



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

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**REGULATION ON OPERATIONS OF THE CENTRAL UNIVERSITY LIBRARY AT THE HAXHI
ZEKA UNIVERSITY IN PEJA**

Peja, 2022

Pursuant to Articles 42, 48 paragraph 1.8, of the Statute of the Haxhi Zeka University - Peja No. 04 - V - 662 of May 30, 2013, and Article 12 of Law No. 04/L-097 on Libraries, the Senate of the Haxhi Zeka University in Peja, in the meeting held on 19.05.2022, adopted this:

REGULATION ON OPERATIONS OF THE CENTRAL UNIVERSITY LIBRARY AT THE HAXHI ZEKI UNIVERSITY IN PEJA

Article 1 Purpose

The purpose of this regulation is to determine the rules and procedures for the operation of the central university library at the Haxhi Zeka University in Peja

Article 2 Scope

The provisions of this regulation are mandatory for Staff, Students and users of the central university library at the Haxhi Zeka University in Peja

Article 3 Functions and tasks

1. The University Library bases its activity on Law No. 04 / I-097 on libraries and the statute of the Haxhi Zeka University in Peja, and in addition to its activity exercises the following functions and duties:
 - 1.1. Collection of library material of various formats from all fields of knowledge and sciences, registration, processing, systematization, storage, maintenance, delivery for use to users, and digitization of existing material;
 - 1.2. Provide access to library material to all its users within the territory of the municipality and beyond;
 - 1.3. Cooperate in compiling a joint electronic catalog with the National Library of Kosovo and making it available to users;
 - 1.4. Cooperate with municipal libraries established in Kosovo, the National Library of Kosovo, other libraries established by law, and international libraries;
 - 1.5. Organize cultural and educational activities in its premises, such as: book exhibitions, promotions, forums, meetings with creators, literary classes, and other library activities;
 - 1.6. Collaborate with cultural institutions, publishing houses, schools, and the community, in order to stimulate interest in books and lifelong learning;
 - 1.7. Present its services and activities to the public through the website, catalogs, leaflets and other forms of information;
 - 1.8. Compile and publish professional publications, such as: catalogs, manuals, leaflets, magazines, etc., in accordance with the Law on Libraries;

- 1.9. Draft and propose projects and programs for the development of the library network of the branches it supervises;
- 1.10. Borrow and exchange library materials to meet the needs and requirements of users;
- 1.11. Collect necessary information and materials within the territory of the municipality, to store and provide at the service of users;
- 1.12. Utilize digitized literature, based on open-source technology.

Article 4 Organization

1. The library's activity is oriented on the following fields.
 - 1.1. Receiving library materials through the purchase, donation, storage and exchange of publications;
 - 1.2. Systematization of collections based on uniform criteria the correspond to the specific disciplinary structure;
 - 1.3. Magazine subscription management, gifts and exchanges;
 - 1.4. Descriptive cataloging of documents according to national and international criteria;
 - 1.5. Preservation, protection, consultation, borrowing of documents;
 - 1.6. Assistance and information for users regarding the use of the Library, repertoires and bibliographic catalogs.

Article 5 Tasks and responsibilities

1. Library staff ensures the implementation of the appropriate criteria regarding:
 - 1.1. Organizing collections and services in order to protect and valorize bibliographic assets, and user requests reviewed in advance;
 - 1.2. Organizing and coordinating the work in the Library, defining and verifying the cataloging procedures, as well as training and updating employees;
 - 1.3. Study and proposal of new services;
 - 1.4. Presentation of proposals, analysis and suggestions related to procurement policies;
 - 1.5. Promotion and participation in cooperation projects between librarians.
 - 1.6. Provide general information on the use of the library and its instruments, in particular the assets and services provided are:
 - 1.7. Assist readers in catalog consultation and guide them in their research and studies;
 - 1.8. Welcome proposals, requests and reports on any irregularities by users;
 - 1.9. Receive proposals for the purchase of new books, after the request has been filed in the University archive;
 - 1.10. Create and update the list of users and entities related to the library;
 - 1.11. Responsibility to comply with all the requirements set out in this regulation.

Article 6

Users

1. The users of the library, based on the services and documents provided to them, are:
 - 1.1. HZU staff including HZU part-time staff;
 - 1.2. HZU students, including all levels of study;
 - 1.3. All categories defined in paragraphs 1.1. and 1.2. of this Article, after filling out the registration form which must be filled out at the Library, have the right to borrow library materials.
 - 1.4. The user who uses the reading hall of the Library must be logged in the daily registration form in the Library with their personal card.
 - 1.5. External researchers must be provided in advance with an introduction letter signed by a HZU member, or University Professor, who acts as guarantor for the conduct of the recommended person: the introduction is valid for one academic year only. The librarian must record, in a separate register, the personal data of the accepted researchers and of the members who have introduced them.

Article 7

User rights

1. Rules for the use of the library and its fund of books and technical equipment.
 - 1.1. Books and other equipment can only be used on the library premises;
 - 1.2. The removal of books and other equipment is done only by special permission of the librarian.
 - 1.3. All students and academic staff and other staff of the Haxhi Zeka University in Peja, have access to the library premises, books and other equipment in the library;
 - 1.4. The library can be accessed with an ID issued by the Haxhi Zeka University in Peja;
 - 1.5. The selection of literature needed by the user is done with the assistance of the librarian.
 - 1.6. Books removed from shelves are not to be placed on shelves by users;
 - 1.7. Any attempt to steal or damage library material, will be sanctioned;
 - 1.8. All users must take special care of the library material, as well as the inventory in the Library space: shelves, chairs, tables, computers, etc.

Article 8

Working hours

1. Library working hours are as follows:
 - 1.1. Monday - Friday from 08:00 - 16:00 (book borrowing), while from 08:00 - 20:00 (reading halls);
 - 1.2. Saturday-Sunday from 08:00 to 16:00 (reading halls);
 - 1.3. The request for consultation or borrowing of volumes must be made within half an hour before the closing of the library;

- 1.4. Working hours may vary depending on scientific activities or facility maintenance; the public will be informed about these cases immediately.

Article 9

Activities within Library premises

1. The following activities can take place in Library premises:
 - 1.1. Reading and study of literature from the Library fund;
 - 1.2. Reading and study of personal literature;
 - 1.3. Reading and studying of literature in electronic form through computers located in Library halls;
 - 1.4. Screening of videos, films, video lectures and documentary and scientific shows;
 - 1.5. Organization of roundtables, debates, conferences.

Article 10

Reading hall

The library has several reading and literature consultation halls. The hall is equipped with tables, chairs, laptop sockets and shelves in which the volumes of books are located; the halls are also equipped with computers for consulting the online catalog of the Library and all electronic resources.

Article 11
Literature consultation and reading

1. The consultation of all bibliographic material on the shelves;
 - 1.1. Each user can consult no more than three volumes at a time;
 - 1.2. In cases where the user has not completed the consultation of one or more books they have selected to read and intends to return to consult them within a maximum period of three days, they may request that they be kept in storage at their disposal.

Article 12
Borrowing

1. Conditions for borrowing material in the library
 - 1.1. All students, professors, staff of the Institution, can borrow Library materials for the purpose of use outside the Library;
 - 1.2. Books and other library material may be borrowed only if there are three or more copies of the same title in the Library;
 - 1.3. The borrowed book can be kept out of the library for a period of 14 days;
 - 1.4. Only one title can be borrowed within the same borrowing period;
 - 1.5. The duration of the borrowing may be extended, unless requested by someone else while the book was on loan;
 - 1.6. A borrowed book's deadline may be extended only once after the first time the book was borrowed;
 - 1.7. Can only be borrowed with Student Index or Card (student index/card remains in the library);
 - 1.8. The borrowed book must be brought to the library to extend the loan period, which cannot be extended by e-mail, telephone or any other way;
 - 1.9. Borrowed material, which is returned to the Library, must be presented to the responsible librarian;
 - 1.10. Magazines, Newspapers, reference books (dictionaries, encyclopedias, etc.) are not to be given on loan;
 - 1.11. Delays for late material will be sanctioned;
 - 1.12. If the user damages or destroys library material, they are punished with a fine;

Article 13
Borrowing terms

1. The period of borrowing materials is no longer than 15 calendar days, for two (2) titles at most.
2. The loan period can be extended for a second term, if the material is not reserved by someone else.
3. Exceptions to paragraph 1.1. of this article are made for students who can borrow the material only when they prove that they use it for the diploma thesis, and in no other case.
4. At the request of the student services officer, the librarian provides evidence whether a particular student has outstanding obligations to the library or not.
5. The student will not be given a graduation certificate until they have returned all the Library books and have no outstanding obligation to the library.
6. Library users enjoy the right to reserve materials that are currently on loan to other users.
7. Each title must be recorded in the loan book and signed by the user, who undertakes to apply the provisions of this regulation and not to give to third parties the titles they have borrowed.
8. Borrowed materials must be returned within the time limit specified in this Article.

Article 14
Specific cases of borrowing

1. The library has, in special cases, the right:
 - 1.1. To set a shorter loan term;
 - 1.2. Prohibit materials for borrowing; or
 - 1.3. Request the material before the return deadline expires.

Article 15
Limitation on borrowing

1. All material held by the Library may be borrowed, except:
 - 1.1. Papers not inventoried or not cataloged yet;
 - 1.2. Material that is not on paper (e.g., works in electronic form, etc.); material and book that is a single copy only;
 - 1.3. Rare and special materials determined by the Library;
 - 1.4. Diploma thesis of all levels of study.

Article 16
Late return of materials

1. Borrowing terms according to Article 13 of this Regulation are mandatory for users.
2. In case of failure to return materials on time, the user cannot borrow any new material until they return the original material.
3. The user's right to the borrowing service is suspended for one (1) month from the moment of return of the material.

Article 17
Damage or loss of materials

The user who has lost or damaged a material, regardless of any direct or indirect responsibility, is obliged to replace it with the same volume or to compensate the price of the lost book, including the cost of expenses for its purchase.

Article 18
Rules of conduct within library premises

1. Library users must adhere to the following rules:
 - 1.1. The user must respect the laws and regulations related to copyright. The user is obliged to follow the rules of etiquette and use of library services;
 - 1.2. The user who violates the rules of etiquette and library services is subject to disciplinary liability;
 - 1.3. The user who causes material damage to the Library, is obliged to compensate it based on the value determined for that material;
 - 1.4. Users are not allowed to take library objects with them, which may pose a risk to persons or materials, impairing the progress of work in the library.
 - 1.5. Users are not allowed to make noise in Library premises;
 - 1.6. Users are not allowed to engage in study groups. Classrooms are used for this purpose.
 - 1.7. Users are not allowed to communicate by phone; phones can only be used outside the library;
 - 1.8. Music in the Library is strictly forbidden;
 - 1.9. Food and beverages; eating and drinking is not allowed in the Library, due to the preservation of the environment, books, tables, etc.;
 - 1.10. Every sound of individual laptops must be muted, because they are considered a hindrance for readers in the Library;
 - 1.11. Smoking is prohibited throughout the Library, as well as in the entire facility.
 - 1.12. Use of computers is for study purposes only, use for other purposes will be sanctioned.
 - 1.13. Users are not allowed to damage the literature and library infrastructure.
 - 1.14. Users are not allowed to access the software and hardware provided by the library.
 - 1.15. Users are only allowed to use phones in silent mode.

Article 19
Enforcement responsibility

1. The responsibility for the enforcement of this regulation lies with the officials of the HZU library.
2. Violation of this regulation is the basis for initiating disciplinary proceedings.

Article 20
Entry into force

This Regulation shall enter into force on the day of its adoption by the Senate of the Haxhi Zeka University in Peja.

Senate Chair
Prof. Dr. Armand Krasniqi

