

“Approved”

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Protocol Nr. 127

BIA Regulation of Scientific Library System (Statutes).

BIA Regulation of Scientific Library System is created in accordance with The Library Law.

1. The definition of library.

1.1. Scientific Library System of Baltic International academy (next SLS BIA) is a scientific, cultural, educational and informational institution that is occupied with the accumulation, systematization, cataloguing, bibliography and saving the paper issues, electronic publications and other documents of the world cultural heritage, additionally providing its information public access and exploitation with service provision to the users.

2. Legal position of the library

2.1. SLS BIA is a scientific library of a private university.

2.2. SLS BIA founders are private persons - BIA founders.

2.3. SLS BIA is put in the register of Ministry of Culture of Latvian Republic with the № BLB0530 with *THE CERTIFICATE OF LIBRARY REGISTRARTION № 2271*.

2.4. SLS BIA is a structural unit of the academy that provides library service to the readers on their study places (in Riga and branches).

2.5. The library collects and systemizes the paper issues on specific topics that meet the needs of library readers.

3. Main principles of library work

3.1. Paper, electronic issues, manuscripts and other documents available in the library collections are independent from the political, ideological, religious or another orientation or information type of author within the issues are available to everyone in accordance with an exact library.

- 3.2. Concerning the fund formation the library is independent.
- 3.3. Visitor service and the usage of library information system are free.

4. Library responsibilities

SLS BIA responsibilities are:

- 4.1. Respect the laws and other regulatory texts including SLS BIA that control the library activity.
- 4.2. Provide the fund with necessary print materials and other documents.
- 4.3. Organize the systematization, cataloguing and bibliographical description of the fund and its regular replenishment.
- 4.4. Provide the free access to library funds and information systems in Riga and branches.
- 4.5. Provide a prompt and qualitative library service to the users in Riga and branches.
- 4.6. Organize regular staff training on scientific and methodical seminars in BIA, Latvian National Library(LNB) and Latvian Association of Academic Libraries (LATABA).
- 4.7. Provide the National Integrated catalogue with necessary information on library fund.
- 4.8. Make the library services possible for the usage regardless of gender, age, nationality, physical state, domicile and other factors and also prepare the corresponding library equipment for people with physical disabilities or visual impairments.
- 4.9. Participate in the system of National Inter-library loan.
- 4.10. Inform the visitors about the Rules of the library.
- 4.11. Keep the rare books of the fund in safe.
- 4.12. Monitor the introduction of new information technologies to the library.
- 4.13. Implement the working process in accordance with the requirements of national standards of library work, made by Latvian National centre of standardisation and metrology.

5. Library rights

SLS BIA has rights to:

- 5.1. To operate adhering the Statutes, define the directions of work and rules on its own.
- 5.2. Form the library structure according to the order established by the Statutes

- 5.3. Receive donations and gifts from a natural or a legal person.
- 5.4. Make the paid service accessible to the users in accordance with the order established by the Statutes and define the service pricing.
- 5.5. Define the amount of fine, assessment of losses and compensation for the damaged print materials and other documents given to the library users according to the library rules.
- 5.6. Proceed the economic activity to improve the library work.
- 5.7. Use the financial funds received from paid service, donations or gifts, and also results accomplished by the economic activity to develop library work, enhance professional knowledge of staff, carry out scientific researches, replenish library fund, encourage workers financially and improve working processes.
- 5.8. Participate in associations, unions, consolidations and other social organizations.
- 5.9. Produce copies of publications in accordance with the Copyright.
- 5.10. Support the Inter-library loan, exchange print materials and other documents with the libraries of Republic of Latvia.

6. Physical infrastructure of the library

The physical infrastructure of the library constitute: print issues (study books, journals), library rooms, equipment, safety systems and other asset. Physical infrastructure is defined and provided by BIA founders.

7. Library rules

- 7.1. Library rules control the library service order, giving print and other types of documents to the users; define the types of free and chargeable service, library range of users, their rights and responsibilities, the cost of print and other types of documents, compensation procedures, the amount of fines.
- 7.2. Library rules are developed in accordance with the Libraries' Law, other laws and statutory acts. Rules are approved by the library founders.
- 7.3. Every library user must read the library rules. They should be placed in the library rooms, in places available for library users.

8. Library users

The users of SLS BIA are students and professors of BIA and LATABA members.

9. Library rights of users

User of SLS BIA has right on:

- 9.1. Unlimited usage of library fund and information system.
- 9.2. Obtaining full information about library fund and information systems.
- 9.3. Receiving print and other types of documents or copies from library funds for reading or receive them from other library funds in case ordered documents are absent in BIA library fund.
- 9.4. Using other services suggested by library.
- 9.5. Reading the library rules.
- 9.6. Free usage of public computers, Internet and electronic information sources.

10. Responsibilities of library users

Users of SLA BIA must:

- 10.1. Obey library rules and take a good care of a print issue and other brought document.
- 10.2. Make amends to the library or pay a fine in amount and in order written in the library rules in case the brought print issue or other document is damaged or is not returned at all or during exact time.

11. Library staff

- 11.1. The library work is managed by the headmaster, who is also responsible for its work. The headmaster is confirmed, dismissed, his responsibilities and rights are defined by BIA founders.
- 11.2. The number of workers that is necessary for the library work is defined by the founders of BIA
- 11.3. Library staff is working within the management of The Board of BIA, is cooperating with the Pro-Rector of scientific work, staff of branch libraries is working within the management of SLS BIA and branch headmasters.