

APPROVED

by Rīga Stradiņš University

Rector's decree No 5-1/7/2020 as
of 10.01.2020

Rīga Stradiņš University
LIBRARY RULES AND REGULATIONS

Issued in accordance with

Section 21, Paragraph two of the
Library Law

1. GENERAL PROVISIONS

- 1.1. Rīga Stradiņš University Library (hereinafter - the Library) is a structural unit of Rīga Stradiņš University (hereinafter referred to as RSU) without the status of a separate legal entity. The Library shall provide information resources and services to RSU academic and scientific work and access to Latvian and international electronic resources, as well as provide quality information related to health care, pharmacy and general reference to people employed in the field of health care.
- 1.2. The Library Rules and Regulations of Rīga Stradiņš University (hereinafter - the Library Rules and Regulations) shall govern the types of users of the Library (hereinafter - the Users), provision of services to the Users, use of information sources and systems, types of free and paid services, determination of overdue fines, compensation for loss, the rights and duties of the Users and other issues related to the Library.
- 1.3. The Library Users shall have access to the following service points:
 - 1.3.1. The Library Information Centre - an Open Access Reading Room at 16 Dzirciema iela, Riga;
 - 1.3.2. Binding and Laminating at 16 Dzirciema iela, Riga;
 - 1.3.3. Open Access Loan at 16 Dzirciema iela, Riga
 - 1.3.4. Inter-Library Loan (hereinafter - the ILL) at 16 Dzirciema iela, Riga;
 - 1.3.5. The World Health Organization Depository Library in Latvia (hereinafter - the WHO Depository Library of Latvia) at 16 Dzirciema iela, Riga;
 - 1.3.6. The European Documentation Centre (hereinafter - the EDC) at 16 Dzirciema iela, Riga;
 - 1.3.7. Library branch - Information Centre for Latvian Health Care Professionals (hereinafter referred to as – ICLHCP) at 5 J. Asara iela, Rīga;
 - 1.3.8. RSU Liepāja Branch Library at 24/26 Rīņķu iela, Liepāja;

1.3.9. The Library Branch at RSU Medical Education Technology Centre at 26a Anniņmuižas bulvāris, Riga.

- 1.4. The price-list for the Library paid services shall be approved by the decree of RSU Rector.
- 1.5. The Library Rules and Regulations shall be binding to the entire RSU staff and other Library Users.
- 1.6. The Form No. BK-2 "Rīga Stradiņš University Library User Registration Form" (hereinafter - User Registration Form) shall be an integral part of the Library Rules and Regulations.

2. USER STATUS

- 2.1. The Library User shall be any legal or physical entity using the Library services.
- 2.2. A physical entity may become the Library User by registering at any of the Library Service Centres in accordance with the procedure specified by the Library. Cooperation agreements shall be concluded with legal entities.
- 2.3. Classification of the Library Users (physical entities) by status shall be the following:
 - 2.3.1. Regular Users - RSU students and attendees of RSU Open University, RSU academic and general staff, RSU scientific degree applicants, students of RSU Red Cross Medical College (hereinafter - RCMC), academic and general staff of RCMC;
 - 2.3.2. Other Users - students and pupils of other educational institutions, persons employed in the field of health care, professionals of related disciplines and other registered Users of RSU Library;
- 2.4. The status of a Regular User shall be attested by the following documents:
 - 2.4.1. for RSU students - a RSU Student Card;
 - 2.4.2. For attendees of RSU Open University - a decree by the Rector on including into the list of attendees;
 - 2.4.3. for RCMC students - a Student Card;
 - 2.4.4. For academic and general staff of RCMC - the Unified Reader's Card (hereinafter - the URC);
 - 2.4.5. for other RSU staff - a Staff Card;
 - 2.4.6. for RSU scientific degree applicants - a Card of RSU scientific degree applicant.
- 2.5. For other users the status shall be confirmed by the URC or the cards and certificates recognised as the URC equivalents by the Culture Information Systems Centre.
- 2.6. For remotely registered users, the URC shall be issued, when visiting a Library Service Centre in person.
- 2.7. It is forbidden to hand over the URC or its equivalent to another person.

3. USER RIGHTS

- 3.1. The Library Users shall have the right to use the Library services in accordance with the requirements of the present Rules and Regulations.
- 3.2. The Regular Users shall have the right to use the entire scope of the Library services.
- 3.3. Other Users shall have the right to use the services available at the service points specified in Paragraphs 1.3.1; 1.3.2; 1.3.5;1.3.6; 1.3.7; 1.3.8 and 1.3.9 of the Library Rules and Regulations. Information sources of the WHO Depository Library of Latvia (excluding inquiry materials) shall be available to Other Users for use outside the Library premises. Health care professionals and professionals of related disciplines may receive information sources at the Library branch ICLHCP.
- 3.4. The Users shall have the right to receive information on the Library stock.
- 3.5. The Regular Users shall have the right to obtain the printed material and other documents or their copies from the Library stock, or obtain said materials from the stock of other libraries, including foreign libraries, in the event of non-existence of the ordered documents within the Library stock.
- 3.6. The Library Users shall have access to the Internet in accordance with the procedure specified in RSU, including wireless network as well as shall have the right to print, scan and copy documents, complying with the restrictions related to use of intellectual property as set out in the Copyright Law.
- 3.7. The User shall have the right to donate information sources, technical equipment, as well as money to the Library.
- 3.8. The following restrictions shall apply to use of computers and electronic information resources:
 - 3.8.1. the User shall be allowed to use only those programmes being at their disposal;
 - 3.8.2. the databases shall be allowed to use only in accordance with their terms of use for non-commercial purposes;
 - 3.8.3. information storage and search retrieval shall not be provided beyond the current session;
 - 3.8.4. It shall be forbidden:
 - 3.8.4.1. to make copies or amend the files that were not created by the User;
 - 3.8.4.2. to deliberately change the option settings, to restart and switch off the computer;
 - 3.8.5. The User is obliged to delete their files upon completion.
- 3.9. The User shall have the right to submit suggestions regarding improvements of the Library services to the Director of the Library.

4. USER SERVICES

- 4.1. The Librarians shall be the point of contact to answer questions related to the information on the Library stock, checkout of information sources, working regulations, as well as other questions pertaining to the Library use.

- 4.2. The Bibliographers shall provide the following information services: bibliographic and other directory inquiries, practical help on use of catalogues and card files and electronic information sources, as well as shall provide differentiated information services based on individual requirements of the Regular Users.
- 4.3. When attending any of the Library Service Points, one of the following documents must be presented: a RSU Student Card, RCMC Student Card, RSU Staff Card, a Card of RSU scientific degree applicant, the URC or its equivalent, whereas attendees of RSU Open University shall present a personal identity document.
- 4.4. Current information on Library Service Points and working times is available on RSU website (<https://www.rsu.lv/biblioteka/apkalposanas-punkti-filiales-un-darba-laiks>):
 - 4.4.1. the Users are asked to follow the changes of the Library opening hours during summer (the middle of July - the beginning of the academic year);
 - 4.4.2. the last Friday of February from 8.30 to 14.00, the last Friday of August and the third Friday of December shall be the Library Clean-up days. The Library shall be closed to the Users.

5. PROCEDURE FOR CHECKOUT OF INFORMATION SOURCES

- 5.1. RSU Regular Users are entitled to borrow resources from the Open Access Loan for 1 semester or 1 month. A Regular User is entitled to have no more than 5 information resources with a status "1 month" and no more than 15 information resources with a status "for the semester" at a time.
- 5.2. The following procedure shall be used for issuing information sources in the Library Reading Rooms:
 - 5.2.1. The Regular Users must register the copies of the Library Information Centre Reading Room for use in the Free Access Loan with the Librarian at the Library Information Centre. After use, the return must be recorded in the self-service facility in the Free Access Loan and the copies must be placed in the intended location;
 - 5.2.2. information sources that are available in a single copy in the Reading Room and directories shall not be issued for use outside the Library premises;
 - 5.2.3. Materials of the WHO Depository Library of Latvia shall be issued to Library Users for a period of up to 2 weeks (excluding reference literature);
 - 5.2.4. The EDC publications shall be freely available in the Library for taking along.
- 5.3. Procedure for issuing information resources at the Library branches:
 - 5.3.1. Information resources of the ICLHCP shall be provided to the academic staff, general staff and students of RSU and RCMC, RSU scientific degree applicants, health care professionals and professionals of related disciplines and attendees of RSU Open University for a limited period;
 - 5.3.2. RSU Library branch at the Medical Education Technology Centre shall issue the sources to RSU students, RSU scientific degree applicants, attendees of RSU Open University and RSU academic and general staff for a limited period;

- 5.3.3. The information sources of RSU Liepāja Library branch shall be issued to RSU students, attendees of RSU Open University, RSU general and academic staff, RSU scientific degree applicants for a limited period.
- 5.4. If the information source is required for a longer period and it is not requested by other Users, the period of use may be extended electronically by writing to the e-mail address (biblioteka@rsu.lv or the e-mail address of the relevant branch), by phone or in person by visiting the Library.
- 5.5. The Registered Users may order the information sources non-existent within the Library stock, from the ILL by completing the Inter-Library Loan request form (including electronically on the Library website: for books https://formas.rsu.lv/formas/biblioteka_gramatas, for journal articles https://formas.rsu.lv/formas/biblioteka_zurnali) or shall make a request via e-mail (sba@rsu.lv).
- 5.6. The information sources received from the ILL shall be issued for on-site work at the Service Points specified in Paragraphs 1.3.1; 1.3.3; 1.3.4; 1.3.7; 1.3.8 and 1.3.9 of the Library Rules and Regulations.
- 5.7. In order to receive a copy of the requested journal article from the ILL, the Library User must pay for it electronically at a price specified by the Library-supplier.

6. USER OBLIGATIONS

- 6.1. Upon registration or re-registration with the Library:
- 6.1.1. The Regular User of the Library is obliged to present a document certifying the status of the user and familiarise themselves with the Library Rules and Regulations;
- 6.1.2. Other User of the Library is obliged to present a personal identity document, familiarise themselves with the Library Rules and Regulations, as well as acknowledge observance of said Rules and Regulations and the authenticity of the information provided by signing the User Registration Form (Annex No. BK-2) Healthcare professionals may register remotely by completing the User Registration Form on the Library website and sending it electronically to the e-mail kristine.priedniece@rsu.lv.
- 6.2. The User is obliged to handle all types of the Library information sources with care, must not damage them and make their notes in them, must immediately notify the Librarian about the damage detected when receiving the damaged source of information.
- 6.3. If the Library staff member detects the damage upon return of the information source, the User must compensate for the damage caused to the Library within the period of 1 (one) month in accordance with the price list for the paid services.
- 6.4. Information sources that are checked out for use outside the Library premises must be registered in the self-service system or at the Librarian, and the User must observe the loan duration.
- 6.5. If the User fails to observe the loan duration period for the information source, fails to return it on its due date or does not extend the loan period for the information source taken, the User is obliged to pay an overdue fee in accordance with the price list for paid services within a period of 1 (one) month.

- 6.6. If a RSU student, an attendee of RSU Open University or RCMC student fail to settle a debt for the previous year of studies, the User shall lose the right to obtain information sources for use outside the Library as of the beginning of the next year of studies (1 September or 1 February), whereas, after two months (accordingly from 1 November or 1 April) the User shall lose the right to use the Library Services, and the Librarian shall block the User and mark him/her as *a Debtor* in the Unified Reader Database (hereinafter -the URDB) (i.e. the User is denied the possibility to extend the time limit for the use of information sources, to reserve and issue the information sources). The above mentioned does not relieve the User from academic and other obligations towards RSU.
- 6.7. If a RSU student, an attendee of RSU Open University or RCMC student fails to settle a debt at the Library after their exclusion from the list of students, the Librarian shall block the User and mark them as *a Debtor* in the URDB.
- 6.8. The Librarian shall unblock and remove the mark *Debtor* solely after the settlement of debts in full amount.
- 6.9. Any of the libraries included in the project Unified Reader's Card shall be entitled to refuse to provide services to the Users having been blocked and marked as *a Debtor* in the URDB.
- 6.10. The User is obliged to replace a lost source of information with the same title or equivalent source of information by reaching an agreement with the Librarian. If this cannot be done, the value of the lost information source must be reimbursed within a period of 1 (one) month in accordance with its existing market value.
- 6.11. The User must notify the Library on changes of their workplace, surname, e-mail address or telephone number during their first visit to the Library after the moment of introduction of the above-mentioned changes.
- 6.12. The User is obliged to follow the Library Rules and Regulations, as well as standards of conduct that are in line with the status of a Library User.
- 6.13. The User is obliged to treat fellow Library Users and Library staff with courtesy and respect.
- 6.14. The User must comply with personal hygiene requirements during their stay at the Library premises.
- 6.15. The User must adhere to the traditional concepts of academic environment while using RSU Internet connection.
- 6.16. The User must settle their financial liabilities to the Library in a timely manner, if any.
- 6.17. The User shall be fully responsible for their action and/or lack of action in accordance with the restrictions stipulated in the Copyright Law (plagiarism, reproduction, reprographic reproduction, non-commercial and direct use in the study process, etc.)
- 6.18. The User is obliged to follow instructions given by the Library Director, staff and RSU management.
- 6.19. RSU students who are granted an academic leave or who are excluded from the list of students are obliged to submit an Exit questionnaire with a mark from the Library "No debts at RSU Library" and the Librarian's signature and the date to the Dean's Office, whereas RSU RCMC students to the Study Department.

- 6.20. The User, who fails to comply with the Library Rules and Regulations, or significantly disrupts the work of other Library Users or the Library staff, shall write an explanatory note upon the request of the Librarian. Upon the decision of RSU Vice-Rector for Studies, repeated misconduct may result in prohibition from using the Library Services for a period of up to 1 (one) month, whereas, in case of recurrent misconduct within 1 (one) year - up to 3 (three) months. The above mentioned does not relieve the User from academic and other obligations towards RSU.

7. PERSONAL CONDUCT AND BEHAVIOUR IN THE LIBRARY

- 7.1. The User must observe silence and order in the Library Reading Rooms.
- 7.2. The following shall be prohibited in the Library:
- 7.2.1. to use mobile devices loudly;
 - 7.2.2. to consume food;
 - 7.2.3. to be under the influence of alcoholic drinks, drugs or any types of toxic substances;
 - 7.2.4. to participate in or support any type of action harming the reputation of RSU and the principles of its corporate identity, or any type of action causing harm to RSU, its staff or cooperation partners;
 - 7.2.5. to copy, take photographs of and scan the Doctoral Theses and academic Research and Final Papers of RSU students.

8. PERSONAL DATA PROCESSING

- 8.1. The processing of personal data within the framework of the provision of Library services shall take place with the aim of identifying and listing Library Users and ensuring that the Library functions are performed.
- 8.2. Legal basis for the processing of personal data is the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) Article 6 Paragraph 1, Points a), b), c), e) and f); Section 3, Clause 2, Section 15, Paragraph One and Section 16, Paragraph One of the Library Law; sub-clause 4.2 of the Cabinet Regulations No 291 of 30 May 2017 “Regulations on the Collection of Official Statistics in the Field of Culture”. By submitting the User Registration Form (Form No. BK-2), other Library Users shall confirm their consent to the processing of personal data for the purpose specified in the Paragraph 8.1 of the Library Rules and Regulations.
- 8.3. The following personal data shall be processed as part of the provision of the Library services: given name, surname, personal identification number, photo, position, workplace, place of study, student card number, e-mail address, telephone number, local data of the Library.
- 8.4. Personal data of Library Users is available to RSU Library staff. Personal data shall be transferred to the staff of the Cultural Information Systems Centre in order to ensure the registration of the Library Users and access to the National Information System “Library Information System ALEPH500”. Personal data may be disclosed to the investigative and judicial authorities, as well as to the authorities supervising and controlling RSU activities to the extent and in accordance with the procedures prescribed by laws and regulations.

- 8.5. Library Users shall have the rights of the data subject as defined in RSU Privacy Policy with respect to their personal data.
- 8.6. The Personal data submitted shall be stored for 5 (five) years after the last use of the Library, provided that the obligations to the Library have been settled.

Director of RSU Library

I. Aploka

The document has been signed with an internal electronic signature of the Document Management System

08.01.2020