

RULES FOR THE USE OF KMAIK LIBRARY

I. GENERAL PROVISIONS

1. The Rules for the Use of the Library (hereinafter - the Rules) establish the procedure for user service and registration, the rights, duties and responsibilities of the user, the rights and obligations of libraries.
2. The purpose of the Library is to ensure public access to public information sources regardless of the political or ideological orientation of their authors or the knowledge recorded in them. All natural and legal persons (hereinafter together - persons) have the right to use libraries in accordance with the procedure established by the Law on Libraries of the Republic of Lithuania (Official Gazette Valstybės žinios, 1995, No. 51-1245; 2004, No. 120-4431), these Rules and other legal acts.

II. PROCEDURE FOR USER SERVICE AND REGISTRATION IN THE LIBRARY

3. In order to become a library user, a person must:
 - 3.1. familiarize with the Rules of use;
 - 3.2. indicate personal data necessary for the operation of the library: name, surname, address of residence;
 - 3.3. sign the Registration Form to confirm that:
 - 3.3.1. he/she is familiar with the rules of use;
 - 3.3.2. has provided accurate and correct personal information.
4. User registration may be carried out by electronic means enabling the person to be identified.
5. Students may be registered according to the list of students approved by the institution.
6. The temporary user's certificate entitles the user to temporarily use the library services for a deposit. The amount of the deposit for the user shall be determined on the basis of the principles of reasonableness and proportionality, taking into account

the purchase price or market price of the documents issued at the time when they are provided to the user.

7. In accordance with the procedure established by the Rules of Use, users may be re-registered once a year by adjusting their data necessary for the operation of the library.

8. With the consent of the user, the Library may collect additional personal data to improve the quality of service, fundraising or other research purposes, such as a person's profession, education, research institution, workplace, position, contact information.

9. Public Internet access services in the Library shall be provided free of charge to users.

III. RIGHTS, OBLIGATIONS AND RESPONSIBILITIES OF THE USER

10. The user has the right in accordance with the Rules of Use:

10.1. Obtain detailed information about the library's document collection and its services, support services and procedures;

10.2. Use the library's catalogs, files and other library information retrieval tools;

10.3. Make an information request and receive an answer from the library by telephone, electronic and other means of communication;

10.4. Obtain library documents for use inside and outside the library;

10.5. Use the library's computer workplaces and public Internet access; use personal laptops in the library under technical conditions;

10.6. Only for personal use to copy library documents without violating the provisions of the Law on Copyright and Related Rights of the Republic of Lithuania (Official Gazette Valstybės žinios, 1999, No. 50-1598; 2003, No. 28-1125);

10.7. Express opinion, request or complaint regarding the activities of the library to the administration of the institution, participate in consultations on essential changes

in the conditions of service (working hours, registration of users, place of service, paid services, etc.).

11. The user must:

11.1. Comply with the rules of use and the established requirements for conduct in a public place;

11.2. Not to take documents from the library premises if the documents are not entered in the accounting of documents issued for lending;

11.3. Return the documents received on time or extend the term of the loan in accordance with the established procedure;

11.4. Upon receipt of the documents for use, check for defects (tears, scratches, cuts). Notify a library employee if you notice them;

11.5. Inform the library immediately if personal data (surname, place of residence, etc.) change.

12. The user is prohibited from:

12.1. Install software downloaded from the Internet on library computers without the permission of a librarian;

12.2. Read information that promotes pornographic, violent, terrorist and other criminal activities, distribute electronic spam, malware, viruses, to break into other computer systems in the library using public Internet access services;

12.3. Use mobile phones and other devices in the library premises (for example, in the reading room);

12.4. Engage in activities that are contrary to the purpose of the library, such as organizing rallies, distributing recalls, selling goods or services, and so on.

13. User responsibility:

13.1. The user who fails to return the documents received for the loan within the specified time must pay default interest:

13.1.1. The amount of default interest is 7 cents per document per calendar day;

13.1.2. Interest on arrears shall begin on the day following the expiry of the loan period.

13.2. The user who has lost or irreparably damaged library documents (equipment) must replace them with the same or recognized equivalent documents in accordance with the procedure for recognizing documents as equivalent to lost or irreparably damaged documents:

13.2.1. If it is not possible to change the documents, the consumer must compensate the damage in accordance with the procedure established by legal acts;

13.2.2. If due to the loss or damage of the document (equipment) received for loan, the user does not apply to the library and does not pay in accordance with the established procedure before the end of the loan period, he must compensate the damage and pay accrued interest. If the damage is not reimbursed or the accrued default interest is not paid, it shall be recovered in accordance with the procedure established by legal acts.

13.3. Library users who do not comply with or violate the rules of use may be temporarily or permanently restricted from using the library by order of the head of the institution.

IV. RIGHTS AND OBLIGATIONS OF LIBRARIES

14. The library has the following rights:

14.1. When registering or re-registering a user in accordance with the procedure established by legal acts, to collect and manage the user's personal data necessary for the activities of libraries, with the consent of the user, to collect additional personal data of the user for research purposes;

14.2. To determine the number and terms of use of library documents (equipment) issued to users, the procedure for extension of the term and reservation of documents;

14.3. Set a shorter loan period for new and / or in high demand documents (equipment);

14.4. To provide paid services in accordance with the procedure established by legal acts and at the rates approved by the order of the institution implementing the rights and duties of the head of the library, ensuring that they do not become a for-profit activity.

14.5. To take a deposit from its users who have a temporary user's certificate when issuing library documents (equipment) for use outside the library, the amount of which shall be returned in accordance with the rules of use;

14.6. Failure to return the deposit to the consumer if he/she has not returned the documents (equipment) received for use within the specified time and has not taken the actions provided for in the rules of use in time to extend the term of use of the documents;

14.7. To charge interest for non-return of library documents (equipment) by the set term of use in accordance with the procedure established by the rules of use;

14.8. To recover unpaid interest, property damage caused to a person due to loss or irreparable damage to library documents (equipment) or other indebtedness from the visitor or user in accordance with the procedure established by legal acts;

14.9. By the decision of the head of the library, to temporarily or permanently restrict the right of a person to use the library, if the user has not paid for the library in accordance with the established procedure or does not comply with other requirements established in the rules of use.

15. In servicing visitors and users, the library must:

15.1. Adhere to the principles of respect for human rights, equal opportunities, justice, non-discrimination, professional ethics, library regulations and these rules;

15.2. To determine the convenient working hours of the library (service for visitors and users), to change it only in exceptional cases (if there is a sufficient basis), after properly informing visitors and users about the changes, their reasons and duration;

15.3. To ensure that the full potential of the library fund is used to meet the needs of visitors and users;

15.4. When issuing library documents (equipment) for use, specify the term of use (return date) if possible by means of electronic and other means of reminding the user of the expiring term of use;

15.5. The rules of use shall specify the personal data that the user (data subject) must provide in order to become a user, as well as the purpose of the processing and the duration of the storage;

15.6. To ensure the security of personal data collected and processed for the activities of libraries in accordance with the procedure established by legal acts and to follow

the General Requirements for Organizational and Technical Data Security Measures approved by the Director of the State Data Protection Inspectorate in 2008. November 12 by order no. 1T-71 (Official Gazette, 2008, No. 135-5298);

15.7. Issuance of documents for lending and accounting of users in accordance with the requirements established in the standards of the Republic of Lithuania approved by the order of the Minister of Culture;

15.8. To establish the procedure for payment for paid services, cash deposits, collection of interest on arrears, compensation for lost or damaged library documents, in accordance with the Government of the Republic of Lithuania August 13 by resolution no. 1283 “On the Approval of the Description of the Procedure for the Installation and Use of Cash Registers” (Official Gazette Valstybės žinios, 2002, No. 105-4709; 2003, No. 3-80) and other legal acts;

15.9. Publish publicly (and electronically) library regulations and rules of use;

15.10. Establish procedures for submitting and reviewing user requests and complaints with the library services;

15.11. In accordance with the procedure established by legal acts, to apply to the officials of the authorized institutions in cases of misappropriation, intentional damage or destruction of library documents or other property.