



AKADEMIA • ACADEMY TEMPULLI

REGULATION ON THE LIBRARY OF THE TEMPULLI ACADEMY

Article 1.

Purpose

The Tempulli Academy Library was established with the primary purpose of providing valuable scientific support and updating those involved in the general fields of Science and technology in particular as well as the specific field of transport and telecommunications for students, academic and administrative staff as well as the general community.

The library takes care of the enrichment, systematization and storage of any bibliographic and documentary material useful for this purpose, guarantees its service to users by providing sufficient information about the documents at its disposal.

The Library cooperates with other libraries and Institutions at national and international level for the exchange of information and documents and to implement cooperation projects of library and bibliographic character.

Article 2

Organization

The activity of the Library is oriented in the following areas:

- Receiving library materials through the purchase, donation, storage and exchange of publications;
- Systematization of collections based on uniform criteria and corresponding to the specific disciplinary structure;
- Magazine subscription management, gifts and exchanges;
- Descriptive catalog of documents according to national and international criteria;
- Preservation, protection, consultation, borrowing of documents;
- Assistance and information for users regarding the use of the Library, repertoires and bibliographic catalogs.

These sectors and management functions are covered by qualified personnel, with clearly defined skills and responsibilities that also use electronic devices.

Article 3

Duties and responsibilities

The Library Officer ensures the implementation of the appropriate criteria regarding:

- Organizing collections and services in order to protect and evaluate the bibliographic property and the requests of users reviewed in advance;
- Organizing and coordinating the work in the Library, defining and verifying the cataloging procedures as well as training and updating the employees;
- Study and proposal of new services;
- Presentation of proposals, analyzes and suggestions regarding procurement policies;
- Promotion and participation in inter-library cooperation projects.

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Library staff:

Provides general information on the use of the library and its instruments, in particular the assets and services provided are:

- Assists readers in consulting the catalog and guides them in their research and studies; -
- Welcomes proposals, requests and reports for any irregularities by users;
- Accepts proposals for the purchase of new books, after the request has been deposited in the special archive;
- Creates and updates the list of users, suppliers and entities related to the library;
- Has the task of compiling the latest arrival bulletin and updating it every two weeks;
- Has the responsibility to comply with all requirements set out in this regulation.

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Article 4

Users

The users of the library, based on the services and documents provided to you, are:

- AT staff;

- Doctoral students and master students registered with KT;
- Students of the Temple Academy
- European project students (Erasmus)
- External researchers must be provided in advance with a presentation letter signed by an AT member.

The librarian should keep a note, in a separate register, of the personal data of the accepted scholars and of the members who have submitted them.

Article 5

The library schedule is as follows:

Monday - Saturday (excluding AT closing periods) 9-19: 00.

The request for consultation or loan of volumes must be made within half an hour, before the closing of the library. Schedule may vary depending on scientific activities or facility maintenance; the public will be informed about these cases immediately.

Article 6

Access and control

Before entering the reading and consultation room the user should leave the jacket and all kinds of bags in the designated room, equipped with hangers and boxes numbered with keys.

Access to the Library is only allowed to members equipped with a card library, which must be presented at the staff entrance in order to be offered the service.

The issuance of the card is immediate, after the submission of a valid identity document and the completion of the standard registration form; the personal card is valid for one year.

To renew the card, the user must make a simple request and submit a valid identification document.

In case of loss or theft of the card, the user is obliged to notify the library staff as soon as possible, who will issue a copy.

Personal books can only be entered if they are for the benefit of consultation at the library and must be shown to staff at the entrance and exit for any necessary authorization.

The supervisory staff has a duty to check that no one keeps the Library volumes with them without proper permission.

Article 7

Reading room

The library has a reading and consultation room.

The hall is equipped with tables, chairs, ball pens and shelves on which the volumes of books are located, the hall is equipped with a multimedia Workstation for consulting the on-line catalog of the Library and all works in electronic form.

Article 8

Consulting and reading

The consultation of all bibliographic material is located on closed shelves.

Each user can consult no more than three volumes at a time.

In cases where the user has not completed the consultation of one or more books he has received to read and intends to return to consult them within a maximum period of three days, he may request that they be kept in storage at his disposal.

Article 9

Borrow

It is allowed to borrow volumes outside the Library for: - AT staff;

- Students enrolled in Doctorate or Master at AT and in any HEI-Kosovo and region;
- Professors and researchers of the Temple Academy.
- Students of regional and European projects (Erasmus)
- High school teachers;
- High school students.

The lending service is active from Monday to Saturday during the hours specified in point 5.

The borrowing period is 5 days, for a maximum of three volumes. An extension of the borrowing time for another 5 days may be required, provided the book has not been booked by other users in the meantime.

Users already registered in the library enjoy the right to reserve books that are currently in consultation with other users; booked books, once returned, can be kept available to the user who has made the booking for a maximum of two days. Each volume must be recorded in the personal card and signed by the member, who undertakes to implement the provisions of this regulation and not to give to third parties the volumes he has borrowed. All material held by the Library may be borrowed, except:

- Dictionary;
- Encyclopedia;

- Expensive books;
- Works not inventoried, not yet cataloged;
- Materials not on paper (ex. works in electronic format)
- Reference materials
- Diploma thesis.

Article 10

Sanctions

The loan period is mandatory. The person, who has arrears, and after being notified does not return a response, is temporarily suspended from the service by blocking the card until the return of the material.

At the moment of returning the material out of time, administrative measures are taken, which consist of the suspension for one month of the loan service. In the same way the member who has lost or damaged a volume, despite any direct or indirect liability, is obliged to replace it with a compulsorily equal volume, in case of not finding the volume in the market is obliged to replace it with a printed copy, as well as pay an amount equal to the value that the volume has in the market.

Article 11

Reproduction and photocopying

Members may request, for a fee, a photocopy of the pages or parts of the published works in accordance with current copyright legislation

Excluded from photocopying are books and periodicals from before 1912, large format volumes and those that are preserved in poor condition.

In cases where the reproduced material is to be used for publishing purposes, the member undertakes to recognize the rights of the TA; in the case of reproduction for commercial purposes the TA will determine the conditions, possibly including financial, for authorization.

Article 12

Purchase on request

Users can propose the purchase of material from the field of study, after completing the special form. Requests are reviewed by the Library Manager.

Article 13

Rules of conduct

For everyone, it is strictly forbidden:

- stay in the Library for purposes other than study;
- use the Library for personal gain (private lessons)
- smoking in the Library;
- disturbing in any way other readers;
- introduction of food or beverages in the Library premises;
- use of mobile phone in the library;
- writing, even with a pencil, or damaging the Library books in any way;
- access to library warehouses;
- inserting bags, envelopes or other items; these items must be stored in separate drawers and users must keep the keys, which they hand over before leaving the Library.

The library is not responsible for materials or personal items entered by users on its premises, or stored in drawers.

Users can not:

- borrow library materials in consultation before the completion of the purchasing process and cataloging;
- to browse the Internet for purposes other than consulting bibliographic tools and to damage in any way the software infrastructure and hardware devices made available.

Staff is available to the user for any concerns or suggestions for improving services; proposals and complaints should be sent in writing to the librarian, who should respond as soon as possible.

Article 14

Entry into force

This regulation enters into force after approval by the Academic Council and approval by the Steering Council of the Tempulli Academy.