

APPROVED by
Order No. A-489 of the Rector of
Kaunas University of Technology of
22 December 2025

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, KTU), 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 Library services under the procedure set out in the Law on Libraries of the Republic of Lithuania and the Rules published on the Library website <https://biblioteka.ktu.edu>.

3. The following terms are used in the Rules:

3.1. **The Library Information System (hereinafter – BIS)** is the integral library system used for the automated operational processes of the Library (cataloguing, compilation, customer service).

3.2. **A Library service** is any activity 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.

3.3. **A document** is a protected and used medium containing recorded information: a book, a periodical publication, a manuscript, an electronic or another type of document.

3.4. **The 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.

3.5. **Document collection** is the collection of documents intended to satisfy the informational, scientific, cultural, educational, professional, recreational or other needs of the Library users.

3.6. **An iconographic document** is a printed document containing an image.

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

3.8. **Mobile equipment** is a laptop, projector, headphones, audio equipment, magnetic board, remote TV control or HDMI cable, 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.

3.9. **KTU Virtual Library** (hereinafter – KTU VB) is an online platform that allows users to access the document collection and e-resources: perform searches, order documents stored in the Library, view the list of borrowed documents, extend their return dates, etc.

3.10. **Members of the University community** are the University's academic community (students, unclassified students, teachers, researchers, other scientists), administration and employees of other non-academic departments, emeriti.

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

3.12. **A subscribed electronic resource** is an electronic resource stored on other servers to which the Library has acquired access rights.

3.13. **A manuscript document** is an original document written by hand, typewriter or computer.

3.14. **The Fund of Rare Publications** (hereinafter – RSF) is a component of the document collection storing the books, serial publications, iconographies, cartographic documents and manuscript documents of the 15th century – first half of the 20th century.

3.15. **The reservation system** is the website (<https://rezervacija.ktu.lt>) for the reservation of the Library premises.

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

3.17. **An interlibrary loan/international interlibrary loan** (hereinafter – TBA) is a service that lends documents/copies and provides information, organised by the Library based on a cooperation contract.

3.18. **A user** is a natural person or legal entity, recipient of the Library services.

3.19. **A registered user** is a user who is registered in the BIS and has acquired the right to use the Library services that require the verification of identity under the procedure set out in the Rules.

3.20. **An unregistered user** is a user who visits the Library and uses the Library services 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.

4. Other terms used in the Rules are understood as defined 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 approved by the Minister of Culture of the Republic of Lithuania, 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 personal data of registered users is processed by the Library using automated and non-automated methods. Data is updated (revised) automatically every day. Non-automated updates are performed periodically, at least once per year.

6. The members of the University community become registered users when their personal data is transferred from the University Academic Information System to the BIS.

7. Non-members of the University community may be registered in the BIS by a Library employee. To register, they must present a valid identity document, provide their personal data (name, surname, declared place of residence, email address), fill in and sign the application form (Appendix 1) and confirm that they:

- 7.1. have read the Rules;
- 7.2. have submitted accurate and correct personal data;
- 7.3. consent for the Library to process their personal data.

8. Library services are provided to non-members of the University community (registered users) for a period of one year. Upon expiry of this period, the user must apply for re-registration.

9. The University's unified authentication system is used for members of the University community to log onto KTU VB and use electronic resources. Non-members of the University community log onto KTU VB using the identifiers provided by the Library.

10. The Library services 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 a member of the University Veteran Club “Emeritus”/passport/personal ID card).

11. After 8:00 p.m., the Library is open to members of the University community who have a University employee/Lithuanian student/International Student Identity Card (ISIC) with an

integrated microchip. First-time users of the Library must contact a Library information desk employee to activate the above-mentioned document.

12. Personal data of the registered users is processed according to 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 (General Data Protection Regulation) (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 Privacy Policy of Personal Data of Kaunas University of Technology.

13. Personal data of the registered users is processed for the following purposes:

- 13.1. to identify a person;
- 13.2. to organise the provision of services and information to the users;
- 13.3. to organise the user surveys aiming to improve the quality of the services provided by the Library, develop new products and services;
- 13.4. for record keeping;
- 13.5. to fulfil financial obligations and settlements, financial accounting and control (Privacy Policy of Personal Data of Kaunas University of Technology).

14. Personal data is stored as long as the user is using the Library services and 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 cases when the user has outstanding obligations to the Library. After this period, personal data is destroyed in the BIS.

15. Registered users whose personal data is processed based on an application signed by the user (Appendix 1) may contact the Library directly or by email (biblioteka@ktu.lt) to request the deletion of their personal data. Once the Library has complied with the request to delete personal data, the user will no longer be able to use services that require identity verification.

16. The Library undertakes to ensure the security of personal data of the registered users 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 it is 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 is 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 according to the requirements of the legislation, and to third parties who have justified and proven their right to receive such data.

CHAPTER III

PROCEDURE FOR THE SERVICE PROVISION

20. Information about the Library's paid and free services and the procedure for providing them is published on the Library website.

21. The use of the Library's document collection:

21.1. Users can search for and order documents at KTU VB.

21.2. Documents are loaned to take home only to the members of the University community for a period determined by the Library. Only one document with the same title and edition is loaned;

21.3. If a document is issued to another user, the user may reserve it at KTU VB. Reserved documents are stored for 3 working days. If the user does not arrive during this period and does not notify the Library of another arrival time, the documents are returned to their storage location;

21.4. Users can check the return dates of documents in their KTU VB account;

21.5. The return date for documents issued for a period of 1 month may be extended more than once, except for cases when the user has other documents that have not been returned on time, has not paid the specified overdue penalties (Appendix 2), or the document has been reserved by

another user. The return deadline for documents issued for 1 week and 1 semester may be extended once. To extend the return deadline for these documents more than once, you must contact a Library employee;

21.6. If the document is not returned or the return date is not extended by the set deadline, overdue penalties will be charged (Appendix 2). The procedure for students to pay overdue penalties is regulated by the Guidelines of Kaunas University of Technology for Student Debt Management, approved by the order of the University's rector;

21.7. Periodical, informational, 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;

21.8. The non-members of the University community can only use the document collection on the premises of the Library.

22. The documents unavailable 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 lending the documents. The rates for the TBA service consist of the expenses for postal services and the service fee of the lending library. The user pays for the service.

23. Subscription databases and other 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 licensing agreement.

24. A list of measures for users with special needs is provided in Appendix 3 to the Rules. The list is also published on the Library website.

25. The Library's computerised workstations are only available to the members of the University community according to the Regulations of Kaunas University of Technology for the Administration of Users of Information Resources, approved by order of the University's rector.

26. The procedure and rates for the use of self-service copying, printing and scanning facilities are published at the Library and on the Library website. 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.

27. The Library services 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.

28. 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). The procedure for the students' settlement with the Library is set out in the Guidelines for the Students' Settlement with Kaunas University of Technology, approved by the order of the University's rector.

29. The procedure for the employees' settlement with the Library is set out in the Guidelines for the Selection, Recruitment/Adaptation and Dismissal of the Employees of Kaunas University of Technology, approved by the order of the University's rector.

CHAPTER IV

PROCEDURE FOR RESERVING AND USING LIBRARY PREMISES AND EQUIPMENT

30. Library premises can be reserved by the members of the University community through the reservation system <https://rezervacija.ktu.lt> using the University's single sign-on system for login.

31. Non-members of the University community who wish to reserve Library premises must contact a Library employee. The services of the reservation of the Library premises are chargeable

for non-members of the University community. The rental fee is set by the order of the University's rector "On Short-Term Rental Rates of Fixed Tangible Assets of Kaunas University of Technology".

32. Library premises can be reserved by groups of at least 2 persons for a maximum of 2 hours. To reserve for a period longer than 2 hours, the users must contact a Library employee.

33. One user can only reserve one room at a time.

34. Users can only use the premises during the Library's opening hours. Restrictions on the use of the premises apply in the University Campus Library. From midnight to 8 a.m., visitors can only use and reserve the premises on the first floor; reservations for the premises on the second floor are not available.

35. The reservation is confirmed during the Library's opening hours within 1 working day.

36. The user can make a maximum of 20 reservations per month. If this number is exceeded, the user's reservation will be confirmed based on the availability of the premises.

37. The person who has reserved a room in his/her name cannot transfer it to a third party.

38. If the 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 is cancelled.

39. If the user leaves a reserved room for more than half an hour without informing a Library information desk employee, the user loses the right to continue using the reserved room.

40. The user can cancel the reservation, which has already been confirmed by a Library employee, in the following ways: in the system (only members of the University community), contact a Library information desk employee by telephone or email at biblioteka@ktu.lt.

41. If the user fails to appear or cancel the reservation more than twice, he/she loses the right to reserve the premises for one month.

42. Mobile equipment is lent only to persons who have provided a Library information desk employee with the user's identifying document.

43. 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.

44. The user is responsible for any damage caused by him/her in the room or by other users who used the reserved room.

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

46. When reserving the Library premises for an event during which refreshments are to be served, users specify this during the reservation process in the system and/or notify 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 bring and consume snacks and drinks arbitrarily.

47. When reserving Library premises for the purpose of showing films and/or excerpts thereof, the user must have a license, permit, or consent according to the Law on Copyright and Related Rights of the Republic of Lithuania.

48. 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 working at the information desk.

CHAPTER V

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

49. Users can search and order RSF documents at KTU VB, either in person at the Library or by email at biblioteka@ktu.lt.

50. Users can only access RSF documents in the reading room designated by the Library employee responsible for RSF documents.

51. To ensure the safety of the issued RSF documents, the number of documents is limited. Up to 5 items can be issued at a time. The Library employee responsible for RSF documents, who issues RSF documents, assesses their physical condition and notes any defects. Only RSF documents in good condition are issued to users. Unique and particularly valuable (15th–17th century) RSF documents and RSF documents in poor condition are issued with the permission of the director of the Library.

52. The originals of RSF documents that have digital copies are not issued. They may be used as an exception with the permission of the director of the Library.

53. It is recommended to handle RSF documents with disposable gloves. RSF documents must not be opened by force or at an angle greater than 115 degrees, laid face down, leaned on, folded pages, marked with highlighters, have notes removed, or have marks left on them.

54. The user must notify a Library employee and give the RSF documents to the employee if the user leaves the reading room, even for a short time. When the user returns the RSF documents, a Library information desk employee checks their physical condition.

55. The user, who wishes to reproduce a RSF document, has to notify the employee responsible for the RSF documents, 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.

56. It is permitted only to take photographs of books (up to the 20th century), manuscript documents, thick-bound and large-format serial publications.

57. The user, who wishes to publish an RSF document, 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(s) 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. The user, who publishes a copy of the RSF document or a fragment thereof, has to specify the custodian of the document – the Library of Kaunas University of Technology.

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

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

CHAPTER VI

RIGHTS, OBLIGATIONS AND RESPONSIBILITY OF THE USER

60. The user has the right to:

60.1. Receive comprehensive, accurate and clear information about the document collection of the Library, the provided services, the procedure and conditions of service provision;

60.2. 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;

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

60.4. 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;

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

60.6. Use the recreational spaces, lockers, equipment and premises available at the Library for their intended purpose according to the Rules;

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

60.8. Submit an inquiry for information in person at the Library or using telecommunication means and receive an answer within 2 working days at the latest;

60.9. Express his/her opinion about the work and services provided by the Library verbally, in writing or by email at biblioteka@ktu.lt;

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

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

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

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

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

60.10.5. 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 it is processed automatically on the legal basis of making and implementing the contract (right to transfer).

61. Obligations of the user:

61.1. 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;

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

61.3. To return the loaned documents within a specified time or extend the terms of their use;

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

61.5. 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;

61.6. 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;

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

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

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

61.10. To follow the Regulations of Kaunas University of Technology for the Administration of Users of Information Resources while using the computers of the Library;

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

61.12. To eat only in designated areas;

61.13. Not to sleep in the recreational spaces;

61.14. To take items from lockers/hangers on the same day they are placed, and leave the keys in the lock of the lockers after collecting the items;

61.15. To settle with the Library under the set procedure after graduation, termination of employment or the learning agreement with the University

62. The user is prohibited from:

62.1. Giving the login credentials provided by the Library to third parties, using another person's username and password;

62.2. Taking the documents outside the premises of the Library if they are not loaned to the user;

62.3. Installing the software the user has brought or downloaded from the internet in the computers of the Library, and arbitrarily recording the digital documents stored at the Library;

62.4. Changing the order of the layout of the documents in the open-end funds, folding, writing remarks or otherwise damaging the document;

62.5. Reading the information promoting pornography, violence, terrorism or other criminal activities, distributing spam and malware, hacking other computer systems using the computer of the Library or a personal computer;

62.6. Visiting the Library under the influence of alcohol, drugs, psychotropic or other psychoactive substances, bringing items that can endanger others to the premises, behaving dangerously endangering the user and other users of the Library, degrading human dignity of the users and employees by words and/or actions, eating, making noise or otherwise disturbing other users in the reading rooms, ignoring general requirements of personal hygiene and behaviour in public areas;

62.7. Publishing information (advertisements, announcements, etc.), filming and/or taking photographs at the Library without a prior agreement with the administration of the Library;

62.8. Storing perishable, flammable, explosive, volatile or pungent substances in locked lockers, or giving the locker key to third parties;

62.9. Taking in or bringing pets (except for a service pet who is a guide for a disabled person);

62.10. Bring bicycles, skateboards, scooters, etc

63. The user's responsibility:

63.1. 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;

63.2. The user is responsible for the personal items left at the Library unattended;

63.3. The user is responsible for the loaned documents and their return on time. The user pays overdue penalties for each document he/she fails to return on time; the amount of penalties is specified in Appendix 2 and paid according to the invoice submitted by the Library in the Academic Information System;

63.4. 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 publications required by the Library. The list is available on the website of the Library, updated as required, but at least once per year;

63.5. 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 overdue penalties. If the damage is not compensated and the penalty is not paid, they are recovered under the procedure set out in the legislation of the University;

63.6. The user is personally responsible for the actions performed while connected to the computer network of the Library using his/her personal login credentials;

63.7. 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;

63.8. In case of damage/loss of the locker key/key ring, the user has to pay a fine in the amount specified in Appendix 2 and paid according to the invoice submitted by the Library in the Academic Information System;

63.9. 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 in the legislation of the Republic of Lithuania.

CHAPTER VII

RIGHTS AND OBLIGATIONS OF THE LIBRARY

64. The Library has the right to:

64.1. Set the Library's opening hours and change them in justified cases, announcing the changes, their reasons, and duration on the Library website at least 3 working days in advance;

64.2. 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;

64.3. 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/or other legislation regulating the services provided by the Library;

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

64.5. 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.

65. Obligations of the Library:

65.1. Follow the principles of respect for human rights, equal opportunities, fairness, non-discrimination, professional ethics, the regulations of the Library and the Rules and/or the provisions of other legislation regulating the provision of services;

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

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

65.4. 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 report. If the violation is recorded by video surveillance equipment, the report (Appendix 4) is drawn up unilaterally. The person who committed the violation/damaged the inventory, when the violation is recorded by video surveillance, is notified of the report by email, and the report is deemed to have been received on the next calendar day after it was sent. The person who committed the violation/damaged the inventory, when the violation is recorded by video surveillance, can submit comments within 1 working day of receiving the report;

65.5. 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, contact the competent law enforcement authorities and their authorised officers under the procedure established by the legislation.

CHAPTER VIII

FINAL PROVISIONS

66. The Rules are approved, amended or revoked by the order of the University's rector.
