

APPROVED:
by the LA Senate meeting
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Luther Academy

RULES OF

LIBRARY USE

1. General Provisions

- 1.1. The Library of the Luther Academy (hereinafter referred to as the LA) (hereinafter referred to as the Library) is a structural unit of the LA without the status of a legal entity.
- 1.2. The Library collection is the property of the LA.
- 1.3. The Library users rights and obligations while staying in the premises of the Library at Alksnāja iela 3, Riga, LV-1050, shall be defined by the Regulations of the Library and the Rules of Library Use, the Law on Higher Education Institutions, the Law on Libraries, and other effective laws and regulations related to the operation of the Library.
- 1.4. Changes and additions to the Rules of Library Use are suggested by the Library or Student Council and approved by the Senate.
- 1.5. The price list of paid services of the Library is approved by the Senate.
- 1.6. The Rules of Library Use are binding to the LA staff and other users of the Library.
- 1.7. Annexes to the Rules of Library Use are an integral part thereof.

2. Obtaining the Status of the Library User

- 2.1. The Library user is any legal entity or natural person who uses the services of the Library and has been registered as the Library User.
- 2.2. To register at the Library, a passport or an ID card is necessary.
- 2.3. When registering at the Library, the user's form is completed, and the reader is familiarised with the Rules of Library Use. The Library user confirms that they will comply with these Rules by their signature.
- 2.4. The Library should be notified when changing surname, address of residence, or phone number.
- 2.5. When registering, the user gains the right to use the information sources and services available at the Library.

3. Library User Servicing Procedures

- 3.1. The librarian provides information on collection available at the Library, the use of information sources, work procedures, and other matters related to the use of Library.
- 3.2. Basic services provided by the Library are free of charge to all Library users, and paid services are provided in accordance with the price list of paid services of the LA.
- 3.3. Basic services of the Library are as follows:
 - 3.3.1. the use of information resources in the premises of the Library;
 - 3.3.2. providing information and consultations in the Library, by e-mail;
 - 3.3.3. the use of Library trial access and open access databases;
 - 3.3.4. the use of computers and Internet;
 - 3.3.5. exhibitions;
 - 3.3.6. user training in use of catalogues, filing cabinets and other information search systems and electronic resources.
- 3.4. Paid services of the Library:
 - 3.4.1. Copying (black and white A4, A3 format);
 - 3.4.2. Printing (black and white A4, A3 format).
- 3.5. Library users may use the following publications only in the reading room:
 - 3.5.1. reference literature;
 - 3.5.2. dictionaries;
 - 3.5.3. encyclopaedias;
 - 3.5.4. books that are the only copy in the fund;
 - 3.5.5. periodical publications;
 - 3.5.6. Bachelor papers.
- 3.6. The Library shall issue materials for the home subscription to the LA students, academic staff, general staff, pastors of the Latvian Evangelical Lutheran Church (hereinafter referred to as the LELB) and staff of the LELB Central Administration;
- 3.7. The period of use for textbooks issued by the Library shall be a study year; but the period for issuing other literature shall be 20 years. A Library user may take home no more than 10 books at once.

- 3.8. The user should hand back the received publication to the Library by the deadline set by the Library. The deadline may be extended if the received publication is not requested by other users.
- 3.9. If the Library user hands the books back to the Library after the set deadline, the Library shall be entitled to impose a fine in accordance with the price list of the paid services of the LA.
- 3.10. The use of mobile phones is prohibited in the Library.

4. Rights of Users

- 4.1. The Library ensures compliance with the fundamental rights of the Library users as stated in Section 23 of the Law on Libraries.
- 4.2. The Library users are entitled to use the free services of the Library in accordance with provisions of Article 3.
- 4.3. The users are entitled to receive information on the contents of the Library collections, services, and the options of use.
- 4.4. The users are entitled to booking publications and other documents according to the set procedures.
- 4.5. The users are entitled to donate to the Library information sources, technical equipment, as well as donate monetary funds.
- 4.6. The Library users are entitled to inviolability of personal data. The Library may not transfer or disclose these data to a third party, except in the cases provided for by the laws. Data on documents and information used by the user are confidential.

5. Obligations of Users

- 5.1. To comply with the Rules on Library Use.
- 5.2. When registering with the Library, the Library user is obliged to present a personal identification document, to become acquainted with the Rules on Library Use.
- 5.3. The user may not take the books and other documents out of the Library if the receipt of these materials has not been approved by the Library staff.
- 5.4. To deliver the received publications and other materials to the Library by the due deadline.
- 5.5. To treat the publications, other documents and used computer hardware with due care. Remarks and underlining may not be done in publications, and it is not allowed to fold or otherwise damage the pages. If damage is found, the librarian should be immediately notified otherwise the user shall be responsible for the damaged publication.

- 5.6. The Library users shall replace the lost or damaged Library materials with equal publications or shall compensate the damage in threefold amount determining the price in accordance with the inventory books of the Library.
- 5.7. The literature used in the reading room should not be placed back on the shelves but left on the table or handed over to the librarian.
- 5.8. Any person located within the premises of the Library should adhere to the general rules of conduct: conversations, noise and other type of actions that may disturb other readers should be kept to the minimum.
- 5.9. Users who do not comply with the provisions of the Law on Libraries and other laws and regulations, and the Regulations of the Library, as well as the Rules of Library Use; disturb the work of other visitors or the librarian; consume food or beverages while using the collections, computers and office equipment of the Library; visit the Library while under the influence of alcohol, drugs and illegal psychotropic substances; do not comply with the norms of hygiene; lead or bring animals into the Library*; damage the equipment and collection of the Library, may be expelled from the premises of the Library, and they may be prohibited from using the services of the Library for the period of up to one year.

** Except the cases when the animal is a guide of a person with disability.*

Chairman of the Senate

Hans Martin Jönsson

Riga, _____ 20____

Procedures for Public Use of Computers, Internet, and Generally Available Electronic Information

Resources in the LA Library

1. These Rules define the procedures of how the visitors may use computers, Internet, and generally available electronic information resources in the Library.
2. When working, the Library user should strictly adhere to the rules of occupational safety, electrical safety, fire safety:
 - 2.1. not to unplug and plug in again a cable plug;
 - 2.2. to prevent a possibility of various tiny metallic items (pins, staples, etc.) falling into equipment;
 - 2.3. not to handle power cables, connections, plugs, sockets, cables connecting computer parts, etc.;
 - 2.4. when detecting damage or software errors, stop the work and inform the Library staff;
 - 2.5. do not work with damaged hardware.
3. When working with computer equipment and electronic information resources:
 - 3.1. only software transferred at the disposal of the user may be used;
 - 3.2. databases may be used only in accordance with the rules of use for non-commercial purposes;
 - 3.3. saving of search trails or information outside the current work session is not ensured;
 - 3.4. prohibitions:
 - 3.4.1. copying and modification of files which have not been created by the user;
 - 3.4.2. wilful modification of installed options; restarting and shutting off the computer.
4. When using Internet, common principles of ethics should be adhered to; it is prohibited to visit websites viewing of which is not intended for public places.
5. Computer hardware damaged by the user should be replaced with an identical or equal computer hardware. If the user is unable to replace the damaged computer hardware or other materials, he or she should compensate the value in money according to the current market value.
6. The user may print and scan if it has been agreed with the Library staff.
7. In case of uncertainties, the user should ask the Library staff.



LUTHER ACADEMY

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LIBRARY OF THE LUTHER ACADEMY

READER'S REGISTRATION FORM

I hereby certify that I have read the Rules of Library Use of the Luther Academy,
 and I confirm by my signature that I will adhere by these rules.

No.	Name, surname	Date	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			