

## **REGULATIONS FOR THE USE OF THE LIBRARY**

*Developed in accordance with Section 16, Clause 1.1 of the Library Law.*

### **1. General Provisions**

- 1.1. The Regulations (hereinafter – the Regulations) for the use of the Library (hereinafter – the Library) of RISEBA University of Applied Sciences (hereinafter – RISEBA) define the procedure whereby the Library delivers services, provides access to its collection, the use of information resources, databases and systems, registration procedure, as well as define the rights and obligations of its users.
- 1.2. The Library users are obliged to acquaint themselves with the Regulations prior to registration or renewed registration.
- 1.3. The Regulations can be found in the Library and on the RISEBA website (<https://www.riseba.lv/index.php/lv>).
- 1.4. The Library user (hereinafter – the user) may be any natural or legal person who uses the Library's services, without a fee, on the loan basis, draws upon information resources for specific purposes, provided that they return the same borrowed information resource within a certain period of time. The legal relations established hereby shall be viewed as a loan contract.
- 1.5. The subject of the loan is an information resource, which for the purposes of these Regulations is printed matter, audio-visual or digital material.
- 1.6. The subject of the Library loan is the property of RISEBA.
- 1.7. The subject of the Library loan may be used by the RISEBA staff, as well as by any other legal or natural person who according to the procedure set out herein has obtained the status of Library user.

### **2. Library User Registration Procedure**

- 2.1. Any person who has been registered in person with the Library may obtain the status of Library user.
- 2.2. In order to be registered with the Library:
  - 2.2.1. students shall present a valid student ID card, other persons – an identity document;
  - 2.2.2. familiarise yourself with the Regulations and agree to comply with them by signing in the register;
  - 2.2.3. indicate the name, surname, declared or actual place of residence, telephone number, e-mail address that will be used for receipt of the information related to the use of the Library.
- 2.3. Upon registration at the Library, the user receives the identification number and password for authorisation with the Electronic Union Catalogue of national significance (hereinafter –

Union Catalogue). The identification number shall be used for communication with the Library.

- 2.4. Once a year, the Library user shall renew registration at the Library. Renewed registration is denied to those users who have not settled their obligations to the Library for the previous period.
- 2.5. Those persons who are not registered as Library users may use the information resources on the Library premises subject to presentation of their passport or ID card.

### **3. Use of Library Services**

- 3.1. When using the Library's services, students are required to present a valid student ID card, while all other persons are required to present a valid ID card.
- 3.2. Information resources can be taken out of the Library only by RISEBA students and employees. For other users, they are available in the reading room.
- 3.3. In order to loan information resources, a resource from the open access collection shall be chosen.
- 3.4. All the loans will be electronically registered with the library's information system ALEPH (hereinafter – ALEPH) by indicating the unique identifiers of the user and the information resource. The duration of the loan will be determined by the usage parameters of the information resource defined with ALEPH.
- 3.5. The term of use of the borrowed information resource may not be extended if the term of use of the borrowed item is overdue or the item has been requested by another user.
- 3.6. The rare editions in the Library's collection will not be handed over to the users for taking out of the Library.
- 3.7. To use the databases remotely and to obtain individual access data, the student shall send a request to the library's e-mail address, [bibl@riseba.lv](mailto:bibl@riseba.lv), with the reference: Access data for subscribed databases. The e-mail shall contain name, surname / study programme, course.
- 3.8. The Library delivers the basic services and paid services according to the Pricelist of Fee-Based Services (hereinafter – the Pricelist) approved by RISEBA.

### **4. The Use of the Library Computer Equipment**

- 4.1. Only registered Library users may use the Library computers.
- 4.2. The users may use the computer equipment available in the Library solely for the specified purpose – studies and research.
- 4.3. The users may use those programmes that are made available to them and their own information storage devices (USB memory cards, USB external hard discs) for data recording.
- 4.4. The users shall not be entitled to the storage of information search history or information storage outside the working session.
- 4.5. Ten minutes prior to the end of the Library's working hours, the users are obliged to stop their work with the Library computers or other technical equipment.
- 4.6. When users finish their work, they shall close all programmes they are using and tidy up their workspace.

4.7. The users are strictly prohibited from:

- 4.7.1. damaging or modifying the Library computers in any way. For example, it is forbidden to perform any kind of installations (programmes, games, etc.), to change the configuration of the Library computers, including the settings of the program interface (appearance, hotkeys, etc.), detach or attach cables to the Library computer or its peripherals, except cables that are necessary for connection of flash memory, portable hard discs, earphones, etc.;
- 4.7.2. using the internet and the Library computers for committing any criminal, administrative or civil offences under any jurisdiction in the digital environment. Examples of such offences are illicit business activities, breach of copyright laws, fraud, storage or distribution of unauthorised credit cards and private information;
- 4.7.3. using the Library computers for viewing, storing and transmitting illicit information, such as pornographic materials, materials spreading racial hate, instigating mass disorders or rebellion, etc.;
- 4.7.4. using the Library computers for playing games;
- 4.7.5. using the Library computers for spreading spam and/or maintaining websites related to such spam;
- 4.7.6. sitting at the computer in outdoor clothes, with wet, dirty or otherwise soiled hands, eating food or otherwise smearing or damaging the computer and its equipment.

4.8. While using the Library computers and other technical equipment, the user shall observe the generally accepted standards of behaviour and politeness.

## **5. Library User's Rights, Obligations and Liability**

5.1. The user shall have the following rights:

- 5.1.1. to use the information resources available in the Library's collection, information systems, databases;
- 5.1.2. to borrow information resources or their copies from other libraries and electronic document supply centres in Latvia and abroad according to the procedure set out by the Library;
- 5.1.3. duly, before the expiry date of the loan, to extend the term of use of the information resource in the Union Catalogue, by attending the Library in person, or by sending an e-mail;
- 5.1.4. to receive consultations, use the teaching aids prepared by the Library, attend classes, including those training to use the Union Catalogue, databases, search tools and information resources;
- 5.1.5. to use the work environment and technical equipment provided for studies and research;
- 5.1.6. to scan and photograph for non-commercial purposes, subject to approval of the Library staff, without using a flash, the materials in the Library collection;

- 5.1.7. to submit to the administration of RISEBA and the Library suggestions regarding improvement of the Library's service quality and enrichment of the wealth of information resources.

5.2. The user shall have the following obligations and liability:

- 5.2.1. to inform the Library of a change of his/her place of residence or contact address, telephone number and e-mail address within one month's time;
- 5.2.2. to present a personal identification document at the request of the Library staff;
- 5.2.3. to treat other Library users and staff with respect, not to disturb other Library users' work, to comply with the generally accepted rules of conduct and the instructions of the Library staff;
- 5.2.4. while using the Library information resources, to observe the Copyright Law in force in the Republic of Latvia;
- 5.2.5. to observe the expiry dates of the use of the borrowed information resources and duly return them to the Library, regardless of whether the user has received a reminder from the Library;
- 5.2.6. to pay a penalty fee for overdue information resources according to the Pricelist valid on the first day of the loan. Until full settlement of the obligations, the Library will restrict the scope of services provided;
- 5.2.7. to handle the RISEBA property with care: to avoid damaging the information resources and property, not to cause other material losses to RISEBA and to report discovered defects to the staff:
  - 5.2.7.1. to replace a lost information resource with an identical item or an item of equal value. If it is not feasible, to reimburse the value of the lost information resource in accordance with its actual market value;
- 5.2.8. upon completion or interruption of studies/employment at RISEBA, to settle all obligations with the Library. If such obligations are not settled, RISEBA will collect the losses incurred in accordance with the laws and regulations;
- 5.2.9. not to leave the user's personal information resources, portable computers and other personal belongings unattended;
- 5.2.10. to observe the workplace safety and fire safety regulations and promptly leave the Library premises if the fire alarm is set off;
- 5.2.11. comply strictly with the Regulations. Failing to observe these Regulations, the user may be denied access to the Library services for a term up to one year;
- 5.2.12. the denial of access to the Library services shall not release the user from fulfilment of her/his obligations: payment of penalty for overdue return of the borrowed RISEBA property, reimbursement of loss according to the procedure set out herein.

5.3. The users on the Library premises are prohibited from the following practices:

- 5.3.1. bringing and consuming food products, alcoholic and soft drinks and intoxicating substances;
- 5.3.2. disturbing the Library staff and other users and their work on the Library premises;

- 5.3.3. uttering offensive remarks, comments and threats to the Library staff and users;
- 5.3.4. entering the Library in non-hygienic, dirty and foul-smelling clothes, under the influence of alcohol and/or other intoxicating substances.

## **6. Personal Data Processing**

- 6.1. The following personal data of the data subjects are processed in the framework of the Library's activities and services: name, surname, personal identification number (if any), date of birth, contact information (declared and/or actual place of residence, telephone number, e-mail), photograph, other data (e.g. study programme code, place of work of an employee of a scientific institution, etc.).
- 6.2. Personal data controller: SIA "RISEBA University of Applied Sciences" (Reg. No. 40003090010), Riga, Meža iela 3. Contact details of the data protection officer: dpo@riseba.lv.
- 6.3. Purpose of the personal data processing: identification of the user, provision of services.
- 6.4. Legal basis for the personal data processing: processing is necessary for the performance of a contract to which the data subject is a party or to take measures at the request of the data subject prior to entering into the contract.
- 6.5. Duration of the personal data processing: the personal data collected are processed for 1 year and deleted by 1 March of the following year. This deletion period is justified by the legal obligation of the controller to keep statistics for the previous year. If the data subject renews registration, the personal data will not be deleted.
- 6.6. Recipients of personal data: personal data are transferred to the Culture Information Systems Centre to ensure the registration of Library users and access to ALEPH. The Library and other libraries of national significance use ALEPH, together creating the Union Catalogue, which provides that the basic data of the data subject (name, surname, ID number, personal identification number, contact information, information that the data subject has debts to one of the libraries) are also available to the following libraries that use ALEPH: Library of the Jāzeps Vītols Latvian Academy of Music, Library of the Latvian Maritime Academy, Library of the Latvian Academy of Culture, Fundamental Library of the Latvia University of Life Sciences and Technologies, National Library of Latvia, Library of the Latvian National Art Museum, Academic Library of the University of Latvia, Library of the University of Latvia, Library of Riga Graduate School of Law, Riga Stradiņš University Library, Scientific Library of Riga Technical University.
- 6.7. Personal data may be disclosed to investigative and judicial authorities, as well as to the authorities supervising and controlling the activities of RISEBA, to the extent and in accordance with the procedure established by the laws and regulations.
- 6.8. Personal data is used for the provision of national statistics on the Library, research and for improving the quality of the Library's services as defined in the laws and regulations.