

**KLAIPĖDA UNIVERSITY**  
**THE RULES FOR USING THE LIBRARY AND RESEARCH INFORMATION CENTER**

**SECTION I**  
**GENERAL PROVISIONS**

1. The Rules for Using the Library and Research Information Center (hereinafter referred to as the Library) of Klaipėda University (hereinafter referred to as the University) (hereinafter referred to as the Rules) establish the general procedure for registering persons, processing personal data of registered users and providing services, user rights, obligations and liability, and the rights and obligations of the Library.
2. All natural and legal persons have the right to use the Library services in accordance with the procedure established by the laws of the Republic of Lithuania and these Rules.
3. The following terms are used in the Rules:
  - 3.1. Library Collection – a set of Library Collections formed on the basis of uniform organizational principles and connected on the basis of a common information system;
  - 3.2. Library service – any Library activity organized and carried out to meet the information, scientific, educational, professional and cultural needs of users, using all available information resources, Library equipment, premises and the competence of specialists;
  - 3.3. Unregistered user – a user who visits the Library and uses the Library's services that do not require identification, such as using the Library's reading rooms, participating in public events, excursions, etc.;
  - 3.4. Registered user – a member of the University community who is registered in the Library's information system and has a Lithuanian or international student ID card, personal identity card or other personal identification document;
  - 3.5. Interlibrary loan / international interlibrary loan – the loan of documents and information services organized by the Library on the basis of a cooperation agreement;
  - 3.6. University community – the University's academic community, which consists of students, lecturers, researchers, other researchers, administrative and non-academic department employees connected to the University by a study or employment agreement.

**SECTION II**  
**USER REGISTRATION AND PROCESSING OF PERSONAL DATA OF REGISTERED USERS**

4. Members of the University community are granted the right to use the Library upon signing an agreement with the University: students – study agreements, employees – employment agreements, which oblige them to comply with the Internal Rules of Procedure of the University and these Rules. Services shall be provided to them when their personal data are transferred from the University student and employee databases to the Library information system.

5. Non-University community members wishing to use the Library services shall be registered upon submission of a valid personal identity document and personal data.
6. Those wishing to use the Library services shall familiarize themselves with the rules for using the Library, oblige them to comply with them by confirming that they have provided accurate and correct personal data, and shall be informed about the purposes and conditions of personal data processing.
7. When processing users' personal data, the Library follows the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 EC (General Data Protection Regulation), hereinafter referred to as (Regulation (EU) 2016/679), the Law on the Legal Protection of Personal Data, and other legal acts regulating the protection of personal data.
8. The processing of users' personal data is carried out for the following purposes:
  - 8.1. to serve users and organize information provision;
  - 8.2. to keep user records;
  - 8.3. to identify a person;
  - 8.4. to inform users about the Library's services, information resources, document loan and return deadlines, organized events and changes in working hours.
9. User data is periodically updated automatically.
10. The data of registered users who do not have debts to the Library are stored for no longer than the validity of the agreement with the University.
11. The user may apply to the Library directly or by e-mail to biblioteka@ku.lt for the exercise of his rights as a data subject for the deletion of his personal data in the Library systems.
12. If the Library grants the request to delete personal data, the user loses the opportunity to use those services that require personal identity verification.
13. The Library ensures the security of personal data by implementing infrastructural (appropriate layout and maintenance of technical equipment, strict compliance with fire safety rules, etc.), administrative (training of persons working with personal data), telecommunication (maintenance of information systems, use of passwords, ensuring the security of Internet use, etc.) measures.

### **SECTION III**

#### **SERVICE PROCEDURE**

14. The Library provides services in accordance with the operational tasks and functions defined in the Regulations of the Klaipėda University Library and Research Information Center.
15. Information on free and paid services provided by the Library and the procedure for their provision is published on the Library's website.
16. Procedure for using Library documents:
  - 16.1. searching and ordering documents requested for loan are carried out in the University's Virtual library;
  - 16.2. ordered documents are stored for 1 (one) working day. If the user does not arrive during this period and does not notify about another arrival time, the documents are returned to their storage place;

- 16.3. documents are loaned to the home only to members of the University community registered in the Library for the period established by the Library;
- 16.4. non-University community members may use documents only in the Library's premises;
- 16.5. The deadline for returning a loaned document is indicated in the Virtual Library personal user account;
- 16.6. the loan period of lent documents may be extended if other users do not ordered them;
- 16.7. the last or only copy of a document, reference (encyclopedias, atlases, dictionaries, reference books, etc.), doctoral dissertations and periodicals are not lent home. The procedure for using rare documents and manuscripts is established by the “Rules for Using Rare Prints and Manuscripts”, and for documents received through Interlibrary Loan, by the “Rules for Using Interlibrary and International Interlibrary Loans”;
- 16.8. if the document is not returned or its issuance is not extended by the end of the loan period, a fine is calculated (Appendix 2);
- 16.9. Documents are not issued for loan when the amount of overdue exceeds the amount set by the Library (Appendix 2). The right to borrow is renewed after the fine is paid.
17. All members of the University community can use subscription databases, electronic books, journals and other licensed e-resources from the Library or University computers and remotely, non-University community members – only from the Library computers. Access is provided in accordance with the terms and conditions of the e-resource provider, set out in the license agreement.
18. On the last working day of the month – Cleanliness Day – users are not served.
19. Users with disabilities can use special equipment and compensatory work tools, the list of which is published on the Library website.

## **SECTION IV**

### **USER RIGHTS, OBLIGATIONS AND RESPONSIBILITIES**

20. The User has the right to:
- 20.1. receive detailed information about the Library's collection of documents, services provided, the procedure for their provision and service conditions;
- 20.2. use all information resources, services, information search tools, bibliographic information management tools, available equipment and premises stored and accessible in the Library;
- 20.3. order documents not available in the Library through an Interlibrary Loan or an International Interlibrary Loan;
- 20.4. submit an information request directly or by remote means and receive a response no later than within 3 (three) working days;
- 20.5. receive consultations and (or) participate in training on information search, selection, management and use and other issues;
- 20.6. use the Library's workstations, Internet access, wireless Internet and personal laptops;
- 20.7. reproduce Library documents or their fragments for personal non-commercial use;
- 20.8. express your opinion in writing or orally about the work of the Library and the services it provides;
- 20.9. exercise your rights as a data subject:

20.9.1. to find out (be informed) how your personal data is processed in the Library, to receive a copy of it (right to know) and to access additional information provided for in Article 15, paragraphs 1 and 2 of Regulation (EU) 2016/679 (right to access);

20.9.2. to request correction or, taking into account the purposes of data processing, to supplement incomplete personal data (right to rectification);

20.9.3. to request the erasure of personal data if the personal data were processed on the basis of consent or if there is another basis for exercising this right under the law (the "right to be forgotten"). The "right to be forgotten" may not be implemented in accordance with the procedure established by the law;

20.9.4. In the cases specified in Article 18(1) of Regulation (EU) 2016/679, to request restriction of the processing of personal data (right to restriction);

20.9.5. to request direct transfer of personal data to another data processor in a user-friendly form, if the user himself provided the personal data and if they are processed automatically on the legal basis of concluding and performing an agreement (right to portability).

## 21. User obligations:

21.1. to comply with the Rules and other legal acts regulating the services provided by the Library and the established requirements for conduct in public places;

21.2. to maintain silence in the Library premises, not to interfere with the work of other users and Library employees;

21.3. to preserve and protect the Library documents received for loan, equipment used and other property;

21.4. to return documents received for loan within the established time or to extend their use period in accordance with the established procedure;

21.5. to check documents received for loan and equipment borrowed for defects (tear, scratches, cuts or malfunctions), and if they are noticed, to immediately notify a Library employee;

21.6. to follow the provisions of the Law on Copyright and Related Rights when using information resources;

21.7. to immediately inform the Library if personal data (surname, etc.) changes;

21.8. to use the University's e-mail system and regularly review the Library's notifications and reminders about borrowed documents, their return deadlines, accrued late fees and respond to them accordingly;

21.9. to return all documents received for loan to the Library and pay accrued late fees upon suspension, graduation, or termination of the employment or study agreement at the University.

## 22. The user is prohibited from:

22.1. transferring the login data provided by the University to third parties, using other users' usernames and passwords;

22.2. removing documents from the Library premises if they are not recorded in the records of documents issued for loan or without the permission of the Library employee;

22.3. arbitrarily moving or transferring furniture to other premises, changing the order of arrangement of documents in open collections;

22.4. installing software on the Library computers without the permission of the Library employee;

22.5. using public Internet access services in the Library, reading pornographic, violent, terrorism and other criminal information, distributing electronic junk, malicious programs, viruses, hacking into other computer systems;

23.1. A user who has lost or irreparably damaged the Library's documents shall replace them with the same or equivalent documents recognized by the Library. Documents shall be recognized as equivalent after assessing the price of the lost documents, the year of publication, the number of copies available and the demand. If it is not possible to replace a lost document, for a document received before 1993, the average market price of a book of that year shall be paid, for a document received after 1993, the price of the document shall be paid, but not less than the average market price of a book of that year. Exception for valuable informational, rare, one-off documents, for which the Library sets an individual price;

23.2. if the user does not contact the Library due to the loss or damage of a document received for loan and does not settle the claim in accordance with the established procedure by the end of the loan period, he must compensate for the damage caused and pay the accrued interest. If the damage is not compensated or the accrued interest has been paid, it shall be recovered in accordance with the procedure established by legal acts;

23.3. in case of intentional misappropriation, damage or destruction of Library documents, equipment or other property, the user shall be liable in accordance with the procedure established by the Code of Administrative Offences of the Republic of Lithuania;

23.4. users who have violated the Rules and other procedures established in the Library may have their rights to use the Library services restricted by order of the Library Director.

## **SECTION V**

### **LIBRARY RIGHTS AND OBLIGATIONS**

24. The Library has the right to:

24.1. process the user's personal data necessary to achieve the goals set out in paragraph 8 of these Rules;

24.2. establish the loan terms of documents lent to users, the procedure for extending the term and ordering documents, and other special conditions for using the Library;

24.3. require that the user pay due payment interest for documents or equipment not returned on time, lost, or damaged;

24.4. By decision of the Library Director, restrict a person's right to use the Library or any of the services provided by the Library for a fixed period of time if the user has not complied with the Rules and (or) other legal acts regulating the procedure for the services provided;

24.5. ask users to show the documents and items they are taking out if the document security alarm has been triggered or there is suspicion of theft of Library property or the personal property of a Library user or employee;

24.6. to ask users to leave the Library premises if their right to use the Library services is restricted, if users are intoxicated by alcohol, narcotics, psychotropic or other psychoactive substances, ignore the general requirements for personal hygiene and behavior in public places, if they engage in commercial activities in the Library premises or otherwise violate these Rules and other legal acts regulating the services provided by the Library;

- 24.7. not to be responsible for personal belongings left by users;
- 24.8. not to serve users 10 minutes before the end of work.
25. Library responsibilities:
- 25.1. to ensure the implementation of user rights established in these Rules;
- 25.2. to be guided by the principles of respect for human rights, equal opportunities, justice, non-discrimination, professional ethics, the Library's regulations and Rules when providing services;
- 25.3. to ensure the security of personal data collected and processed;
- 25.4. to establish and approve by the Rector's order the procedure and rates for the provision of paid services, in accordance with the orders of the Minister of Culture of the Republic of Lithuania;
- 25.5. to establish and approve by the Rector's order of amounts of late fees for documents not returned on time and charges for services provided by the Library;
- 25.6. to establish and approve according to the procedure order of the Rector the working hours (user service) of the Library departments, to publish them on the Library's website. Also to inform about any planned changes in working hours;
- 25.7. to indicate the loan period and return date for borrowed documents, and, if possible, to remind the user about the expiring loan period by electronic and other means of communication;
- 25.8. to conduct surveys of user needs and opinions to assess the quality of service provided by the Library's users, and to use their results to improve the quality of services and develop new products and services;
- 25.9. ensure the accessibility of Library services to persons with disabilities and other user groups who require special services and/or service conditions;
- 25.10. immediately record the fact of a violation of legal acts regulating the services provided by the Library by means of a written official report from the librarian or the injured person and/or by technical means (filming, photography, sound recording equipment, etc.) and draw up an act, with which the user is acquainted with it by signature (if the user refuses to sign, a note about the refusal is made in the act);
- 25.11. assess the violation committed by the user according to the criteria of scale, severity and duration of the impact and make a decision on the restriction of the right to use the Library or a specific service(s) provided by it, with which the user is acquainted with it by signature or by registered mail;
- 25.12. upon detection of cases of illegal appropriation, intentional damage or destruction of Library documents or other property, or violation of public order, contact the police.

## SECTION VI

### FINAL PROVISIONS

26. The Rules are approved, amended or declared invalid by order of the Rector of the University.

#### APPROVED

By	the	Rector's	Order	No.	1-552
of April 23, 2025					