

THE JAN BOCATIUS PUBLIC LIBRARY IN KOŠICE

LIBRARY AND LOAN ORDER

Under Section 16.10 of the Act of the National Council of the Slovak Republic no. 126/2015 Coll. on libraries and on Amendments to Act No. 2006/2009 Coll. on museums and galleries and on the protection of objects of cultural value and on the amendment of the Act of the Slovak National Council no. 372/1990 Coll. on offenses as amended by Act No. 38/2014 Coll. and in accordance with the charter of Jan Bocatius Public Library in Košice on April 1, 2009, I issue this Library and Loan Order.

LIBRARY ORDER

Article 1

Scope of the Library Code

1. The Library Regulations of the Jan Bocatius Public Library in Košice, which includes the Loan Order, regulates the mutual relations of the library and its users and visitors.
2. The Public Library of Jana Bocatius in Košice (hereinafter referred to as the "Library") is, pursuant to Section 9 of the Act of the National Council of the Slovak Republic no. 126/2015. Coll. on Libraries and the Charter of Association with a Regional library with regional competence in Kosice Self-governing Region and a regional public library for the districts of Košice I - IV. and Košice - Okolie, fulfilling also the function of a municipal library in Košice. The library is a legal entity and its founder is the Košice Autonomous Region.
3. The library's primary purpose is to provide free access to information on all types of media, including local and regional information, through library and information services and information technology, to coordinate, build, protect and make available through the library fund and organize cultural and educational events.
4. The Library shall make available in printed form the Library and Loan Order at all workplaces and publish it on its website (www.vkjb.sk).

Article 2

Obligation of the Library Code

1. The Library Rules are binding for all workstations of the library. The Library provides its services in the following departments:
 - a) Central Library, Hviezdoslavova 5,
 - b) Branches:
 - Branch of KVP, Hemerkova 39,
 - Branch Barca, Abovska 32, Košice - Barca,
 - Branch Terrace, Class SNP 48 (White House),
 - Branch Nad jazerom, Uralská 3,
 - Branch Furča, Jaltská 2,
 - Branch Šaca, Zeleziarska 7, Košice - Šaca.
 - c) Specialized workplaces:
 - Regional Department, Hlavná 48,
 - Music Department, Hlavná 48,
 - Presidential Library, Hlavná 59.

Article 3

Obligation of the Library Code

1. Library spaces are monitored and motion is recorded by the camera system, which is clearly marked. By entering these spaces, the user agrees to being monitored and recorded.
2. Library records serve to enhance the protection of the rights and freedoms of those who might be affected by unlawful conduct of others.
3. Residence records are not published and the Library holds them within the statutory time limit. Records may be made available to state authorities and handed over only in accordance with Act 122/2013 Coll. Privacy policy.
4. In general, a library user or visitor who participates in public events or activities organized by a library or carried out in a library agrees with the production of photographic and audiovisual material. They serve for archival purposes, while they can also be used to promote library activities in printed or electronic form. If a visitor to the event expressly disagrees with the publication of the materials (on the web and social media managed by the library) he /she is in, he /she has the right to ask the Library to remove such record (by email at vkjb@vkjb.sk). The Library will either remove or modify the photographic material within 3 days, so that the person concerned is not clearly identified.

Article 4

Library Collection

1. A library is a collection of all library divisions that the Library makes available to its users.
2. The Library consists of:
 - (a) Primary Fund: books, periodicals, regional documents, musicals, maps, audio documents, visual documents, audiovisual and electronic documents,
 - b) Secondary Fund: catalogs, bibliographies and databases in electronic form,
 - c) Special Fund for the blind and partially sighted: sound documents, documents in Braille.
3. Funds, catalogs and library facilities are the property of the founder or the primary owner. Every library user is required to protect them from harm.

Article 5

Library Information Services

1. The Library provides information services within the meaning of § 488 of the Civil Code (Act No. 40/1964 Coll., as amended).
2. The Library Information Services are:
 - borrowing services attendance (in the library),
 - outside services (except library premises),
 - prolonging the lending period of the borrowed documents,
 - providing factual and bibliographic information,
 - booking required documents,
 - Interlibrary Loan Services (Loan Article 8),
 - making searches from both internal and external databases,
 - reprographic services - copying and scanning from documents from your own library, print from the Internet and from your own documents,
 - provision of information via the Internet,
 - stock exchanges of discarded and donated books,
 - public access points to the Internet,
 - making available electronic information resources (internal and external databases),

- information education for schools,
 - cultural, educational and social events,
 - educational activity,
 - club and exhibition activity.
3. Library and information services are provided free of charge. For some services, the Library may require payment of the Service and Fee Pricing, which is an annex to the Library and Loan Rules.
 4. The Library provides services based on users' personal, written or phone requests as well as requests sent by e-mail to vkjb@vkjb.sk or hviezdoslavova5@vkjb.sk. The terms of the provision of the Library Information Services and their form are regulated by the Library and Loan Rules.
 5. The Library reserves the right to restrict some of the provided Library Information Services in the event of the organization of events that it prepares or participates in and takes place in its premises, at the time of their conduct and at the time necessary for their preparation.

Article 6

Library Accessibility

1. The Library provides services in accordance with the principles of general access of users to documents and information, regardless of their political, ethnic, religious, racial and sexual orientation.
2. A registered user may be any citizen of the Slovak Republic or a member of another country who, under a valid license, has the right to use the services of the Library in its entirety and has access to all publicly accessible and Library premises.
3. Users of services and visitors to the Library may be any citizen of the Slovak Republic or a member of another state who is not a registered user of the Library and who personally, in writing, by telephone or e-mail, requests use of any of the Library services not requiring a membership card or attending events in the Library . The visitor's movement is limited to the area where the event takes place.
4. Users with disabilities shall be provided with appropriate provision for services within regard to their disability.
5. Users and visitors have free access to the online catalog of the Library via web site.
6. Unless otherwise stated, access to cultural and educational events organized in the Library shall be free of charge for users and visitors.
7. Entry into the Library is permitted to both users and visitors under the conditions established by the Library and Loan Rules.
8. Registered users and visitors do not have free access to the entire Library premises. An exception may be granted in special cases by a Library manager.
9. In the special case of a one-person workplace, the Library is entitled to interrupt the borrowing time according to the Labor Code for the employee's lunch break.

Article 7

User Registration

1. Users of Library services may be:
 - a) any citizen of the Slovak Republic, at least 15 years old who is able to use the Library,
 - b) children up to the age of 15 with the consent of the legal representative who assumes responsibility for them,
 - c) a member of another state who has a permanent or temporary residence permit in the

Slovak Republic and has permanent or temporary residence at the registered office or territorial jurisdiction of the Library,

d) a public institution and organization that uses library services through an Interlibrary Loan Services.

2. Registered Library Users will be issued a valid Reader's ID card. By signing the application, the user undertakes to comply with the provisions of this Library and Loan Rules and agrees to the use their personal data for the needs of the Library in accordance with Act no. 122/2013 Z. z. on the protection of personal data. Consent may be withdrawn, in which case, library membership shall be voided without any refund or part of the membership fee.
3. The Library classifies registered users into the categories that affect the registration fee:
 - a) adult - every citizen of the Slovak Republic who has reached the age of 15,
 - b) child - users under 15 with the consent of the legal representative,
 - c) a child as an adult - children under the age of 15 with the consent of the legal guardian who asks for this membership, the child having the right to borrow the literature for adults,
 - d) low-vision and blind people - with confirmation from the eye doctor about the visual deficit or with ZŤP card, ZŤP / S - visually impaired citizens have free membership,
 - e) an adult user over 70 years of age - after having submitted an identity document, receives free membership.
4. Participants of club meetings organized in the Library are required to have a valid Reader's ID card with the Library.

Article 8

Reader ID (User ID)

1. A Reader's ID is a document that entitles the user to use the library services in all its workplaces in its entirety and may be given to:
 - a) a citizen of the Slovak Republic residing in the Slovak Republic upon presentation of a citizenship card which cannot be replaced by any other document,
 - b) children under 15 years upon submission of an application signed by legal representative who submits his / her identity card and confirming the assumption of all rights, obligations and material liability for the minor,
 - c) to citizens of the Member States of the European Union upon presentation of a passport and a document certifying permanent residence - residence certificate,
 - d) nationals of other States upon presentation of an alien's identification card (for long-term aliens).
2. The Library distinguishes two types of Reader's ID:
 - a) valid for 12 months with the right to use all libraries and information services of the library,
 - b) valid on a single borrowing day, with the right to use the library services at all its workplaces, in addition to the absence of borrowing, search and interlibrary borrowing services.
3. The Library shall register the user upon submission of the documents referred to in point 1, with application submission, user signature and upon payment of the specified registration fee, the amount of which is determined by the Service and Fee Price List in the annex to this Library and Loan Rules.
4. Upon the expiration of the Reader's ID it is possible to extend the membership after payment of the registration fee on presentation of the documents mentioned in point 1 according to the valid price list.

5. A Reader's ID is a document that entitles the user to use all the services of the Library and its off-site locations. It is non-transferable and only the User in whose name was issued can use it. The Librarian has the right to request at any time the citizen's card, identity card, passport, or temporary residence permit to verify the identity and accuracy of the data.
6. The Library must be informed immediately of the loss of the Reader's ID, otherwise the user will be responsible for the consequences of its misuse. Once the loss is reported, the user will be issued a Reader's ID with a new identification number to prevent possible misuse. The pre-registration fee applies to the user according to the price list.
7. The user may request the issuance of a duplicate Reader's ID card upon presentation of the documents referred to in point 1 and after payment of the penalty fee according to the valid price list.
8. The user is obliged to notify the Library of any change of name, residence and citizenship card without delay. If the Library is forced to find these data on its own, the user pays all the associated costs.

Article 9 Membership Termination

1. Library Membership and the right to use library services shall be terminated in the case of:
 - a) user logout,
 - b) non-renewal of membership,
 - c) gross violation or systematic violation of the Library and Loan Rules,
 - d) theft or deliberate damage to the library documents,
 - e) the misappropriation of the assets of the library or property of other users or visitors,
 - f) inappropriate or harassing behavior towards other library users or staff (ex: aggression, physical attacks, noise, harassment, serious hygiene issues, contaminated and smelly clothing, contagious disease,),
 - g) Inappropriate use of the Internet (eg viewing pornographic sites, sites promoting Fascism, violence, pedophilia, racial and religious intolerance);
 - h) the user revoking consent to the processing of personal data for registration purposes (in person with appropriate documents),
 - i) user's death.
2. Upon membership expiration, the registration fee or part thereof shall not be refunded.
3. The Library may abolish membership and the right to use its services at any time under paragraph 1.
4. A user who has been deprived of the right to use library services cannot register again for 2 years after the occurrence of this event or after settling his obligations towards the Library.
5. The right to use library services may be removed for some time for hygiene reasons.

Article 10 Library User Basic Rights and Obligations

1. The user has the basic right to visit the Library indefinitely and to make use of all the services it provides in the borrowing period.

2. The user has the right of access to information pursuant to Act no. 211/2000 Z.z. on free access to information relating to the scope of the Library and the provision of which is not subject to limitation under Act no. 122/2013 Z.z. on the protection of personal data.
3. The user has the right to submit comments, suggestions and complaints to the Library orally or in writing in the "Impressions Book" at each library workstation. The Library handles complaints in accordance with Act no. 152/1998 Z.z.: Complaints.
4. The user is obliged to store coats, bags, umbrella, rucksack, and personal items in a locker when entering the library premises. The Library is not responsible for personal items stored outside the reserved location.
5. The user is required to submit a valid Reader's ID to the librarian upon entry into the Library premises.
6. Entry into the Library is not permitted for users and visitors under the influence of alcohol, drugs, or users with poor hygiene, extremely dirty garments or in a condition that would hurt other users and visitors of the library. It is forbidden to consume alcohol or smoke on library premises.
7. The user is required to follow safety rules, maintain silence, order and cleanliness in all library areas, behave in a respectful manner to their environment and respect the rights of other users. Food and drinks are not allowed on rental premises, study rooms and reading room.
8. Use of telephones is not allowed on the Library's premises, especially in study and reading rooms.
9. The user or the legal representative of a User under the age of 15 will be fully responsible for damaging Library property. The user will be obliged to pay in accordance with valid legislation regarding the damaging of property.

Article 11

Protection of Personal Data

1. Personal data is processed by Library staff manually and electronically. The Library only processes true and accurate personal data that it authenticates for this purpose.
2. The Library processes the following personal data of the user in accordance with Act no. 122/2013 Z. z. on the protection of personal data:
 - a) name, surname, title, address of permanent residence, address of temporary residence, date and place of birth, identity card number and validity, highest education, telephone number, email address, name, surname and address of the child's legal guardian;
 - b) a citizen who does not consent to the processing of basic identification data cannot use Library services. Basic user IDs, every extension of the numeric ID card, and every change of any of the data will be authenticated by the Library upon registration.
3. The Library processes the user's personal data after signing the user's application. The user signs consent to the processing of personal data. If the user requests termination of the processing of personal data (personally upon presentation of the relevant documents), the library considers the contractual relationship to be terminated and disposes of the personal data.

LOAN ORDER

Article 1 Methods of Borrowing

1. The Library provides library document borrowings in accordance with its mission and nature of the public library, operational services, lending methodology, and lending library protection requirements.
2. Documents shall be lent:
 - a) Out of the library space,
 - b) Attending the study and reading room,
 - c) Interlibrary Loan Service.
3. Physical and legal persons at the location of the Library shall not be entitled to receive documents by post.
4. Borrowing of library documents is a binding legal relationship.

Article 2 Principles of Borrowing

1. The Library lends documents to the User only upon presentation of a Reader's ID card.
2. The daily rental of the documents is governed by the Student and Reading Regulations. Only the following documents are exclusively borrowed:
 - latest daily press releases,
 - the last two numbers of periodicals,
 - newspapers and magazines in custody,
 - documents from the Regional Department Fund,
 - audio-visual documents - gramophone records, CDs, DVDs, audiotapes, videotapes,
 - electronic documents - CD-ROM,
 - documents borrowed through Interlibrary Loan Service, as defined by the library providing it.
3. The number of borrowed documents for off-site reading is:
 - a) for an adult user, a maximum of 10 book titles and 10 pieces of periodicals per workplace,
 - b) for children under 15 years, a maximum of 5 book titles from the Children and Youth Fund,
 - c) in the case of children registered as an adult, a maximum of 10 different titles of books and 10 pieces of periodicals per workplace,
 - d) from the specialized fund of the Music Department not more than 5 titles of professional documents (books, musicals) and 5 pieces of periodicals.
4. The length of the borrowing period is:
 - a) for books and music 30 calendar days,
 - b) for newspapers and magazines of 7 calendar days,
 - c) for selected document titles (eg, the most borrowed titles, compulsory reading, selected musical titles) 14 calendar days.
5. The loan period may be prolonged before the expiration date if requested by the user in person, by e-mail, by telephone or electronically via the reader's account in the library catalog. The extension of the borrowing period is considered a new borrowing.
6. The borrowing period may be extended:
 - a) for books, for a further 30 days, but not more than 90 days,
 - b) for newspapers and magazines, for a further 7 days, but not more than 21 days,

- c) for selected titles of books and musicals, (ex. the most borrowed titles, mandatory reading) for a further 14 days, but in total not more than 30 days.
7. The extension of the borrowing period is not possible if:
 - a) the user has a breach with the library (timely non-repayable loan, unpaid reminders);
 - b) the document was booked by another user.
 8. The user is responsible for borrowed documents until the library receives them.
 9. A user who is suffering from a communicable infectious disease threatening public health is obliged to inform the library about this fact. The library reserves the right to suspend use of the service to such a person. If the user has an infectious disease during the period in which he/she has borrowed documents from the library, he/she is required to ensure disinfection, as evidenced by a confirmation from the competent Regional Public Health Authority.
 10. The user returns the borrowed document personally to the workplace where he borrowed it. A bibliobox can also be used to return books (Article 3). The book return at the Library does not issue a confirmation.
 11. The provision of documents for non-standard purposes (ex: exhibitions) shall be carried out on the basis of a written application and a contract setting out all the terms of the loan. Written applications must be submitted in sufficient time

Article 3

Book Return via Bibliobox

1. The user can also return books via a library Bibliobox. Locations of Biblioboxes are found the Library website.
2. The Bibliobox is intended exclusively for the return of books (not newspapers, magazines and music books) borrowed from any library workstation.
3. The user is obligated to place the books in the Bibliobox gently so as not to damage them.
4. It is forbidden to place an oversized book in the Bibliobox due to potential damage.
5. Books borrowed through the Interlibrary Loan Service and International Borrowing Service cannot be returned via a Bibliobox, but only personally in the library.
6. Returned books will be posted to the user's account within 3 business days.
7. The user is required to check their account within three days of return, and to complain immediately, by telephone or in person, in the case of discrepancies.
8. If a user visits the Library before the returned books are credited back to his/her account, he/she must inform the librarian that the borrowed books have returned via a bibliobox.
9. If a user has penalties on his/her account, he/she is required to pay the penalties at the next visit to the Library.

Article 4

Reserving Documents

1. Reserving documents is a service charged by the Price List. The user can book online documents through his / her reader's account or personally at each library workstation.
2. If the requested document has already borrowed by another user, it can be reserved by the different user. If the same document is asked for by more users, their ranking is determined by the automated system of noting the reservation's date and time.
3. The Library will the user about the possibility of downloading the reserved document by post or electronically (by e-mail, SMS message).

4. The user can pick up the book:
 - a) within seven calendar days in the case of notification by post,
 - b) within 3 calendar days in the case of an electronic notification.
5. If a user, for grave reasons, cannot retrieve a reserved document within the specified time limit, he/she can request that the Library extend the downloaded time and request that the document cannot be reserved for other users. The user can also instruct another person to notify the Library in advance where the document is reserved.
6. The user can request to cancel the reservation or to cancel it electronically via the reader's account online. If he/she does so prior to receiving a notification of pick-up electronically, the reservation fee will not be charged. If a document is already ready for download and the user has been informed of this fact but does not accept it within the specified time limit, the reservation is canceled but the user is required to pay the reservation fee.

Article 5

Borrowed Document Records

1. The Library shall keep records of borrowed documents in such a way as to ensure the demonstration of their borrowing to a particular user and secure protection of the Library.
2. Evidence of borrowed documents is done electronically in the database of the automated Library Information System.
3. Acceptance of the loan is confirmed by the adult user (child as an adult) by his signature on a printed reader's account, which contains the list of borrowed documents, and also obliges him to return them at the specified time without any notice from the Library.

Article 6

Restitutions for Damage or Loss of Borrowed Documents

1. The user is required to:
 - a) when borrowing a document, it should be examined and any damage should immediately be reported to the Library. If not the user shall be liable for any subsequent proven damage and shall reimburse the Library for the costs incurred in connection with the damage,
 - b) return the borrowed document in the state in which it was received.
2. The Library requests restitution for damage in any of the following forms:
 - a) by supplying a copy of the same title in the same or another edition of the same quality,
 - b) replacing the document with another according to the decision of the Library,
 - c) financial compensation for the document not returned.
3. The Library decides how to replace the unreturned or damaged document. If the user does not replace the damaged document caused within the specified time limit, the Library shall file a claim in court against the user.
4. For the work necessary to remove the damage to the document, the user is required to pay fees according to the current pricelist.
5. If the Library decides to request a financial payment, the amount shall be calculated according to the valid price list.
6. The Library reserves the right to suspend all services to the user until the settlement of the claim.

Article 7
Recovery of Unpaid Fees for Borrowing

1. The user is required to monitor the length of the document's borrowing period. The Library is not required to remind the user.
2. If the user returns the document after the specified period of time, he/she is required to pay a fee for delays regardless of whether the document was returned or not. The user pays the fee for the delay for each document separately according to the price list.
3. The Library sends a maximum of three written reminders to the user. Upon sending a first reminder, the user must suspend using other library services until payment of the fees for the over-due documents.
4. If the user does not return the document (ie 100 calendar days from the expiration of the borrowing period), the Library will recover the claim through the court (through the execution of the lawsuit). In court recovery, the user pays all the costs: respectively, legal representation.

Article 8
Interlibrary Loan Service

1. The Interlibrary Loan Service (hereinafter referred to as "ILS") is provided by the Library according to the Decree on Interbranch Loan Service to registered users only with a valid Reader's ID card. ILS is a special service, which is provided for a fee according to the pricelist.
2. If a user needs a document that is not part of the Library collection and has no other use of another library in Košice, the user may ask to obtain the document from another library in the Slovak Republic through the ILS.
3. If a user needs an article from a periodical that is not part of the Library collection and has no other use of another library in Košice, they may request an article from another library of the Slovak Republic through the ILS. In the case of a photocopy and a digital copy, the user is required to pay the standard amount for the copy to be paid to the other library.
4. If a user needs a document not found in the Library collection within the Slovak Republic, the Library shall, upon request of the user, secure the document through the Slovak National Library in the form of an International Interlibrary Loan Service.
5. For an ILS lending, the user must comply with the rental terms and conditions set by the lending library. Any possible extension of the borrowing period must be requested at least 2 days before it expires.
6. The user must replace any loss of borrowed documents through ILS as required by the appropriate library. The library has the right to suspend the provision of services to the user to resolve the payment and payment of all fees.
7. For a delay in returning documents borrowed through the ILS, the user is obligated to pay the amount according to the pricelist.

ORDER OF STUDY AND READING ROOM

Article 1

Access to study and reading room

1. The library provides its services in the following study and reading rooms:
 - Reading Room at Central Lending Department, Hviezdoslavova 5,
 - Study Room at Central Lending Department, Hviezdoslavova 5,
 - Study Room of the Regional Department, Hlavná 48.
2. Study Rooms are used for full-time study of documents and access to them is granted to each user of the library upon presentation of a valid reader's card or proof of payment for one-day membership.
3. Before using the reading room the user is required to store coats, bags, umbrella, rucksack, etc. in a reserved place or the library's lockers. The library is not responsible for things that are stored outside the reserved location.

Article 2

Rights and responsibilities of the student in the student and reading rooms

1. The student has the right to use:
 - a) Reference books for full-time study,
 - b) Printed magazines and newspapers,
 - c) Documents on electronic media,
 - d) Internet services.
1. The student is obliged to:
 - a) upon arrival and leaving the study, submit to the the Librarian on-duty all personal documents and documents brought from other departments of the library,
 - b) keep silent, take into account other users and follow the instructions of the Librarian on-duty,
 - c) use only one study place,
 - d) return the documents used to the Librarian on-duty before leaving,
 - e) turn off mobile phones, use of the mobile phone is forbidden in the study rooms and in the reading room,
 - f) adhere to the Library Rules and Loan Rules,
 - g) handle the equipment and inventory of the library gently.
3. There must be no interference with the documents of the Study and Reading Rooms If the user is caught damaging documents, he /she must compensate the Library for the damage.
4. It is forbidden to bring and consume food and beverages. In the Study and Reading Rooms it is inadmissible to sleep and consume alcohol.
5. The user may not make phone calls in the Study and Reading Rooms.
6. It is forbidden to remove documents of attendance from the Study and Reading Rooms.
7. In the Reading Room, the user can borrow at least 2 of the most recent periodicals (journals or magazines) which, after reading, must be returned to the Librarian on-duty.
8. Manuscripts and antique prints shall be made available only in the Reading Room, with the permission of the Librarian on-duty. Students may only use pencils when studying. Only 2 antique prints can be studied at a time.

9. The user may not collect documents and attachments from documents, alter the original order of letters, underline, redraw illustrations, manuscripts and ties, or otherwise de-value the document. It is forbidden to lay anything on the document or to lean on the document with the elbows or to force the bond.
10. The use of personal laptops and cameras is allowed only upon the consent of the Librarian on-duty. Using the flash is forbidden.
11. In exceptional cases, on working days and during holidays, a worker may receive documents from the Study and Reading Rooms at the Central Lending Department.

FINAL PROVISIONS

1. The Appendix to the Library and Loan Rules is the Service and Fee Pricelist and the Operating Regulations for Computer Work and Internet Usage issued and maintained by the Director of the Library.
2. Exceptions to the Library and the Loan Rules may, in duly justified cases, be granted by the Director of the Library or an authorized officer.
3. If necessary, the Library may have to deal with the behavior of the user or visitor in cooperation with the City Police in Košice or the Police College of the Slovak Republic.
4. The previous Library and Loan Order is removed from 1.2.2015
5. This Library and Loan Rules shall enter into force and effect on 1.7.2017

In Košice, on 22.06.2017

Ing. Soňa Jakešová
Director

Annex:

2. Pricelist of services and fees
3. Operating rules for working with computers and using the Internet