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## **RULES FOR THE USE OF THE LIBRARY OF KAUNAS UNIVERSITY OF TECHNOLOGY**

### **CHAPTER I GENERAL PROVISIONS**

1. The Rules for the Use of the Library of Kaunas University of Technology (hereinafter – Rules) set out the procedure for the registration of the persons at the library (hereinafter – Library) of Kaunas University of Technology (hereinafter – University), the processing of the personal data of the registered users and service provision, the rights, obligations and responsibility of the user and the rights and obligations of the Library.

2. All natural persons and legal entities have the right to use the services of the Library under the procedure set out by the Law on Libraries of the Republic of Lithuania and the Rules published on the website of the Library.

3. The following terms are used in the rules:

3.1. **Library information system (hereinafter – BIS)** is the integral library system used for the automated operational processes of the Library.

3.2. **Library fund** is an entirety of the Library's funds, composed according to the same organisational principles and connected based on a common information system.

3.3. **Library service** is any activities of the Library, organised and performed to satisfy the informational, scientific, cultural, educational, professional and recreational needs of the users using all available information resources, the equipment, premises and competence of the specialists of the Library.

3.4. **Document** is a protected and used media containing recorded information: a book, a periodical publication, a manuscript, an electronic document or a document otherwise providing information.

3.5. **Reproduction of a document** is a direct or indirect creation of permanent or temporary copy/copies of the creation, the subject of related rights or *sui generis* rights (or a part thereof) in any manner and any form, including electronically.

3.6. **Group workroom** is a room used for organising a group work or event for two or more users.

3.7. **Iconographic document** is a printed document containing an image.

3.8. **Cartographic document** is a printed symbolic reduced-scale representation of a specific phenomenon that can be localised in space.

3.9. **Mobile equipment** is a laptop, projector, headphones, audio equipment, magnetic board, and TV remote control which can be chosen by the user according to his/her needs and moved from one workplace to another, without compromising its suitability for work.

3.10. **Licensed electronic resource** is an electronic resource stored on other servers to which the Library has acquired access rights.

3.11. **Non-members of the University community** are the persons who are not members of the University community.

3.12. **Unregistered user** is a user who visits the Library and uses the services of the Library that do not require the verification of identity, for example, the use of open funds, the reading rooms of the Library, the participation in public events, tours, etc.

3.13. **Manuscript document** is an original document written by hand or a typewriter, or a computer.

3.14. **Registered user** is a user who is registered in the BIS and has acquired the right to use the services of the Library that require the verification of identity under the procedure set out by these rules.

3.15. **The fund of rare publications** (hereinafter – RSF) is a component of the fund of the Library storing the books, serial publications, iconographic documents, cartographic documents and manuscript documents of the 15<sup>th</sup> century – first half of the 20<sup>th</sup> century.

3.16. **Serial publication** is a printed publication published in subsequent parts, usually numbered or dated.

3.17. **Interlibrary loan / international interlibrary loan (hereinafter – TBA)** is the service of lending documents and provision of information organised by the Library on a contractual basis.

3.18. **Members of the University community** are the academic community of the University (students, teachers, scientists, other researchers), employees of administrative and non-administrative departments, and emeriti.

3.19. **User** is a recipient of the services of the Library.

4. Other terms used in the Rules correspond to the terms used in the Law on Libraries of the Republic of Lithuania, the Law on Copyright and Related Rights of the Republic of Lithuania, the Law on Legal Protection of Personal Data of the Republic of Lithuania, the Model Rules of Use of the Library, the Law on Higher Education and Research of the Republic of Lithuania and the Statute of Kaunas University of Technology.

## **CHAPTER II REGISTRATION OF THE USERS AND PROCESSING OF THE PERSONAL DATA OF THE REGISTERED USERS**

5. The members of the University community become registered users of the Library and acquire the right to use the services of the Library when their personal data are transferred from the University Academic Information System to the BIS. The single sign-on system of the University is used for logging onto the BIS.

6. The non-members of the University community, who wish to become registered users of the Library, have to present a valid document confirming their identity, specify their personal data, fill in and sign the application form (Appendix 1) to confirm that they:

6.1. have read the Rules;

6.2. have submitted true and accurate personal data;

6.3. are informed about the purposes and conditions of data processing.

7. The identifiers provided by the Library are used for logging onto the BIS of the non-members of the University community. The services of the Library are only provided to the users who have updated their registration data (re-registered) in the current year.

8. The services of the Library are provided to the registered users when they present a valid document identifying the person (Lithuanian student identity card/card of the University employee/card of the member of the University Veteran Club “Emeritus” / passport / personal ID card). Access to the Library can be gained using a University employee card, a Lithuanian student card or an International Student Identity Card (ISIC) with an integrated public transport e-ticket. When visiting the Library for the first time, the user has to ask a Library employee to activate the document.

9. The Library processes personal data following Regulation of the European Parliament and the Council (EU) 2016/679 on the Protection of Individuals with Regard to the Processing of Personal Data and the Free Movement of Such Data of 27 April 2016 (hereinafter – Regulation), the Law on

Legal Protection of Personal Data of the Republic of Lithuania, the Policy for Personal Data Processing of Kaunas University of Technology and the Policy for the Privacy of Personal Data of Kaunas University of Technology.

10. The non-members of the University community sign to confirm that they have read these rules and the Library, according to its right to process personal data when the users register and use the services of the Library provided by the legislation, will process the following personal data provided by the user:

- 10.1. name;
- 10.2. surname;
- 10.3. personal identification number;
- 10.4. telephone number and/or email address.

11. Personal data of the users are processed for the following purposes:

- 11.1. to identify a person;
- 11.2. to organise the provision of services and information to the users;
- 11.3. to organise the user surveys aiming to improve the quality of the services provided by the Library, develop new products and services;
- 11.4. to keep a record of the users.

12. Personal data are processed in an automated and non-automated manner at the Library. The data are automatically updated (revised) daily. They are updated non-automatically periodically, at least once per year.

13. Personal data are stored as long as the user is using the services of the Library and 2 (two) years after the expiry of the last active record about the user in the BIS or until the identifying information is deleted from the BIS at the user's request, except for the case when the user has outstanding obligations to the Library. If the user has not used the services of the Library and re-registered during this period, his/her data are depersonalised under the set procedure and further processed for statistical analysis. The active record about the user in the BIS expires on the day the user used the BIS last, except for the case when the term set at the time of the user's registration in the BIS ends later; in this case, the active record about the user is considered to expire on the last day of the term.

14. The user may apply regarding his/her rights, as the data subject, directly to the Library or by email at [biblioteka@ktu.lt](mailto:biblioteka@ktu.lt) regarding the deletion of his/her personal data.

15. If the Library grants the request to delete personal data, the user uses the opportunity to use the services that require the verification of identity.

16. The Library undertakes to ensure the security of the users' personal data by technical, technological and organisational means.

17. To prevent misconduct by ensuring public order, security of persons and their property, the Library's public areas are monitored by video cameras.

18. Video surveillance data are stored for 30 days, after which they are automatically deleted, unless there is a need to keep the data longer for further data processing purposes, such as to investigate an incident or protect the legal interests of the University and other persons. In this case, the data are processed until the further purposes of the processing are achieved.

19. Video surveillance data can be provided to law enforcement authorities or other public authorities to whom such provision of data is mandatory by law, and to third parties who have justified and proved their right to receive such data.

### **CHAPTER III PROCEDURE FOR THE SERVICE PROVISION**

20. The Library provides services according to the operational purposes and functions defined by the Regulations of the Library of Kaunas University of Technology.

21. Information about the free and paid services of the Library (Appendix 2) and the procedure of their provision is available on the website of the Library.

22. Loan of the documents of the Library:

22.1. Documents are loaned to take home only to the members of the University community. Only one document with the same title and edition is loaned. The non-members of the University community (registered users) can only use the ordered documents of the closed-end funds on the premises of the Library;

22.2. If the document is issued to another user, the user may book it in the BIS;

22.3. The ordered documents are available for 3 (three) days. If the user fails to arrive within this period or inform about another arrival time, the documents are returned to the location of their storage;

22.4. The loan term of the documents issued for 1 (one) month may be extended more than once, except for the cases when the user has other documents that he/she has failed to return on time, the fixed amount of unpaid penalties (Appendix 2) or the documents are ordered by another user. The loan term of the documents issued for 1 (one) week and 1 (one) semester may be extended once. To extend the loan term for these documents, the user has to apply to a Library employee;

22.5. If the user fails to return the documents within the set loan term or extend the term, the penalties are calculated (Appendix 2). The procedure for the settlement of penalties by students is regulated by the Guidelines for Student Debt Management of Kaunas University of Technology approved by the order of the Rector of the University;

22.6. The documents of the open-end funds are only loaned to take home to the teachers, researchers, and doctoral students of the University. The documents of the open-end funds are loaned to take home to the students of the first and second cycle studies and unclassified students according to the document loan status specified in the BIS. All users of the Library can use the documents of the open-end funds on the premises of the Library;

22.7. Periodical, informational, highly-demanded and highly-valued publications, dissertations and abstracts thereof, digital (CD, DVD) documents, documents from the fund of rare publications and received while using the TBA service are not issued to take home.

23. The documents, that are not available at the Library, are ordered for the members of the University community from other Lithuanian and/or foreign libraries using the TBA service. The deadlines for the return of the documents and the rates of the service are established by the library loaning the documents. The rates for the TBA service consist of the expenses for postal services and the service fee of the loaning library. The user pays for the service. The rare publications are not loaned via the TBA service.

24. At the time of their settlement with the Library, the users return the loaned documents or pay for the documents that are lost or not returned on time; the graduating students upload their defended final degree projects onto the repository of the information system of the Lithuanian Academic Electronic Library (eLABa):

24.1. The procedure for the students' settlement with the Library is set out by the Guidelines for the Students' Settlement with Kaunas University of Technology approved by the order of the Rector of the University;

24.2. The procedure for the employees' settlement with the Library is set out by the Guidelines for the Selection, Recruitment and Dismissal of the Employees of Kaunas University of Technology approved by the order of the Rector of the University.

25. Subscription databases, e-books, journals and other licensed e-resources are available for use to all members of the University community from University computers and remotely. Access is subject to the terms and conditions of the e-resource provider as set out in the licence agreement. Non-members of the University community (registered users) can only access licensed e-resources on the Library premises and must ask a Library employee to access a Library computer.

26. There is special work equipment for users with disabilities; its list is provided in Appendix 3 to the Rules. The list is also available on the website of the Library.

27. Library premises and mobile equipment can be reserved by members/non-members of the University community. For non-members of the University community, this service is chargeable. The rental fee is set by the order of the Rector of the University "On Short-Term Rental Rates of

Fixed Tangible Assets of Kaunas University of Technology". The procedure for the reservation and use of Library premises and equipment is regulated by the Guidelines for the Use of the Reserved Work Premises and Equipment of the Library of Kaunas University of Technology approved by the order of the Rector of the University.

28.1. Procedures for reservation and use of Library premises and equipment:

28.2. Group workrooms are reserved for groups of at least 2 persons for a maximum of 2 hours;

28.3. Only one workroom can be reserved at a time. A new reservation can only be made after the expiry of the previous reservation;

28.4. If a workroom is available, the user can use it without a reservation, after informing a Library employee;

28.5. A person who has reserved a room in his/her name cannot transfer it to a third party;

28.6. The user can cancel the reservation 1 (one) hour before the beginning of the event by contacting the Library directly, by telephone or email at biblioteka@ktu.lt;

28.7. If a user who has reserved a room does not show up more than 15 minutes after the beginning of the reservation and does not notify the Library of the delay, the reservation will be cancelled;

28.8. Mobile equipment is lent only to persons who have provided a Library employee with a student's ID card or another document referred to in Paragraph 9 of the Rules;

28.9. The user is responsible for the equipment and inventory in the reserved room. He/she has no right to take the equipment out of the Library premises and cannot transfer the equipment to third parties;

28.10. When reserving the Library premises for an event during which refreshments are to be served, visitors specify this during the reservation process in the system and/or inform a Library employee in advance and order the catering company which takes responsibility for the service provided and the clean-up of the premises after the event. It is prohibited to carry and consume snacks and drinks arbitrarily;

28.11. The user is responsible for personal belongings left unattended on the reserved premises;

~~28.12.~~ The user must leave the reserved workroom tidy after finishing the use of the reserved workroom: turn off the computer equipment, tidy the chairs, wipe the magnetic board, and return the borrowed equipment to the Library employee at the Information Desk.

29. The procedure for the use of the computers of the Library is set out by the rules of the use of KTU computer network for the users approved by the order of the Rector of the University. The non-members of the University community (registered users) can use the computers of the Library only for the purposes stipulated by Paragraph 26 of the Rules.

30. The procedure and rates for the use of self-service copying, printing and scanning facilities are published at the Library and on the website of the Library. The users, who make copies of the documents and fragments thereof, have to comply with the provisions of the Law on Copyrights and Related Rights of the Republic of Lithuania. The users are personally responsible for the violation of these provisions.

31. The non-members of the University community (unregistered users) can use the open-end funds and reading rooms of the Library, and participate in public events, tours, etc.

32. The services of the Library are provided to legal entities under the gratuitous service agreements. The rate publications are loaned to legal entities under the cooperation agreement signed by the University and the legal entity.

#### **CHAPTER IV**

### **PROCEDURE FOR THE SERVICES INVOLVING THE DOCUMENTS OF THE FUND OF RARE PUBLICATIONS**

33. To receive the documents of the RSF, the user submits an order. The order is submitted after the search in the Library catalogue, the University virtual library and/or the card directory of the rare publications, as well as directly or by email.

34. A Library employee who issues the documents of the RSF assesses their physical conditions, marks the defects and informs the user about them.

35. To ensure the security of the issued documents of the RSF, their number is limited. Up to 5 (five) units can be issued simultaneously.

36. Only the documents of the RSF in good condition are issued to the users. The unique and particularly valuable (15<sup>th</sup>-17<sup>th</sup> century) documents and the documents of the RSF in poor condition are issued with the permission of the director of the Library.

37. If the documents of the RSF have digital copies, the original documents are not issued. As an exception, they may be used with the permission of the director of the Library.

38. It is recommended to list the documents of the RSF wearing disposable gloves.

39. It is not allowed to open the documents of the RSF forcefully or at an angle exceeding 115 degrees, put them with their text facing down, lean on them, fold their pages, leave any bookmarks in, take out the remarks found, or leave any tags.

40. The user has to notify a Library employee and give the documents of the RSF to the employee if the user leaves the reading room, even for a short time.

41. When the user returns the documents of the RSF, a Library employee checks their condition.

42. The user, who wishes to reproduce a document of the RSF, has to notify the employee responsible for the documents of the RSF, who assesses the physical condition of the document, selects the reproduction tools ensuring the security of the document and gives his/her verbal consent or requests to submit a written application in free format to the director of the Library and receive the director's permission.

43. It is permitted only to take photographs of the books (up to the 20<sup>th</sup> century), manuscript documents, thick bound and large format serial publications.

44. The user, who wishes to publish a document of the RSF, has to submit a written application to the director of the Library and receive the director's permission. The application must specify the specific person/persons who will use the copy, and the purpose for which and where the copies will be used. The copy can only be used for the purpose specified in the application.

45. The permission to use a copy does not entitle the user to transfer it for the use of third parties.

46. The user, who publishes a document or a fragment of the document of the RSF, has to identify the custodian of the document – the Library of Kaunas University of Technology.

47. The user, who reproduces and/or publishes a document of the RSF, is responsible for compliance with the provisions of the Law on Copyrights and Related Rights of the Republic of Lithuania.

## **CHAPTER V RIGHTS, OBLIGATIONS AND RESPONSIBILITY OF THE USER**

48. The user has the right to:

48.1. Receive comprehensive, accurate and clear information about the fund of documents of the Library, the provided services, the procedure and conditions of service provision;

48.2. Use all information resources stored and available at the Library, the services, the tools for information search, the tools for the management of bibliographic information, the available equipment and premises;

48.3. Order documents or copies of their extracts from other Lithuanian and/or foreign libraries;

48.4. Reproduce the documents of the Library or fragments thereof for personal use for non-commercial purposes following the Law on Copyrights and Related Rights of the Republic of Lithuania;

48.5. Offer the Library to obtain the publication required for studies or research work;

48.6. Use the computerised workplaces of the Library, the internet connection, the laptops, the mobile equipment and premises and reserve it/them;

48.7. Use the lockers and hangers in the Library for their intended purpose according to the Rules;

48.8. Receive individual consultations and participate in training and public events organised by the Library;

48.9. Submit an inquiry for information directly or using telecommunication means and receive an answer within 2 (two) working days at the latest;

48.10. Express an opinion (verbally, in writing or by email at biblioteka@ktu.lt) about the work and services provided by the Library;

48.11. Exercise the user's rights as the data subject:

48.11.1. Learn (be informed) whether the Library processes his/her personal data, receive the copy thereof (right to know) and learn additional information stipulated by Article 15(1)(2) of the Regulation (right to access);

48.11.2. Demand to correct or, according to the purposes of data processing, supplement the incomplete personal data (right to correct);

48.11.3. Demand to delete personal data if personal data has been processed based on the consent or there is another basis for exercising this right under the legislation (right to be forgotten). The procedure set out by the legislation (right to be forgotten) may not be exercised;

48.11.4. In the cases specified in Article 18(1) of the Regulation, demand to restrict personal data processing (right to restrict);

48.11.5. Demand to transfer personal data directly to another data processor in a manner convenient to the user if the user has provided his/her personal data and they are processed automatically on the legal basis of making and implementation of the contract (right to transfer).

49. Obligations of the user:

49.1. To follow the Rules, other legislation regulating the services provided by the Library and the requirements of the Code of Academic Ethics of Kaunas University of Technology;

49.2. To preserve the documents of the Library, the equipment used and other property, notify the employees of the Library about any defects or malfunctions noticed;

49.3. Return the loaned documents on a specified time or extend the terms of their use;

49.4. While using the information resources, to follow the Law on Copyrights and Related Rights of the Republic of Lithuania;

49.5. To maintain silence on the premises of the Library, not disturb the work of others, not speak on the mobile telephone or other devices in the reading rooms of the Library and during the events;

49.6. To follow the procedure for the layout of the documents in the open-end funds, to leave the publications in the specified locations after use;

49.7. To notify the Library immediately about the loss of a certificate, a passport or a personal ID card;

49.8. To constantly read the notifications about the loaned documents, the deadlines for their return and penalties sent by the Library in the University email system and properly respond to them;

49.9. To download or print only a limited amount of information stipulated by the provisions of the licencing agreements while using the subscription databases;

49.10. To follow the rules of the use of KTU computer network for the users while using the computers of the Library;

49.11. If the alarm of the document security system is activated, to show personal items to a Library employee;

49.12. Eat only in designated areas;

- 49.13. Take items from lockers/hangers on the same day they are placed. Leave the keys in the lock of the lockers after collecting the items;
- 49.14. To settle with the Library under the set procedure after graduation, termination of employment or the learning agreement with the University.
50. The user is prohibited to:
- 50.1. Give the login credential provided by the Library to the third parties, use another person's username and password;
- 50.2. Take the documents outside the premises of the Library if they are not marked in the BIS or without the permission of a Library employee;
- 50.3. Install the software the user has brought or downloaded from the internet in the computers of the Library without the permission of a Library employee, arbitrarily record the digital documents stored at the Library;
- 50.4. Change the order of the layout of the documents in the open-end funds, write remarks or otherwise damage the document;
- 50.5. Read the information promoting pornography, violence, terrorism or other criminal activities, distribute spam and malware, hack other computer systems using the computer of the Library or a personal computer;
- 50.6. Visit the Library under the influence of alcohol, drugs, psychotropic or other psychoactive substances, bring items that can endanger others to the premises, behave dangerously endangering the user and other users of the Library, degrade human dignity of the users and employees by words and/or actions, eat, make noise or otherwise disturb other users in the reading rooms, ignore general requirements of personal hygiene and behaviour in public areas;
- 50.7. Publish information (advertisements, announcements, etc.), film and/or photograph at the Library without a prior agreement with the administration of the Library.
- 50.8. Store perishable, flammable, explosive, volatile or pungent substances in locked lockers, or give the locker key to third parties;
- 50.9. Take in or bring pets (except for a service pet who is a guide for a disabled person);
- 50.10. Bring bicycles, skateboards, scooters, etc.
51. The user's responsibility:
- 51.1. The user, who fails to notify the Library about the lost identity document, is responsible for the actions of another person who has used the document;
- 51.2. The user is responsible for the personal items left at the Library unattended;
- 51.3. The user is responsible for the loaned documents and their return on the set time. The user pays penalties as set out by the order of the Rector of the University for each document he/she fails to return on time;
- 51.4. The user, who has lost or irreparably damaged the documents of the Library, replaces them with the same documents or the documents recognised by the Library as equivalent ones selecting them from the list of the publications required by the Library. The list is available on the website of the Library, updated as required but at least once per year;
- 51.5. If the user fails to apply to the Library regarding a lost or damaged loaned document and settle under the set procedure until the end of the loan term, he/she has to compensate for the damage caused and pay the calculated penalties. If the damage is not compensated and the penalty is not paid, they are recovered under the procedure set out by the legislation of the University;
- 51.6. The user is personally responsible for the actions performed while connected to the computer network of the Library using his/her personal login credentials;
- 51.7. The user is responsible for the harmfulness or damage caused to the environment, property, human health or life by the items stored in the lockers;
- 51.8. In case of damage/loss of the locker key/key ring, the user has to pay a fine set out by the order of the Rector of the University (Appendix 2);
- 51.9. If the cases of intentional theft, damage or destruction of the documents, equipment or other property of the Library are identified, the user is responsible under the procedure set out by the Code of Administrative Offences of the Republic of Lithuania.



## **CHAPTER VI RIGHTS AND OBLIGATIONS OF THE LIBRARY**

52. The Library has the right to:

52.1. Process the users' personal data required for the achievement of the purposes set out by Paragraph 12 of the Rules under the procedure set out by the University;

52.2. Set out the working time of the Library (service provision to the users, cleaning hours), the number of documents issued and the loan terms, the procedure for the extension of the term and reservation of the documents, premises and equipment and other special conditions for the use of the services of the Library;

52.3. Remind the members of the University community about the expiring and expired loan term of the loaned documents using electronic and other means of communication;

52.4. Calculate penalties for the failure to return the documents of the Library in the set term and provide paid services according to the set rates;

52.5. Request the users to show the documents and items they are taking out of the document security alarm is activated or there is a suspicion of theft of the property of the Library or personal property of the under or employee of the Library;

52.6. Request the users to leave the premises of the Library if they have violated the set requirements for behaviour in public areas or the provisions of the Rules and other legislation regulating the services provided by the Library;

52.7. Take the items left in locked cabinets/on hangers after the closing of the Library and place/store them for 7 days in a separate room. Food products are not stored and are disposed of immediately;

52.8. Restrict the person's right to use the Library or any services provided by the Library for a limited time by the decision of the director of the Library or the Rector of the University if the user has failed to comply with the Rules and/or provisions of other legislation regulating the procedure of the provided services.

53. Obligations of the Library:

53.1. Ensure the exercising of the rights of the users set out by the Rules;

53.2. Ensure the security of the collected and processed personal data;

53.3. Follow the principles of respect to human rights, equal opportunities, fairness, non-discrimination, professional ethics, the regulations of the Library and the Rules;

53.4. Ensure the availability of the services of the Library to persons with disabilities and other groups of users who require special conditions of services and/or service provision;

53.5. Publish the Rules and other normative documents required for the provision of specialised services on the website of the Library;

53.6. Inform about the services and information resources of the Library and ensure the possibilities of their use;

53.7. Change the set working time (service provision to the users, cleaning hours) of the Library only in exceptional reasoned cases, providing information about changes, their reasons and duration on the website of the Library not later than 3 (three) working days in advance;

53.8. When loaning the documents of the Library, specify the loan term and the date of return remind the user about the expiring loan term, if possible, using electronic and other means of communication;

53.9. Following a written report from a Library employee or an affected person, immediately record the fact of the misconduct, including damage to the services provided by or the inventory of the Library, recorded using video surveillance and draw up a report (Appendix 4). The user is notified about the report upon signed acknowledgement. If the user refuses to sign, a note of refusal is included in the act;

53.10. Apply to the officers of the institutions if the cases of the misappropriation, intentional damage or destruction of the documents or other property of the Library or violation of public order are identified.

**CHAPTER VII**  
**FINAL PROVISIONS**

54. The Rules are approved, amended or revoked by the order of the Rector of the University.

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