Internal regulation
University of Ss. Cyril and Methodius in Trnava
32/2021

# Library and Lending Regulations

## I. GENERAL PROVISIONS

### §1
### The mission and activities of the library

1) Library and lending regulations (hereinafter referred to as "Library regulations") are issued according to § 15 par. 1 letter m) of Act no. 131/2002 Coll. on universities and on the amendment of certain laws as amended (hereinafter referred to as "the law on universities"), § 48 par. 2 of the Statute of the University of Ss. Cyril and Methodius in Trnava and 15 par. 1 letter c) Organizational Rules of the University of Ss. Cyril and Methodius in Trnava.
2) The library regulations regulate the mutual relations of the Information Resource Center of the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as "CIS UCM"), its components and its users.
3) CIS UCM is the central coordinating body, responsible for the development and management of all its components with university-wide scope as a library and information workplace serving the needs of the University of Ss. Cyril and Methodius in Trnava and, within the scope of their possibilities, also to other subjects.
4) UCM academic libraries and their specialized workplaces are part of the UCM CIS.
5) The mission of CIS UCM is to ensure free access to information disseminated on all types of media through library and information services, to satisfy the cultural, informational, scientific-research and educational needs of its users, to support lifelong learning and spiritual development.
6) CIS UCM provides library and information services for pedagogical, scientific and professional to UCM employees, students of all forms of study and the professional public to the extent specified these Library Regulations.
7) CIS UCM is building a universal fund of documents in both printed and electronic form, which expertly processes, protects and makes available.
8) CIS UCM equipment and CIS UCM library funds are the property of UCM. Everyone's duty the user is to protect him and not harm him - any damage or loss must be replaced.

### §2
### Library users

1) The user is a natural person who proves himself with a valid identity card or a valid student card.
2) A natural person becomes a CIS UCM user by registering. By signing the application, the user undertakes to comply with the regulations and its annexes.
3) CIS UCM and its employees protect users' personal data in accordance with the relevant provisions of Regulation of the European Parliament and the Council (EU) no. 2016/679 on the protection of natural persons in the processing of personal data and the free movement of such data - GDPR and Act no. 18/2018 Coll. on the protection of personal data and on the amendment of certain laws.

### §3
### User card

1) The user card is a document that entitles the user to use CIS UCM funds and services at all its workplaces. It is issued after registering as a user and paying the registration fee.
2) The user card is issued by CIS UCM:

a. citizens of the Slovak Republic upon presentation of an identity card, b) citizens of other states upon presentation of passports.

3) Student users and UCM employees can use a student identification card as a user card, or UCM employee identification card after registration and payment of the registration fee according to the price list (Appendix No. 1).
4) The card is valid for UCM employees for the duration of their employment, for UCM students and the rest of the public, registration is renewed every year.
5) The user is obliged to report any change of surname, residence and other data necessary for registration as soon as possible. Otherwise, he is obliged to reimburse CIS UCM for all expenses arising from failure to fulfill this obligation.
6) The user card is non-transferable. In order to verify the user's identity, CIS UCM employees have the right to request to see their identity card or other document proving their identity. The card holder is responsible for any misuse of the card by other users.

## §4
## Rights and obligations of the user

1) CIS UCM user has free access to CIS UCM user areas (borrowing room, study room).
2) The user is obliged to comply with the Library Regulations, the instructions of CIS UCM employees and to submit to the measures necessary to maintain order and protect the property of CIS UCM. In all areas of CIS UCM, he is obliged to maintain silence and order.
3) Users and visitors of CIS UCM are not allowed to enter the premises of CIS UCM under the influence of alcohol or narcotics. It is forbidden to consume alcohol, use drugs and smoke in the CIS UCM premises.
4) If the user does not comply with the provisions of the Library Regulations, he may be temporarily or permanently deprived of the right to use CIS UCM services. This does not exempt him from the obligation to compensate for the damage caused and he is responsible for it according to applicable regulations. In the event of a serious violation of the provisions of the Library Regulations, consequences may be drawn against the user in accordance with the Disciplinary Regulations for Students and the Civil Code[1].
5) Withdraw the right to use CIS UCM services, or restrict the user's stay in the study rooms, possibly also for hygiene or health reasons. The right to use library services expires:
    a. by deregistering the reader,
    b. by not renewing the membership in the new calendar year,
    c. gross violation of the Library Regulations,
    d. failure to provide the prescribed compensation for the loan or failure to pay the prescribed fee within the specified period.
6) Users can submit comments, suggestions, and suggestions regarding the work of CIS UCM to the head of CIS UCM, in writing in the Notebooks of suggestions and comments directly in the study room or by e-mail to the address of the head of CIS published in the contact list on the website www.ucm.sk.

# II. LIBRARY SERVICES

## §5
## Library and information services

1 Act No. 40/1964 Coll. Civil Code as amended

CIS UCM provides users with the following types of services based on the Library Regulations:

a) loan services
   i. absent (outside CIS UCM premises);
   ii. face-to-face (loans in the library premises);
   iii. interlibrary loan service MVS and international loan service MMVS;
   iv. booking documents;
   v. return of publications through the bookbox;
b) bibliographic-informational
   i. provision of up-to-date oral, printed and factual information, according to specific user requirements;
   ii. outputs from the database of publishing and artistic activities and feedback from UCM staff;
c) reference and consultation
   i. information about catalogs, funds, databases and services of CIS UCM and ways of using them;
   ii. professional consultations when searching for literature for final, qualifying, seminar and other professional works;
   iii. expert consultations on the registration of publishing and artistic activities and the creation of outputs from the database publication activity;
   iv. professional consultations to record feedback from publishing and artistic activities;
   v. information education of users aimed at searching and processing information from information sources;
d) reprographic services
   i. are provided only for the scientific, study and cultural needs of users exclusively from documents in CIS UCM funds in accordance with Act no. 185/2015 Coll. Copyright Act as amended later regulations;
   ii. for making a copy, a fixed fee is charged according to the price list (Appendix No. 1);
   iii. students with specific needs are entitled to free printing of study materials;
e) promotional services
   i. lectures and excursions for UCM students and employees about the funds and services of CIS UCM;
   ii. promotion of CIS UCM and its services on the CIS UCM website and other web portals;
   iii. organizing events.

## §6
## Terms of service

1) CIS UCM provides basic loan services to registered users free of charge. For some services and registration for users outside the UCM, fees are charged according to the price list (Appendix No. 1). Registration and its extension for UCM employees and students is free.
2) Students with specific needs are exempt from registration and renewal fees.
3) Access to the Internet is provided by CIS UCM only to registered users. The Internet is primarily used for study and educational purposes. Viewing pages promoting violence, racial intolerance, fascism, pornography and terrorism or spreading hoaxes is

prohibited. Working with the Internet is time-limited and its length is determined by CIS UCM staff according to operational possibilities.

## III. LOAN REGULATIONS

### §7
### Lending policy

1) CIS UCM lends documents and other information sources differentiated according to the type of documents. Loan services are primarily provided to UCM employees and students. To other natural and legal persons only if it is not to the detriment of the educational and research activities of UCM.
2) The user can borrow documents from the library fund in absentia only in the premises of the lending office, based on the signature on the relevant library card. The user must come to borrow the document in person.
3) Borrowing of some documents is limited to on-site loans only, i.e. only in the study room. It is about:
    a. final and qualifying theses according to the Principles of lending final and qualifying theses in CIS UCM (Appendix No. 3),
    b. periodicals,
    c. particularly valuable documents (the smallest of which CISUCM owns only one copy).
4) Users have free access to the library collection in the premises of the rental office and study room. Arbitrary relocation of documents is prohibited. The user is obliged to return the books to their original place during full-time study.

### §8
### Loan periods

1) The borrowing period of documents when borrowing outside the library (in absentia) is 30 days. Pedagogical and scientific staff of the UCM borrow some titles from reference libraries for individual departments or departments according to a special agreement. The loan period of 30 days can be extended three times upon request, if no other reader requests a loan.
2) Students with specific needs have an extended loan period of 60 days.
3) The date of return of the borrowed document is determined by the library and information system.
4) CIS UCM may, if it considers it necessary, determine a shorter loan period, or request the return of documents before the loan period expires. This creates an obligation to return the borrowed document in the stipulated time. The request to return the document will be delivered in writing or electronically form (by e-mail).
5) The user can extend the loan period either in the library or independently – online catalog, by phone or can ask the library to extend it electronically (by e-mail).
6) The extension must be carried out before the end of the loan period.
7) The loan period can be extended up to three times if the user requests it before its expiry and for assuming that the document is not requested by another user.
8) Extension of the loan term is not possible if:
    a. the reader has offenses (loans not returned on time, unpaid reminders),
    b. the document was reserved by another reader.

9) If the required document is borrowed, it can be borrowed by a CIS UCM employee at the user's request reserve free of charge.
10) With documents made available through the interlibrary loan service, the user is obliged comply with the loan period set by the relevant library.
11) After the loan period expires, the library charges penalty fees according to the price list (Appendix No. 1).
12) UCM students who finish or interrupting their studies, they are obliged to submit it to the study department confirmation from the library that all obligations towards it have been settled.
13) When terminating their employment, UCM employees are obliged to submit to the Personnel and Legal confirmation of the return of all documents from the library to the UCM department.
14) Upon return of the document, the user may request the issuance of a confirmation of its return.

**§9**
**Number of volumes borrowed**

CIS UCM has the right to regulate the number of loans. The user can borrow a maximum of 10 volumes in absentia.

**§ 10**
**The reader's responsibility for the borrowed document**

1) The user is obliged to:
    a. review the loaned document and immediately report any deficiencies. If he does not, bears responsibility for all damages discovered later and is obliged to pay CIS upon return UCM costs for document correction,
    b. return the borrowed document in the condition in which he received it (including borrowed documents through MVS and MMVS) and receive a confirmation of its return. It is inadmissible underlining text, writing notes in documents, damaging codes, etc.
2) The user can also return the borrowed document by post, but it must be carefully packed and sent as a registered or insured shipment. He is responsible for the document until CIS takes it over UCM.
3) After the shipment is delivered to the library, the user will receive a confirmation of the return of the loan by mail. The team however, he is not released from the obligation to pay the possible reminder fee.
4) Loans of documents can be renewed again, i.e. immediately after the end of extended borrowing periods, to borrow the same document in exceptional cases, if another user does not request the given document. The applicant for loan renewal must bring the required document for inspection.
5) The user can return the borrowed document via BIBLIOBOX. The principles for returning books through BIBLIOBOX are listed in Appendix no. 4.

**§ 11**
**Losses and damages**

1) In the event of loss or damage to a document, the user is obliged to report the damage or loss of the document to CIS UCM and to compensate for all damages incurred

thereby. The user must ensure compensation in accordance with the relevant provisions of the Civil Code within the agreed period, which must not be longer than one month from the reporting of the event.

2) The library requests damages in the following forms:
    a. by delivering an intact copy of the same document in the same edition and in binding reasonably of the same quality,
    b. replacement by delivery of another (basically newer) edition of the same document,
    c. replacement of the lost document with another title - upon agreement with the relevant person in charge library staff.
3) The user is obliged to cover all costs incurred by the library in connection with damage or loss of the document were created. If the library does not reach an agreement with the user, it will decide on compensation for the damage and on it at the height of the court.
4) The method of compensation and the deadline by which the user must compensate for the damage will be determined by CIS UCM.
5) The library has the right to suspend provision of all services to the reader until the method of compensation and payment of all receivables is resolved.

**§ 12**
**Borrowing regulations of MVS and MMVS**

1) The principles of providing MVS and MMVS in CIS UCM form Annex no. 2 of the Library Regulations.
2) If the user needs a document that CIS UCM does not have in its collection, they can request to borrow it from another library in Slovakia in the form of an interlibrary loan service (MVS).
3) If the user needs a document that is not in the holdings of any library in Slovakia, upon request, CIS UCM can arrange the borrowing of a document from abroad by the international interlibrary loan service (MMVS). The library does not charge for MVS and MMVS services, but the user must reimburse the full amount of postage and costs if charged by the supplying library.
4) When borrowing through MVS and MMVS, CIS UCM and the user are obliged to comply with the borrowing conditions set by the lending library.
5) When borrowing through MVS and MMVS, it is basically only possible to study documents borrowed in this way in person.
6) Documents are lent to other libraries via MVS only on the condition that they are located outside of Trnava.
7) The user can simultaneously request a maximum of 5 documents via MVS, MMVS.

**§ 13**
**Rules of the study room**

1) The premises of the study hall are intended for full-time study (i.e. for studying in the study hall).
2) Entry to the study hall is subject to valid registration in the CIS UCM. Entry is permitted only upon presentation of a valid reader's card. The card will be kept by an employee of the study hall until user leaving the study room.
3) The user is obliged to present to an employee of the study hall upon arrival and departure from the study hall that he brought his own documents to record and report his own technical devices (laptops).

4) When leaving the study room, the user is obliged to return the borrowed documents to the designated place or to the employee on duty and fill out a visitor's ticket.
5) The user has the right to use:
    a. freely accessible reference fund (documents marked with ## intended for study),
    b. newspapers and magazines, documents from temporary warehouses,
    c. PC and technical equipment according to the instructions of the employees of the study hall,
    d. access to the Internet,
    e. the user has the option to have a copy made of documents borrowed in person for a fee according to the price list (Appendix No. 1),
    f. when using the computers in the study room, the user has the right to make a printed output for a fee exclusively for study purposes.
6) The following is prohibited in the study room:
    a. use mobile phones and own photographic devices,
    b. bring and consume food and drinks in the study room,
    c. take documents out of the study room,
    d. use computers for purposes not related to searching in CIS UCM online catalogs or with research in information sources provided by CIS UCM.
7) The user is obliged to maintain hygiene and order in the CIS UCM premises.

## IV. FINAL PROVISIONS

### § 14
### Authorization provisions

1) Exceptions to the library regulations are permitted by the head of the CIS UCM.
2) The head of CIS UCM can temporarily or permanently cancel the user's right to use the services of CIS UCM for violation of the provisions of these Library Regulations.
3) Temporary or permanent cancellation of the right to use CIS UCM services does not affect liability the user for the damage caused and its compensation in accordance with the Library Regulations and its annexes in accordance with applicable legal regulations.

### § 15
### Final provisions

1) These Library Regulations were discussed at the UCM Rector's College on June 15, 2021.
2) These Library Regulations come into force on the date of signing by the UCM Rector and effective from 1 July 2021.
3) With the effectiveness of these Library Regulations, the Library Regulations of the University Library, which entered into force on 1 May 2019 are cancelled.
4) Annexes 1 – 4 are an integral part of these Library Regulations.

In the university town of Trnava, on June 15, 2021

prof. Ing. Roman Boča, DrSc.
rector of UCM

*Library and Lending Regulations, including amendments and supplements, is published in the Slovak language and in other languages in which the UCM conducts its programmes, with the Slovak language text being considered the authentic text.*

**Annex 1**

**PRICE LIST OF FEES from 1 July 2021**
**CIS UCM in Trnava**

| | |
|---|---|
| **REGISTRATION FEES** | |
| Registration and its extension for employees and students of UCM in Trnava (internal and external) | No fee |
| Registration and its extension for other natural and legal persons (registration fee for 365 days) | 5,00 € |
| One-time entry fee for non-registered users | 2,00 € |
| **SERVICES** | |
| Interlibrary loan service | |
| - employee of UCM in Trnava | No fee |
| - others (postage + handling fee) | 2,00 € |
| International library loan service | |
| - employee of UCM in Trnava | No fee |
| - others | 15,00 € |
| Self-service document scanning | No fee |
| Reprographic services /only from the UK UCM fund/ | |
| - printed output from the PC | 0,10 € |
| - black and white printing A4 – one-sided | 0,10 € |
| - black and white printing A4 – both sides | 0,15 € |
| - black and white printing A3 – one-sided | 0,15 € |
| - black and white printing A3 – both sides | 0,30 € |
| - color printing A4 – one-sided | 0,50 € |
| - color printing A4 – both sides | 1,00 € |
| - color printing A3 – one-sided | 1,00 € |
| - color printing A3 – both sides | 1,50 € |
| **PENALTY FEES PER DOCUMENT** | |
| I. reminder (after 30 days since the loan) | 1,00 € |
| II. reminder (after 60 days since the loan) | 3,00 € |
| III. reminder (after 90 days since the loan) | 7,00 € |
| Director's reminder (after 120 days since the loan) | 10,00 € |
| Reconciliation attempt | Full payment |
| Legal enforcement | Full payment |
| Paperback damage | 4,00 € |
| Hardcover damage | 6,00 € |
| Damage to the barcode label or security chip | 2,00 € |
| Handling fee in case of a document loss | 2,00 € |

In Trnava on July 1, 2021 Approved by:

prof. Ing. Roman Boča, DrSc.,
rector of UCM in Trnava

**Annex 2**

**PRINCIPLES OF PROVIDING INTERLIBRARY LOAN SERVICE AND INTERNATIONAL INTERLIBRARY LOAN SERVICE**
**In CIS UCM IN TRNAVA (University Library)**

1) If the user needs a document that the CIZ UCM does not have in its collection, he can request the mediation of a loan from another library in Slovakia (MVS - interlibrary loan service).
2) Interlibrary loan services are provided as loans from the CIZ UCM fund for users from other libraries in the SR and as loans from the funds of other libraries in the SR for CIZ UCM users.
3) If the user needs a document that is not in the holdings of any library in the Slovak Republic, CIZ UCM can, upon request, arrange for the loan of a document from abroad (MMVS – international interlibrary loan service). CIZ UCM provides international interlibrary loans for users through the University Library in Bratislava.
4) Services within the framework of interlibrary loan service and interlibrary international loan service are provided by CIZ UCM for UCM employees free of charge. With the international interlibrary service, a maximum of 15 documents for the relevant academic year can be borrowed free of charge for one user.
5) Services within the interlibrary loan service and interlibrary international loan service are provided by CIZ UCM for other users according to the current price list (Appendix No. 1). For loans through the interlibrary and international interlibrary loan service, CIZ UCM requires payment of the costs invoiced by the supplier.
6) When borrowing for CIZ UCM users from the collection of other libraries, CIZ UCM can only request documents that it does not have in its collection. He cannot claim a document he owns but is on loan. The CIZ UCM user cannot request a document or scan of a document that another library in the city of Trnava has in its collection.
7) Any registered user in CIZ UCM who complies with the Library Regulations and who has no obligations towards CIZ UCM (blocked loans, unpaid fees, etc.) can apply for a loan within the MVS.
8) The user can request a maximum of 5 (five) documents through MVS, MMVS at the same time.
9) Within MVS CIZ UCM lends only documents that are intended for absentee lending. It does not lend documents intended for full-time study, periodicals, final and qualification theses. Documents from sub-libraries, which are intended for the needs of department staff, are borrowed only in exceptional cases.
10) The loan period of documents borrowed from the CIZ UCM fund through MVS is 5 weeks, the fifth week is used for document return and communication between libraries.
11) It is possible to extend the MVS loan only if there are enough free specimens for borrowing, or the document is not reserved.
12) The provisions of the Library Regulations of CIZ UCM on document lending apply to MVS borrowing from the CIZ UCM fund. When borrowing documents from other libraries, the user must comply with the conditions set by the library that borrows the document.
13) CIZ UCM accepts applications for MVS loan in the following forms:
a) on the MVS electronic application form (located on the CIZ UCM website),
b) on the MVS internal application form with the responsible worker,
c) on the MVS application sent by e-mail.
14) The request to borrow a document must contain the following information: author, title, place and year of publication of the document (or ISBN), name and surname of the applicant (name of the library), workplace, contact information.

15) The request for a copy must contain the following information: author and title of the article, title, number and year of issue of the journal, range of pages, name and surname of the applicant (name of the library), workplace, contact information.
16) Users of other libraries may apply to CIZ UCM to borrow a document only through the library in which they are registered.
17) Borrowing a document or making a photocopy of an article is considered a loan of MVS.
18) CIZ UCM provides photocopies of articles from magazines and sending by regular mail.
19) CIZ UCM processes the MVS request for users of other libraries within 5 days, namely:
a) on the MVS electronic application form (located on the CIZ UCM website),
b) on the MVS internal application form with the responsible worker,
c) on the MVS application sent by e-mail.

**Annex 3**

## PRINCIPLES OF LENDING FINAL AND QUALIFICATION WORKS IN CIS UCM IN TRNAVA

1) In accordance with the Act on Universities No. 131/2002 Coll., Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 233/2011 Coll. is the final thesis:
a) bachelor's thesis - when studying according to the study program of the first degree (bachelor's study program),
b) diploma thesis - when studying according to the study program of the second degree or the study program according to § 53 par. 3 of the Act on Universities (master's, engineering study program),
c) dissertation - when studying according to the study program of the third degree (doctoral study program).
2) The qualifying work is:
a) rigorous work,
b) habilitation thesis.
3) Final and qualifying theses can only be borrowed in the form of face-to-face loans in the study room.
4) The final and qualifying thesis can be borrowed in person to the applicant who shows a valid reader's card of the UCM University Library or the UCM CIZ.
5) It is not possible to photograph, copy, describe, or otherwise make copies of final and qualification theses. It is allowed to make extracts or notes.
6) It is allowed to copy only used literature, copies can only be made by library staff.
7) Final and qualifying papers are borrowed based on a request from the warehouse. Application forms are available in the study room.
8) The applicant is obliged to provide the following information in the application (according to the online catalog of CIZ UCM): first and last name of the author, department and year of publication.
9) The applicant can borrow a maximum of five theses for inspection. The work will be ready in the study room the next day after ordering.
10) Final and qualifying theses can only be borrowed in the study room during opening hours.
11) In the event that the applicant violates the principles of borrowing final and qualifying papers, the employee of the study center is entitled to withdraw the final or qualifying paper and subsequently limit his access to borrowing final and qualifying papers.

**Annex 4**

## POLICY FOR RETURNING BOOKS THROUGH BIBLIOBOX

University library of the University of Ss. Cyril and Methodius in Trnava (CIS UCM) allows users of library services to return books through the BIBLIOBOX located in front of the main building of UCM in Trnava on Nám. J. Herdu 2.

Users returning books in this manner are required to comply with the following policies:

1). Only books borrowed from CIZ UCM in Trnava can be returned to BIBLIOBOX.
2) CIZ UCM is not responsible for discrepancies in books returned via BIBLIOBOX caused by the user.
3) Books will be debited from the user's account within 2 working days.
4) The user is obliged to check the write-off of books on his account and report any discrepancies immediately by e-mail, by phone or in person at the library.
5) The user is obliged to pay late fees or other penalty fees during the next personal visit to the library.
6) It is not possible to return to BIBLIOBOX books enforced by director's reminder, oversized books, books borrowed from other libraries, books and documents borrowed through MVS or MMVS.
7) Books must be placed in the box so that they are not damaged.