue to have the document registered on his/her account as a permanent loan.
- The user can borrow out of library from the same title only one copy of the document.
- The user may prolong the loan period of the borrowed document, unless another user showed interest in the same within the scope of the reservation. Extension of loan documents is not possible in the in-house loan +.

10. The user may request for the prolongation of the loan period before its expiration in several ways: individually through online catalog, personal visit in the library, e-mail or telephone.
11. The user may borrow another document for out-of-library loan after settling any of their respective financial obligations to UL.
12. 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/her sanction fees according to the Price List.

#### **Article 7**

1. The user is obliged to return loaned document in the condition, in which he/she took it over. When take a document he/she 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/her 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 two reminder notices: the first reminder notice in electronic form to the e-mail given during user registration with the UL, and the Director's reminder notice in writing. If the user does not return the loaned document within 10 working days from the issuance of the first notice, library director's reminder 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 director's reminder 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, - €.

#### **Article 8**

1. The user shall be obliged to inform to UL of any damage or loss of the a library document and to compensate for damage within the time specified compensation under the provisions of the Act No. 40/1964 Coll. - Civil Code. as amended.<sup>2</sup>
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. providing document of the same or newer date of publication;
  - b. providing a similar document after approval with UL.
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.

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<sup>2</sup> Sections 659 through 662 Civil Code as amended

## **Article 9**

1. The UPJŠ students (07, 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 (08, 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 10**

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 fiction except user categories 7F, 7L, 7M, 7S, 7U, 7V. The documents as permanent loan shall be lent only with the consent of the user who has borrowed the requested document.
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 11**

1. At first off-site loan for users of any of 4F, 4L, 4M, 4S, 4U, 4V categories (hereinafter the "foreign students") the UL of UPJŠ 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 student. Relevant faculty issue to foreign student 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 in the user's account 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:
  - a, Faculty of Medicine of UPJŠ: 500,- €;
  - b, Faculty of Arts of UPJŠ, Faculty of Public Administration of UPJŠ, Faculty of Law of UPJŠ, Faculty of Science of UPJŠ, Institute of Physical Education and Sport of UPJŠ: 150,- €