

Rules of use of the Library

1. General provisions

1.1. The rules of use of the library (hereinafter - the Library) of the Baltic International Academy (hereinafter - BIA) of the Scientific Library System (hereinafter - SLS) (hereinafter - Regulation) regulate the procedure for serving the readers and users of the Library, what printed materials and other documents (information resources) can be transferred readers and can be used in the Library, determine free and paid services, the range of readers and users of the Library, their rights and obligations, as well as other issues related to the use of the Library.

1.2. The Rules have been developed in accordance with the Library Law and the BIA SLS regulations (statutes), in compliance with the Regulation of the European Parliament and the Council no. 2016/679 *On the protection of natural persons regarding the processing of personal data and the free circulation of such data* requirements and other regulatory acts.

1.3. Students and lecture listeners, BIA graduates, BIA academic and general staff, students of universities that are members of [the Latvian Academic Libraries Association](#), as well as any natural person who uses the Library's services can become a Library reader .

1.4. Library users are Library readers , students of universities that are members of [the Latvian Academic Libraries Association](#), as well as any legal or a natural person who uses the Library services intended for the user .

1.5. The requirements of these Rules are also applicable to BIA Library branches in Daugavpils and Liepāja and are binding on their readers and users.

2. Obtaining the status of a Library reader

2.1. You can become a Library reader by registering in the Library and obtaining reader status:

2.1.1. For BIA students - by presenting ISIC or a statement from the BIA Studies Department that the person is a BIA student;

2.1.2. For BIA personnel – by presenting ITIC, passport, identity card or driver's license.

2.2. In order to obtain the status of a reader, the Library user provides the Library employee with the necessary information about himself (name, surname, personal identification number/date of birth, address of the declared place of residence, telephone number, e-mail address), for which a personal Library reader form is drawn up, the reader becomes a Library reader and the Library employee familiarized the reader with the Rules.

2.3. If the user does not provide the information provided for in the Rules and does not meet the requirements for obtaining the status of a reader, he cannot obtain the status of a Library reader and receive the Library services intended for the reader.

3. Service procedures for Library readers and users

- 3.1. When visiting the Library, the Library reader must present one of the following documents: ISIC or ITIC, passport, identity card, driver's license.
- 3.2. Printed works and documents are issued to Library readers who have no outstanding obligations to the BIA, but BIA students and lecture listeners have paid for their studies in the current semester and have no financial debts to the BIA.
- 3.3. BIA editions and BIA course-summaries Library readers are issued a total of no more than three titles for the term until the end of the current study semester.
- 3.4. Printed works with an inventory number, which are in the Library's collection, are issued to Library readers for checking in a total of no more than three titles for a period of up to 14 days.
- 3.5. The deadline for handing over printed works and other issued documents can be extended by coming to the Library, by e-mail or by phone, if no other reader has applied for it and if the reader has no pending obligations with the BIA.
- 3.6. Printed works with an inventory number, which are only in one copy in the Library's collection, are not issued for reconciliation.
- 3.7. The Library's periodicals and regulatory acts are available only in the Library's reading room.
- 3.8. Printed works and other Library documents issued for collection must be handed over to a Library employee, for which a corresponding entry is made in the reader's form.
- 3.9. If the transferred printed works or other documents have missed the transfer deadline, the Library employee, at the reader's request, issues a copy of the reader's form with data on their transfer deadlines.
- 3.10. For untimely delivery of printed works and other documents to Library readers, a fine of EUR 0.20 per day is applied for each title. Fines for late printed works or other documents must be paid at the Library's cash desk or by transfer to the BIA bank account, indicating the purpose of the transfer.
- 3.11. The reader whose contractual obligations with the BIA is terminated is obliged to hand over the printed works and documents issued for takeaway to the Library immediately, but no later than within three days from the termination of the contractual relations.
- 3.12. The Library reader does not have the right to the Rules 3.3. and the use of the Library services specified in clauses 3.4, if clauses 3.3, 3.10, 3.11, 5.1.3 of these Rules are not fulfilled. and/or the requirements of clauses 5.1.5.
- 3.13. BIA students have the right to use computers and scanners in the Library's reading room at no additional charge, according to the limits set by BIA. If there are no limits, computers and scanners can be used according to the prices determined by the BIA, by paying at the Library's cash desk. The other users of the Library use the Library services in accordance with the BIA service prices.
- 3.14. The Library copies printed works or documents from the Library's collection, as well as private documents of individuals:
- 3.14.1. in the case of a queue, the advantage is for those who want to copy the Library's printed works and documents or documents that are necessary for studies at BIA;
- 3.14.2. documents must be submitted for copying at least half an hour before the Library closes.
- 3.15. When copying or scanning from printed works and documents, the Library and its users comply with the provisions of the Copyright Law:
- 3.15.1. copying or scanning is carried out only to such an extent as not to unreasonably limit the legitimate interests of the author;¹

¹ Second part of Article 18 of the Copyright Law

3.15.2. also copy (or record in another way) the name of the printed work and the name of the author.²

3.16. The Library does not take responsibility for the belongings of readers and users, which are left unattended in the Library premises.

3.17. The Library has the right to close the premises at any time, prohibiting the provision and use of the Library's services, if it is necessary to protect national security, ensure the prevention or detection of criminal offenses or administrative violations.

3.18. At the end of the Library working day:

3.18.1. accepting and processing new reservation requests from the reader is stopped 15 minutes before the end of the Library's working hours;

3.18.2. 15 minutes before the end of the Library's working hours, the used printed materials and other documents must be handed over, and the Library's reader or user must leave the Library's premises;

3.18.3. the cashier's working hours are interrupted 10 minutes before the end of the Library's working hours.

4. Rights of Library readers and users

4.1. The Library reader has the right to:

4.1.1. receive and use printed works and documents available in the Library collection;

4.1.2. use databases, information search systems for searching and obtaining information resources and other services provided by the Library;

4.1.3. to receive advice from a Library employee on the use of the Library catalog, electronic databases and other information resources;

4.1.4. to extend for a certain period of time the printed works and documents in the Library collection;

4.1.5. request to extend the term of use of printed works and documents in accordance with clause 3.5;

4.1.6. to access your personal data processed by the Library and to request data deletion in cases where the data is no longer necessary in relation to the purposes for which it was collected or otherwise processed. The use of these rights may be limited in cases determined by regulatory acts;

4.1.7. withdraw consent to data processing at any time, without affecting the lawfulness of such processing based on the consent given before the withdrawal.

4.2. The Library reader and user has the right to:

4.2.1. visit the Library during the specified working hours;

4.2.2. receive free and paid services: internet, document printing, copying, scanning, binding, etc. according to BIA service prices;

4.2.3. buy books, stationery, etc. available for sale;

4.2.4. free photographing of printed works and information resources for non-commercial purposes in a small volume without a flash, in coordination with the Library employee and in compliance with the requirements of the Copyright Law.

4.3. The Library reader and user has the right to enter and use in the Library:

4.3.1. personal belongings (stationery, wallet, glasses, medications for personal use);

4.3.2. drinking water in the original packaging or water bottle;

4.3.3. laptops and other electronic devices.

² First part of Article 21 of the Copyright Law

5. Obligations of Library readers and users

5.1. The Library reader is obliged to:

5.1.1. present a document (ISIC, ITIC, passport, identity card or driver's license) to the Library employee to use in Rules Clause 3.3. and 3.4. the Library services specified in;

5.1.2. using printed works and documents in the Library's collection, observing the requirements of the Copyright Law;

5.1.3. to keep track of the take-away of printed works and documents by the terms of use and to deliver them to the place of issue on time in the condition in which they were issued. The Library employee must be informed immediately about the noticed damages;

5.1.4. with the printed works and documents not delivered within the specified period, pay a fine in accordance with Clause 3.10 of the Rules;

5.1.5. replace a lost or damaged printout and/or document with an identical or equivalent one. If it is not possible to do so, pay the fee for its restoration and compensate the value of the lost or damaged printed work or other document in the amount of five times the true value of the printed work or document;

5.1.6. upon termination of contractual obligations with the BSA, hand over to the Library all printed works and documents received for take-away within the period specified in Clause 3.11. of the Rules;

5.1.7. notify the Library in writing about changes in personal data no later than within five working days from the moment these changes have been made.

5.2. Readers and users of the Library are obliged to:

5.2.1. comply with the requirements of these Rules;

5.2.2. treat the Library's printed works, documents, inventory and equipment with care;

5.2.3. after using books, magazines or other documents in the reading room, put them in the place designated by the Library.

5.2.4. observe mutual cultural and behavioral norms, treat the Library staff, readers, users and visitors with respect, follow the instructions of the Library employees, do not disturb the work of other Library users, do not make noise.

5.2.5. Silence must be observed in the Library reading room, all electronic devices brought into the reading room must be turned on in silent mode, their use must not be audible or disturbing to others.

5.3. Readers and users of the Library are not allowed in the Library premises:

5.3.1. bring in and use food products, alcoholic and non-alcoholic beverages and other intoxicating substances, except for this Rules 4.3.2. referred to in paragraph;

5.3.2. disturb the work and presence of Library employees and users in the Library premises, sleep in the Library premises;

5.3.3. make offensive remarks, comments and/or threats to Library employees and other Library users and visitors;

5.3.4. stay in unhygienic, greasy and smelly clothes, under the influence of alcohol and/or other intoxicating substances;

5.3.5. to smoke, including using electronic smoking devices;

5.3.6. work with printed works, other documents or equipment with wet, dirty hands, as well as make marks in them or damage printed works, documents and other resources in any other way;

5.3.7. use mobile devices, personal computers, etc. devices for talking and playing music in a way that creates noise or otherwise disturbs other users of the Library;

- 5.3.8. enter with animals, except with a guide dog or an assistant dog, if the dog is specially trained and a relevant certificate has been issued for it;
- 5.3.9. to bring weapons, explosives or objects, or substances that cause harm to the life or health of persons due to their properties, if their bringing is not related to the performance of duties or duties.
- 5.4. Readers and users of the Library are prohibited from:
 - 5.4.1. turn on and off Library computers or other equipment;
 - 5.4.2. damage or modify the infrastructure of the Library's computer system in any way, change the computer configuration, including program interface settings, disconnect or connect wires to the computer, except for the wires needed to connect flash drives, portable hard drives or headphones, etc.;
 - 5.4.3. use the Internet and Library computers to commit criminal, administrative or civil violations.

6. Processing of personal data in the Library

- 6.1. The basic purpose of data processing in the Library is to provide services to Library readers for the fulfillment of the functions, rights and obligations specified in the BIA SLS Regulations and the Library Law
- 6.2. The personal data of the Library reader may be processed for the fulfillment of the contract on obtaining education (in cases where the Library reader is a student), for the identification, accounting, accounting and control of the Library reader, as well as for the resolution of incidents related to the processing of personal data, in compliance with [the Privacy Policy of the BIA.](#)
- 6.3. The personal data of the Library reader will be stored until the end of the relevant calendar year, when the contractual relationship with the BIA was terminated or the Library reader announced his refusal to use the Library, except if he has outstanding obligations to the Library.