

SENATE RESOLUTION
RTU Senate Meeting of 26 June 2017 (Minutes No. 611)

On Approval of the Terms of Use of the Scientific Library of RTU

The Senate has hereby resolved:

1. To approve the new version of the Terms of Use of the Scientific Library of Riga Technical University (hereinafter – RTU);
2. To acknowledge the Terms of Use of RTU Scientific Library (approved by the Senate resolution on 30 May 2005, Minutes No. 496) as null and void.

**RIGA TECHNICAL UNIVERSITY
SCIENTIFIC LIBRARY
TERMS OF USE**

*Adopted in accordance with Clause 5.2.3
of the RTU Scientific Library Statutes*

1. General Provisions

- 1.1. The Terms of Use of the Scientific Library (hereinafter – the Library) of Riga Technical University (hereinafter – the Terms of Use) regulate provision of services to the Library users, determine obligations, rights and responsibility of the Library users, usage of information resources (printed materials, unpublished materials, electronic publications), systems and equipment.
- 1.2. The Terms of Use have been developed in accordance with effective laws and regulations of the Republic of Latvia, RTU Senate resolutions, RTU administration documents and the Library Statutes.
- 1.3. Information resources (printed materials and electronic information resources) of the Library are the property of RTU.
- 1.4. The Library, as a lender, based on the lending rights (granting the rights of use without compensation), transfers to the Library user, as a borrower, an information resource (object of lending) without compensation for the specified usage, on the condition of returning the same information resource within the term set by the Library. Legal relations established this way are considered to be the lending agreement.
- 1.5. The Terms of Use are in force at all structural units of the Library.
- 1.6. In the event of violating the Terms of Use, the Library may prohibit the users from using the Library temporarily or permanently.

2. Registration Procedure of the Library Users

- 2.1. The Library user may be any private individual or legal entity.
- 2.2. Division of the Library users according to the granted rights:
 - 2.2.1. RTU users – RTU students, members of academic and general personnel;

- 2.2.2. Other users – other legal entities and private individuals.
- 2.3. The regular user is considered to be the RTU user and a person authorised by a legal entity (hereinafter – the Regular Users).
- 2.4. The users are registered at any structural unit that provides services to the users.
- 2.5. Registration of the users:
 - 2.5.1. The RTU user stipulated by Clause 2.3 of the Terms of Use, when arriving to the Library for the first time, must register by presenting the valid RTU student or employee ID with a readable personal barcode.
 - 2.5.2. A private individual stipulated by Sub-Clause 2.2.2 of the Terms of Use, when arriving to the Library for the first time, must register by presenting the valid passport or ID card.
 - 2.5.3. A legal entity (its authorised representative) must present a copy of the company's registration certificate and a power of attorney that allows them to represent the legal entity as the Library user and guarantees observation of the Library Terms of Use.
- 2.6. During the registration, the users must get familiar with the Terms of Use and, by signing them, must confirm their undertaking to observe them.
- 2.7. At the time of registration, the user agrees to processing of their provided personal data in the amount objectively required for the Library work.
- 2.8. When registering, the user receives information on the access to the Library Electronic Catalogue and on reservation of information resources.
- 2.9. Reregistration of the Library users is performed every calendar year.

3. Procedure of Providing Services to the Library Users

- 3.1. All users of the Library are provided free services of the Library, as well as paid services, in accordance with the approved price list.
- 3.2. The Library has printed materials to be used in its reading rooms and for borrowing (hereinafter – taking away).
- 3.3. Printed materials for taking away, based on the lending rights, are issued only to the regular users, who present their valid RTU student or employee ID, as well as to authorised representatives of legal entities, who present their valid personal ID and the power of attorney.
- 3.4. For other users, printed materials are available only in the reading rooms.
- 3.5. Printed materials for taking away and free usage are issued on a verbal, written or electronic request for the free use term set in the Library's information system. The free use term may be extended, when there is no another request for the material.
- 3.6. Usage of printed materials upon expiration of the free use (borrowing) term set by the Library is a paid service, for which a payment is collected from the user in conformity with the price list of the Library services, which is available on the Library webpage. When agreeing to the Terms of Use, the users confirm that they are familiar with and agree to the prices of the Library's paid services provided in the price list of the Library services.
- 3.7. Information resources for taking away must be compulsorily registered by the

users at the self-service equipment or at the librarian. Data on the issued information resource and its user are entered into the Library information system in the electronic form, without signature of the user.

- 3.8. The Library users may reserve printed materials for taking away for a set term by logging in, in the electronic form, at the Library Electronic Catalogue or ORTUS portal. The reserved printed materials are stored on the Library reservation shelf for three days, following which this reservation is annulled.
- 3.9. Services are not provided to the Library users, when printed materials with the expired usage term have not been returned, and the Library has not received compensation for the usage of these printed materials upon expiry of the free use term, in conformity with Clause 3.6 of the Terms of Use.
- 3.10. The Library services are available to the Library users, by observing the Copyright Law.
- 3.11. In addition to the paid services stipulated by Clause 3.6 of the Terms of Use, the following paid services are available in the Library: copying of documents in accordance with the Copyright Law, bookbinding, printing, scanning and document delivery in accordance with the price list.
- 3.12. During the time of visiting the Library, the users may use the property storage cabinets. It is prohibited to store food in the cabinets. In extraordinary situations, the Library may open the cabinets. In the event of losing the key from the cabinet, the user must compensate key acquisition value.
- 3.13. The Library does not undertake responsibility for personal belongings of the users left unattended in the Library premises.
- 3.14. The Library premises are under video surveillance.

4. Rights of the Library Users

- 4.1. To receive and use information resources available in the Library stock, the Library information system and other services of the Library, in conformity with these Terms of Use;
- 4.2. To use the Interlibrary Loan, the International Interlibrary Loan or the Document Delivery System services, when the Library does not have the required documents in its stock;
- 4.3. To borrow printed materials available in the Library stock for taking away for the period set by the Library;
- 4.4. To extend the free use term of the printed materials (in the electronic catalogue, by arriving to the Library, by e-mail or by calling to the user service department), unless they are reserved for another user or the free use term is exceeded;
- 4.5. To receive consultations and training on using the Library, the information resources and information systems available in the Library stock, their usage and services;
- 4.6. To bring into the reading rooms personal information resources, portable computers and other objects required for one's work;
- 4.7. To use the 24h reading rooms beyond the working hours of the Library, having first registered as its users in ORTUS system, to get familiar with the terms of use of the 24h reading room, thus confirming their obligation to

- observe them;
- 4.8. To use the Library property storage cabinets;
- 4.9. To use the Library self-service dining room;
- 4.10. To submit proposals to the Library administration for improving the Library operation.

5. Obligations of the Library Users

- 5.1. To get familiar with the Terms of Use and confirm the obligation to observe them by putting their signature;
- 5.2. To inform the Library about changes of the first name, last name, contact information (phone number and e-mail address), when visiting the Library next time; in the event of changing the last name, the personal ID must be presented;
- 5.3. To handle the received printed materials with due care, to inform a librarian on the noticed damages;
- 5.4. To replace the lost printed materials with identical or having similar value ones, by coordinating this with a librarian, or to indemnify their value in the double amount, in conformity with the price provided in the accounting documents of the Library or in conformity with their market value;
- 5.5. To monitor the usage terms of the borrowed information resources and to return them timely to the Library;
- 5.6. To pay the fee for the use of printed material to the Library for the period that exceeds the free term usage period, as stipulated by Clause 3.6 of the Terms of Use;
- 5.7. To treat the Library stock carefully and not to inflict material losses to RTU;
- 5.8. Not to take away printed materials from the Library, when the act of their borrowing is not registered by a librarian or at self-service devices;
- 5.9. In the event the security gate alarm goes off, when the user enters or leaves the Library premises, the user, together with the Library's employee, is obliged to find out the reason for the security alarm;
- 5.10. Food may be used only in the Library self-service dining room;
- 5.11. To observe order and silence in the Library premises, not to disturb other users.

6. Responsibility of the User

- 6.1. To observe the Terms of Use; for violation of the Terms of Use, the Library may prohibit the user from using the Library temporarily or permanently;
- 6.2. To observe the terms of use of the 24h reading room of the Library (*see Annex 1*);
- 6.3. To observe the Regulations for Using Computers and Internet (*see Annex 2*);
- 6.4. Not to transfer their RTU student or employee ID to another person for using the Library services;
- 6.5. To handle the Library property with due care – not to damage the information resources, furniture or stock, not to inflict other material losses;
- 6.6. When using the information resources available in the Library, to observe the Copyright Law in force in the Republic of Latvia;

6.7. When terminating study or employment relations with RTU, to return all borrowed information resources to the Library, as well as to settle accounts with the Library for the received paid services, in accordance with the Terms of Use;

6.8. To observe the electrical safety and power safety regulations of the Library.

Chair of the Senate

E. Gaile-Sarkane

Prepared by I. Marineca

Terms of Use of the 24h Reading Room

1. In order to receive the right to use the 24/7 reading room beyond the working hours of the Library, one must register at the RTU portal ORTUS. When registering, the user gets familiar with these Terms of Use and, by approving them, confirms the obligation to observe them. The rights are granted for one academic term.
2. It is possible to enter the 24/7 reading room beyond the working hours of the Library only with the help of the registered user student ID, by scanning it at the external door card reader.
3. It is prohibited to take along unregistered persons into the Library.
4. When using the 24/7 reading room, the user is obliged:
 - 4.1. To use the Library stock only inside the reading rooms; in the event of taking away the Library books, the door will be blocked;
 - 4.2. Not to disturb other users, to keep silence;
 - 4.3. To observe cultural, behavioural, hygiene and sanitary norms;
 - 4.4. To observe the fire safety regulations as stipulated by Latvian regulatory enactments;
 - 4.5. Not to use alcoholic beverages and narcotic drugs in the Library;
 - 4.6. To handle the Library books, furniture, stock and computers with due care;
 - 4.7. For eating, to use only the self-service dining room;
 - 4.8. Not to leave one's property unattended. It can be left in lockable storage cabinets of the reading room.

The Library does not undertake responsibility for personal belongings of the users.
5. The user is responsible for indemnifying material loss to the Library, which has been incurred as a result of their activities or activities of unauthorised persons brought by them. When determining the indemnification amount, the incurred damage amount is taken into account.
6. During the sanitary hour from 7:30 to 8:30, the reading room must be vacated.

Regulations for Using Computers and Internet

1. Usage of the Library computers is provided for RTU students and academic staff, when presenting the valid RTU student or employee ID.
2. Unregistered users, when presenting their personal ID to the Library employees, may use the Library computers, if they are not required for RTU students and academic staff.
3. The users have the right:
 - 3.1. To use computer resources;
 - 3.2. To print out documents in accordance with the price list;
 - 3.3. To scan documents.
4. The users are obliged:
 - 4.1. To observe laws and regulations of the Republic of Latvia, as well as the Internet etiquette (Netiquette);
 - 4.2. To take care of data safety;
 - 4.3. To inform a librarian on computer errors;
 - 4.4. To close all used programs and put the work place in order upon completion of their work.
5. The users are prohibited:
 - 5.1. To switch on/off or restart computers, to change passwords;
 - 5.2. To use the computer for viewing unrelated to the Library resources; a librarian may reprove the users or ask them to stop using the computer, if unrelated to the Library resources are viewed;
 - 5.3. To copy, correct or delete any files installed by the Library, to share folders;
 - 5.4. To work with software, not installed by the Library computer network administrator, to save any files on the hard disc;
 - 5.5. To install applications;
 - 5.6. To visit internet sites having unethical (violent, pornographic, etc.) content;
 - 5.7. To perform activities aimed at igniting of national, ethnic, racial or religious hatred or discord;
 - 5.8. To damage the available computers and equipment of the premises;
 - 5.9. To open the system unit or disconnect computer components;
 - 5.10. To eat or drink at the computer.
6. For non-observation of the procedure of using computers and the Internet, the user may be prohibited from using computers of the Library.
7. In the event of inflicting material loss, the user indemnifies it to the Library in the respective amount of the damage.