

Pursuant to Article 9 of the Statute of the Algebra University, the Senate of Algebra University enacted at its 1<sup>st</sup> session, held on 12<sup>th</sup> December 2023, the following

## **BOOK OF REGULATIONS ON THE USE OF LIBRARY**

### **1. GENERAL PROVISIONS**

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#### **Article 1**

- (1) This Book of Regulations regulates issues related to the use of library materials within the Library of Algebra University (hereinafter: *Library*) and other related issues.
- (2) The Library of the Algebra University is founded in accordance with the Act on Libraries and represents an organizational unit of the Algebra University.

### **2. USE OF LIBRARY FUND**

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#### **Article 2**

- (1) The Library fund can be used by researchers, teachers (active and retired), administrative staff, students and learners of Algebra University.
- (2) The Library fund can also be used by teachers and employees of other higher education institutions and persons with whom Algebra University collaborates in scientific, teaching and professional activities, if approved by the Rector.
- (3) When using the Library, students present themselves with a student card, while other users present themselves with an identity card or passport.

#### **Article 3**

- (1) Students and learners enrolled in Algebra University may simultaneously borrow a number of books, namely:
  - one book copy for each enrolled but not passed course for which the curriculum prescribes literature that is not published by Algebra University and,
  - a maximum of two other Library books, in accordance with the prescribed loan periods.
- (2) Teaching staff, administrative staff and researchers can borrow Library materials without a limit on the number of copies and keep the literature as required.
- (3) Borrowed material may not be lent to others.
- (4) Students can place their book orders through the Infoeduka digital student service system where the books can be picked up at the Student Office within 1 to a maximum of 2 days from the order. A record of borrowed and returned literature is kept within the Infoeduka system.
- (5) Learners submit book borrowing orders through the Registration Desk for Lifelong Learning, where they also pick up their orders.

- (6) Teaching and administrative staff as well as researchers submit book borrowing orders through the Student Office or the email address [knjiznica@algebra.hr](mailto:knjiznica@algebra.hr). Teaching and administrative staff as well as researchers can pick up their orders at the Student Office.

### **3. LOAN PERIODS**

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#### **Article 4**

- (1) The literature prescribed for a particular course can be borrowed with a loan period of no longer than seven days after the passed exam. Students and learners who do not pass the exam within the deadline and still require the literature may keep the literature until they pass the course if they maintain the status of an Algebra University learner or student enrolled in the same study programme, i.e. regulate all other obligations.
- (2) For books that are not part of the literature prescribed for a particular course, the loan period is 60 days, with the possibility of extension upon the presentation of borrowed material.
- (3) Students who have received their final or graduation thesis assignment are granted a loan of up to three items of library material for a period of 60 days, with the possibility of extending the loan period.
- (4) In urgent and justified cases, the return of borrowed publications may be requested from each user before the end of the loan period.

#### **Article 5**

- (1) Borrowed library material must be returned within the stipulated loan periods. In case the loan period has been exceeded, the Student Office, i.e. the Registration Desk is obliged to remind the user to return the material.
- (2) If the reminder remains without success, Algebra University can deny any further use of the Library by the user.
- (3) In case a book has not been returned by the student or learner upon two reminders for returning the Library material, Algebra University can charge the student the full price of the borrowed book in accordance with the Decision on Tuition and Service Fees.

### **4. RETURN OF BORROWED LIBRARY MATERIAL**

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#### **Article 6**

- (1) The user is responsible for the borrowed material and must return the material in the condition in which it was obtained. Students, teaching and administrative staff and researchers return books only at the Student Office.
- (2) Learners can return books only through the Registration Desk for Lifelong Learning.
- (3) If a user tears out, covers with indelible ink, cuts out a page from a publication or damages in any other way or loses the borrowed publication is obliged to obtain it on their own and return to the Library an undamaged copy of the same book edition. If the user cannot obtain a suitable replacement within the period of a maximum of 3 weeks after the deadline for returning the publication, the user shall be charged by Algebra University the full price of the damaged or lost book in accordance with the Decision on Tuition and Service Fees. In that case, the damaged copy shall remain with the user.

- (4) If the user who has caused damage to the Library refuses take responsibility for the caused damage, the Student Office shall, after warning the user, report the case to the Disciplinary Board, which decides on the user's responsibility.

## **5. THE LIBRARY AS INTERNAL READING ROOM**

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### **Article 7**

- (1) The Library's service as an internal reading room, a space for work and study, is available within the premises of Algebra University at Gradišćanska 24 and is provided with 8 workplaces equipped with computers and 20 workplaces without computers as well as wireless Internet access.
- (2) The reading room is open to users in accordance with the working hours which are indicated at the entrance to the reading room.

### **Article 8**

- (1) Against a user who unauthorizedly takes out materials borrowed for the use in the reading room, steals a portion of reading room materials or violates the Library's code of conduct, disciplinary proceedings shall be initiated.

## **6. TRANSITIONAL AND FINAL PROVISIONS**

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### **Article 9**

- (1) The Rector of Algebra University is responsible for the interpretation of this Book of Regulations.
- (2) The Book of Regulations shall enter into force on the day of its adoption.

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