



ORDERS
Library regulations
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Library regulations

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The library and borrowing regulations are issued in accordance with the Statute of the University of Security Management in Košice based on §16 par. 10 of Act no. 126/2015 Coll. on libraries and on amendments to Act no. 206/2009 Coll. on museums, galleries and on the protection of cultural value and on the amendment of Slovak National Council Act No. 372/1990 Coll. on offenses as amended by Act No. 38/2014 Coll

I. GENERAL PROVISIONS

Article 1 MISSION AND ACTIVITIES OF THE LIBRARY

1. The library regulations of the Academic Library of the University of Security Management in Košice (hereinafter referred to as "AL USM",) regulate mutual relations between AL USM and its users
- 2.
3. The academic library of the University of Security Management in Košice (hereinafter referred to as „AL USM“) is a scientific - informational, bibliographic, coordination and consulting workplace of the University of Security Management in Košice with school-wide scope.
4. AL USM provides library and information services to scientific and pedagogical staff, doctoral students, professional employees of USM and students of all forms of study and to the rest of the public in accordance with the field of study, study programs and intentions of USM to the extent determined by these Library Regulations and its annexes.
5. AL USM has the status of an academic library and is part of the library system of the Slovak Republic
6. The mission of the academic library is to ensure free access to information through library and information services, to build, protect and make available library funds, to support teaching, the pedagogical and scientific research process, and to create conditions for the support of all forms of education and study at USM.
7. It is the workplace for recording the publication activity of teachers and doctoral students of USM. It ensures the systematic collection and processing of scientific and professional bibliographic information.
8. The mission, status, structure and activity of the academic library are regulated by the Statute of the Academic Library of the University of Security Management in Košice.



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Art. 2
LIBRARY FUND

1. The academic library builds a fund of documents in accordance with the study programs of USM in printed and electronic form, which it professionally processes, makes available, preserves and protects
2. The library fund of AL USM consists of a set of all library documents, purposefully selected, constantly supplemented, protected and made available to the user
3. The academic library has the right to a compulsory copy from the production of the USM publishing activity in accordance with the internal guidelines of the USM.
4. The library fund of AL USM and the library equipment are the property of the university. Each user is obliged to protect this property and must not damage it.
5. AL USM preserves and bibliographically registers USM final and qualification theses.

Art. 3
LIBRARY - INFORMATION SERVICES

1. The academic library provides basic and special services:
 - a, *basic services* : absent loans (outside the library)
face-to-face loans (in the library premises)
consulting and advisory services
 - b, *special services* : they are tied to personnel and material completion of the library:

interlibrary loan service (MVS), international interlibrary loan service, bibliographic - information and research services, access to external information sources, reprographic, promotional and other services.

2. The academic library provides library and information services according to personnel and material possibilities
 - a, Library - AL information services can be used by users registered in the Academic Library of USM in Košice with a valid AL user card.
 - b, Basic services are provided by the academic library free of charge for the following categories of users:
A1, A2, A3, A4, A5, A6, A7, B1, B2, B3, B4, C1

Special services are provided by the academic library for a reasonable fee. The price list of AL fees and services is contained in Appendix FO3 of the Library Regulations. Fees and their amount may change depending on the prices of information products and services, as well as due to other economic factors.



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3. AL provides consulting services to users.

These are:

- a, information about catalogs, databases and services of AL USM and ways of using them
- b, professional consultations when searching for literature for diploma, bachelor's, seminar, dissertation and other professional theses
- c, information education of users aimed at searching and processing information
- d, keeps records of the publication activity of USM employees and processes the required outputs from this database
- e, carries out publishing activities:
 - list of magazines coming to the library

list of dissertation, diploma, bachelor theses bibliography of publication activity of scientific and pedagogical staff of USM (directive number D 08_v2_30.4.2022_z0)

Article 4

LIBRARY USERS

RIGHTS AND OBLIGATIONS OF USERS OF THE AL USM

1. A natural person or a legal entity becomes an AL user by registering in AL, signing the AL User Application and issuing an AL USM user card.
2. By signing the application, the user undertakes to comply with the provisions of the Library Regulations and its annexes, internal guidelines of the AL and instructions of the library staff.
3. User registration and processing of personal data in the library information system is carried out in accordance with the applicable legislation on the protection of personal data.
4. The AL user has free access to study rooms and public catalogs. The user can enter other areas of the library only with the consent or accompanied by a responsible employee of AL. The user may use publicly accessible computers for research purposes. Other technical equipment can only be used in cooperation with an AL employee or with his consent.
5. It is forbidden to consume food, alcohol, or smoke in the premises of the library. The user is obliged to maintain silence, order, cleanliness and protect the property of AL USM.
6. If the user does not comply with the provisions of the AL USM Library Regulations and its appendices, he may be temporarily or permanently deprived of the right to use the library's funds and library - information services.
7. IF removes the user from the register:
 - a, after the termination of his contractual relationship with USM
 - b, after completing his studies at USM
 - c, user logout
 - d, if the validity of the license has not been renewed for a period of 5 years and no document has been borrowed and all obligations towards AL have been settled



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Article 5
USER'S CARD

1. The AL user card is a document that entitles the user to use AL funds and library and information services at all its workplaces.
2. The AL employee has the right to verify the user's identity at any time.
3. The AL may issue a duplicate card to the user in accordance with the AL Fees and Services Price List, Appendix FO3
4. The user is obliged to notify the academic library of a change of surname, residence, e-mail address.

Article 6
USER CATEGORY AL USM

- A1: professor
- A2: associate professor
- A3: researcher
- A4: assistant professor, assistant
- A5: senior employee of the university
- A6: home tutor and intern
- A7: foreign lecturer
- B1: full-time student
- B2: student of an external form of study
- B3: foreign student
- B4: PhD student
- C1: other employees of the university
- D1: other public

Article 7
END OF STUDIES, EMPLOYMENT AT USM

1. USM students who have completed or interrupted their studies at USM in Košice, AL will prepare a document confirming the settlement of obligations towards the library for the needs of the study department.
2. To USM employees who have terminated their employment relationship, AL will prepare a document confirming the settlement of obligations towards the library for the needs of the USM personnel department.



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1. Related documentation

Quality manual_4.1.13 Internal quality system
Act on Universities No. 131/2002 Coll
SAAHE standards for IQS and SP
Act on Libraries 126/2015 Coll

2. Attachments

Annex no. 1_Lending regulations
Annex no. 2_Order of the study rooms
Annex no. 3_Price list of fees
Annex no. 4_Loan period of documents
Annex no. 5_Internet rules
Annex no. 6_Protection of personal data

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Rector