

Pursuant to Article 31 of the Statute of the Algebra University College, the Academic Council of the Algebra University College enacted at its 104th session, held on 16 November 2022, the following

## **BOOK OF REGULATIONS ON THE USE OF LIBRARY AND INTERNAL READING ROOM**

### **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 and the internal reading room of the Algebra University College (hereinafter: Library) and other related issues.
- (2) The Library of the Algebra University College is founded in accordance with the Law on Libraries and represents an organizational unit of the Algebra University College.

### **USE OF LIBRARY FUND**

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#### **Article 2**

- (1) The Library fund can be used by teachers (active and retired), assistants, researchers and students of the Algebra University College.
- (2) The Library fund can also be used by teachers and employees of other university colleges and persons with whom the Algebra University College collaborates in scientific, teaching and professional activities, if approved by the Dean.
- (3) When using the Library, students present themselves with a student card, while other users, who are not permanently employed by the Algebra University College, present themselves with an identity card or passport.
- (4) Teaching staff and associates in scientific and teaching activities can borrow Library materials without a limit on the number of copies and keep the literature as required during the teaching process.

#### **Article 3**

- (1) Students enrolled in the Algebra University College 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 the Algebra University College and,
  - a maximum of two other Library books, in accordance with the prescribed loan periods.
- (2) Borrowed material may not be lent to others.
- (3) Students can place their book orders through the Infoeduka digital student service system whereas the books can be picked up at the Student Office within 1 to a maximum of 2 days from the order, or at the Library. A record of borrowed and returned literature is kept within the Infoeduka system.

### **LOAN PERIODS**

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#### **Article 4**

- (1) The literature prescribed for a particular course can be borrowed with a loan period no longer than ten days after the passed exam. Students who do not pass the exam within the deadline and still require the literature may keep the literature as long as they do not pass the course if they maintain the status of an

Algebra University College student enrolled in the corresponding study program, 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 are obliged to return all borrowed material no later than the end of the academic year in which the material was borrowed, unless the loan period expired earlier. Students cannot enroll in the following year, or obtain a certificate, if they have not returned all borrowed material.
- (4) Students who have received their final thesis assignment are granted a loan of more than two items of library material for a period of 60 days, with the possibility of extending the loan period.
- (5) 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 is obliged to remind the user to return the material.
- (2) If the borrowed material, for which the loan period has been exceeded, is requested, the user is obliged to return the material immediately. If the reminder remains without success, the Algebra University College can deny any further use of the Library.
- (3) In case a book has not been returned within the stipulated loan period, the Algebra University College shall charge the student the full price of the borrowed book.
- (4) With the approval of the Dean, a student who has ignored repeated reminders to return the material shall be suspended from registering for the mid-term exams or final exams, until the material is returned to the Library.

### **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.
- (2) A user who tears out, covers with indelible ink or cuts out a page from a publication shall permanently lose the right to borrow material from the Library of the Algebra University College and is obliged to compensate the Algebra University College for the damage.
- (3) In case of damaged material, the user is obliged to independently acquire and return an undamaged copy of the same publication to the Library or to compensate for the damage in accordance with the Decision on Tuition and Service Fees. In that case, the damaged copy shall remain with the user.
- (4) A user who loses a borrowed publication, must replace it with a new one. If the user cannot obtain a suitable replacement within the period of 4 weeks after the loss, the user is obliged to compensate the Library for the value of the lost publication in accordance with the Decision on Tuition and Service Fees.
- (5) If the user who has caused damage to the Library refuses to compensate for the damage, the Student Office shall, after warning the user, request the Dean to file a lawsuit against the user in the competent court.

## 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 the Algebra University College 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 hours determined by the Dean of the Algebra University College and its use is regulated by the Student Office.

### Article 8

- (1) A user who takes the material borrowed for the use in the reading room out of the Library without authorization, shall lose the right to use the Library until the end of semester and has committed a minor offense in accordance with the Book of Regulations on Disciplinary and Material Responsibility.
- (2) The person in charge of the Library shall, ex officio, report any such act to the Disciplinary Board which shall impose appropriate disciplinary measures in accordance with the Book of Regulations on Disciplinary and Material Responsibility.
- (3) A user who steals a part of the reading room material or repeats a minor offense, has committed a serious offense in accordance with the Book of Regulations on Disciplinary and Material Responsibility. Any such user shall be subjected to appropriate disciplinary measures.

## TRANSITIONAL AND FINAL PROVISIONS

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### Article 9

- (1) The Dean of the Algebra University College is responsible for the interpretation of this Book of Regulations.
- (2) The Book of Regulations shall enter into force one day after its publication on the Algebra University College website.
- (3) On the effective day of this Book of Regulations, the following shall cease to be valid:
  - a. Book of Regulations on the Use of Library and Internal Reading Room of 18 April 2019, CLASS: 602-04/19-01/21, REF. NO.: 251-321-19-03-02.
  - b. Book of Regulations on the Use of Library and Internal Reading Room of 27 April 2022, CLASS: 602-04/22-01/13, REF. NO.: 251-321-22-03-04.

<b>CLASS:</b>	602-04/22-01/43
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<b>Written by:</b>	Ana Tecilazić, Silvija Grgić, Nada Kaurin Knežević
<b>Adopted by:</b>	Academic Council

Chairman of the Academic Council of the Algebra University College

Dean

Assistant Professor, Mislav Balković, PhD