



AGENCY OF THE UNIVERSITY OF LATVIA
P. STRADINS MEDICAL COLLEGE OF THE UNIVERSITY OF LATVIA
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APPROVED
by the Council meeting
of P. Stradins medical college
of the University of Latvia,
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TERMS AND CONDITIONS OF LIBRARY USE

Jurmala

Issued in accordance with Article 72 of the State
Administration Law

1. General Terms

- 1.1. These terms and conditions govern user service, use of information sources and systems, and types of free and paid services, users, their rights and obligations, compensation for losses, as well as other issues connected with the use of Library at P. Stradins Medical College of the University of Latvia (further - Library).
- 1.2. The rights and obligations of library users are determined by the laws of the Republic of Latvia, the Law on Libraries and other legal acts, the Regulations of the Library and the Terms of Use of the Library.
- 1.3. Changes and additions to the Library Terms of Use are proposed by the Library and approved by the College Board.
- 1.4. The Library is obliged to acquaint the users with the Terms of Use of the Library. They shall be located in the Library premises available to the users of the Library.

2. Library users

- 2.1. A library user is any employee of the college and a student admitted to the college who uses the services of the Library.
- 2.2. Library users are registered by presenting an identity document for the use of the Library services.
- 2.3. The library staff undertakes to ensure the protection of the personal data submitted in accordance with the General Data Protection Regulation.
- 2.4. When changing the surname, declared place of residence, the Library user must notify the College Librarian when he / she visits the Library.

3. Procedures for servicing library users

- 3.1. The basic services provided by the library are free of charge. Types and prices of paid services are indicated in the price list of paid services of the college.

- 3.2. Basic library services:
 - 3.2.1. Visiting the library and using services for users (including public access to computers, the Internet and publicly available electronic information resources), equipment and facilities, user registration in the library, handing over books and other documents to the library or using them on site;
 - 3.2.2. training of users, providing advice on library collections, other information resources and information systems, as well as their use;
 - 3.2.3. provision of library, bibliographic and factual information;
 - 3.2.4. library and literature promotion activities.
- 3.3. Printed materials and other sources of information for college libraries for take away shall be issued only to those users who have registered with the Library in accordance with the procedures provided for in these regulations.
- 3.4. Printed materials received in the Library must be handed over by the deadline set by the Library. The period of use can be extended if there are no other requests. Students can sign in to the queue for printed materials, which are issued. New printed materials can only be received when previously expired printed materials have been handed over.
- 3.5. Term of use of books issued by the library for scientific literature: 1 (one) month, educational literature – 1 (one) semester or 1 (one) study year. High demand books are issued for a shorter period. By the beginning of the summer holidays, students must hand over all received printed materials to the Library.
- 3.6. Not issued to the user for takeaway:
 - 3.6.1. the most requested periodicals in the branch;
 - 3.6.2. new acquisitions of periodicals (last 3 (three) months);
 - 3.6.3. several copies of the same printed material;
 - 3.6.4. printed material, which is in one copy in the Library.
- 3.7. Issuance and receipt of printed materials and other materials is registered in the library information system Skolu Alise.
- 3.8. When leaving or finishing studies, as well as leaving the college, the reader must hand over all the received printed materials to the Library.
- 3.9. Graduates who have not fulfilled their obligations to the Library cannot receive a college diploma.

4. Library user rights

- 4.1. In accordance with the Terms of Use of the Library, the user has the right to freely and without restrictions use the Library's collections, information search systems and databases.
- 4.2. Receive information about the composition of the Library's collection, the possibilities of using the library.
- 4.3. Receive printed and other documents (or copies thereof) from the Library's collection for reading.
- 4.4. Use the free and paid services of the Library.

- 4.5. The user has the right to the protection of personal data. The Library may not transfer or disclose this information to a third party without the consent of the user, except in cases provided by law.
- 4.6. The user has the right to submit suggestions, feedback and complaints about the work of the Library to the Head of the Library.

5. Responsibilities of the library user

- 5.1. Follow the Library Terms of Use.
- 5.2. The user may not take out books from the Library and other documents that he has not received from the librarian.
- 5.3. Do not put the literature used in the reading room back on the shelves, but leave it on the table or hand it over to the librarian.
- 5.4. Return the received printed materials or other materials to the Library within the specified period.
- 5.5. Printed materials and other documents released for use from the Library must be preserved, no marks and deletions may be made in them, pages may not be folded or torn. Report any damage to the librarian. This also applies to the computer equipment used.
- 5.6. Follow the procedure for issuing printed materials and other materials, the procedure for using computers and the Internet.
- 5.7. Replace the lost or damaged printed materials and other materials of the Library with identical or equivalent ones, or reimburse their value in cash according to the price indicated in the accounting documents of the Library. In cases where the book is not available for sale, the Library Commission determines its value.
- 5.8. Any person present on the Library premises must follow the general rules of conduct: conversations, noise and other activities that may disturb other readers should be kept to a minimum.
- 5.9. A user of the Library Services who does not comply with the Terms of Use of the Library interferes with the work of other visitors or employees of the Library, is in the Library under the influence of psychotropic substances, damages the Library's inventory, may be temporarily prohibited from using the Library's services.

6. Services

- 6.1. **Free:**
 - 6.1.1. Use of library collection;
 - 6.1.2. Use of computer and Internet.
- 6.2. **Payment:** according to the college's current price list for paid services.

7. Use of computer equipment, Internet and publicly available electronic information resources

- 7.1. Library users have the right to use the Library's open access computers and the Internet. When working with laptops and other devices, users can use a Wi-Fi connection and access the Internet, as well as college intranet resources with a College password.

- 7.2. The time of use of open access computers is 1 (one) astronomical hour; if the user wants to continue working and the computer is not needed by another user, he can continue working until further instructions of the Library employee. The use of computers and the Internet is stopped 15 (fifteen) minutes before the end of the library's working hours.
- 7.3. If, before or during the work, any defects in the computer set, damage to the computer or computer programs are noticed, the user must immediately notify the Library employee..
- 7.4. When working with computer equipment and electronic information resources, the user **is allowed in the Library:**
- 7.5. While the student is using computer equipment and electronic information resources in the Library, **it is allowed:**
 - 7.5.1. To use only the programs provided to the user;
 - 7.5.2. electronic information resources and authorized databases may be used only in accordance with the terms of their use, for non-commercial purposes and in compliance with the terms of use of copyright specified in the Copyright Law;
 - 7.5.3. user has the right to save the files (files) to the hard disk. The library is not responsible for the security or confidentiality of stored files. User-saved files will be accessible to any user and may be deleted without notice. If the user no longer needs the saved files, the user must delete them;
 - 7.5.4. user is allowed to use electronic media (flash memory, CD, DVD).
- 7.6. While the student is using computer equipment and electronic information resources in the Library, **it is prohibited:**
 - 7.6.1. to perform any type of installation (programs, games etc.), to copy files or software;
 - 7.6.2. to change the computer's configuration or install programs;
 - 7.6.3. to disconnect or connect cables to the computer and its peripherals, except for cables required to connect electronic media;
 - 7.6.4. to make noise, talk loudly to each other or on a mobile phone, or otherwise interfere with the work of other users or Library staff.
- 7.7. When using the Internet, the user must adhere to generally accepted ethical principles, it is forbidden to visit Internet sites that are not intended to be viewed in public places (eg sites with pornographic or violent content).
- 7.8. Prints and copies may be made by the user in agreement with the Library staff.
- 7.9. At the end of the work, the user must close all used programs and organize the workplace.

8. Concluding remarks

The regulations approved by the college 18 December 2018, protocol no. 6 on “Terms of Use of the Library”, shall expire with the entry into force of new regulations.