

N.G. Group

2012 – 140 en EO Library Regulation of Nehemiah Gateway University

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2012-140

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Library Regulation of Nehemiah Gateway University

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Nehemiah Gateway Albania

Rruga "Nehemia"

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Albania

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1. General provisions

- 1.1. The Library (LIB) is administrative helping unit of Nehemiah Gateway University which promotes educational, research and cultural activities to pupils, students, teachers and coworkers.
- 1.2. LIB is part of Nehemiah Gateway University, which is under Nehemiah Gateway Albania (N.G. Albania).
- 1.3. LIB regulations set terms and conditions for all LIB users.
- 1.4. The object of this regulation is to define the rules and procedures of LIB in order to facilitate and maintain the processes of LIB service.

2. The procedure of registration in the Library

- 2.1. The right to use the LIB is offered, but is not limited only, to all applicants who receive a membership card, and especially to:
 - i) pupils of the Nehemia schools' system
 - ii) teachers of the Nehemia schools' system
 - iii) students and guest students of N.G. University
 - iv) lecturers and guest lecturers of Nehemia School and N.G. University
 - v) coworkers of N.G. Albania
 - vi) volunteers and interns at N.G. Albania
- 2.2. The fees for the usage of the LIB services by the category of users in paragraph 2.1. are included in the tuition fee or are covered by N.G. Albania.
- 2.3. External persons, who do not fall into one of the categories mentioned in paragraph 2.1. above, may become members of LIB subject to the acceptance of the application by LIB and to the payment of a membership fee, which is determined and reviewed periodically by N.G. Albania.

3. Registration in the Library:

- 3.1. All users who hold or obtain a membership card can register with LIB. The registration of users can be effectuated only by LIB or other authorized staff.
- 3.2. Upon registration, users must sign a written statement agreeing on the terms and conditions set out in the LIB regulations, especially regarding the use of copyrighted material.
- 3.3. By registering with LIB, the user agrees to the collection and processing of personal data by LIB for the purposes of providing LIB services as for all other legitimate purposes permitted by law.
- 3.4. After the registration, the user will receive an email confirming the registration with LIB as well as other relevant account information.

4. The Library usage

- 4.1. The LIB service is free for all users specified under paragraph 2.1.
- 4.2. Users may access literature located in the LIB premises (Campus Library), as well as online literature over the LIB website (through the Bavarian State Library, Free Open Collections, e-Journals, etc.).
- 4.3. The user is personally responsible to cover any costs or fees that may rise when using online literature resources, especially those specified in paragraph 4.2. above.
- 4.4. The classification and registration of books at LIB is done through DEWEY decimal system. More information about this system can be found under the following link: <http://www.ng-university.org/student-services/library/how-to-use.html> . Online book searches over the LIB website can be made through the following link: <http://library.ng-university.org/OpenBiblio/home/index.php>, and then selecting OPAC at the bottom of the page.
- 4.5. Users are responsible for all literature borrowed under their name or registration file. This responsibility ends only when the item has been properly returned to the LIB. Costs arising from the improper use of items, for late returning or for damaged items must be covered by the user.
- 4.6. Free access materials are placed on open shelves in the reading room. It is not allowed to take these materials outside the LIB premises without the permission of LIB staff.
- 4.7. Users of LIB are allowed to use the LIB premises, including the study lab and computers in this lab, in an appropriate way and for library, research or other related educational or work projects. Damages to the equipment should be immediately reported to LIB staff. In case of failure to do that, the user may be held personally responsible for damages occurred and may be asked to compensate them.
- 4.8. The LIB opening hours are normally from 8:00- 13:00 and 14:00- 17:00.

5. The rights and obligations of users of Library

- 5.1. Users of LIB are entitled to the following rights:
 - i) borrow literature from LIB for up to three weeks when more than two physical copies are available. If a user needs to borrow the item for longer than three weeks, s/he needs to obtain the permission of the LIB staff or apply for an extension for the borrowing period. The LIB staff may grant up to two extensions of three weeks each.
 - ii) where the LIB has only two copies from an item, it can borrow only one of the copies for a maximum borrowing time of four hours, after which the borrowed item must be returned into the library.
 - iii) notwithstanding paragraph ii) above, such items may be borrowed for a period of up to 6 months, upon consent by the LIB staff, by:
 - a. Teachers or Lecturers (dictionaries, teaching / instruction books);
 - b. Students (books needed for module preparation or for writing a research paper or thesis).

- iv) use on campus all literature and other resources available in LIB;
- v) receive help and information about services provided by LIB;
- vi) access unhindered LIB premises and other related premises or equipment during opening hours,
- vii) make suggestions for the improvement of LIB system and procedures;
- viii) participate in events, including seminars, workshops or other training events, organized by LIB.

5.2. All users are required to:

- i) behave considerately when in LIB premises and respect the study needs of other users;
- ii) behave tactfully with staff and other LIB users;
- iii) comply with the requirements set out in LIB regulations;
- iv) handle with care and use properly items borrowed as well as LIB premises and equipment put at the user's disposal. Failure to do that will result in personal liability of the user to compensate LIB of all damages or losses in premises and equipment. Compensation will include all costs necessary to repair or recover the damaged or lost item, premise or equipment, in the same quality or nature as it was before the damage or loss.
- v) return on time and in good condition all borrowed items;
- vi) notify LIB staff immediately in case of damages to borrowed items;
- vii) not to take without permission and without following LIB procedures library items;
- viii) not to make any signs, records, mark, deface or damage LIB items etc.;
- ix) observe silence; use mobile devices only in silent mode and in a way that does not disturb others;
- x) use properly the library card and not to give it to unauthorized persons to borrow items on his/her behalf. In case of loss of membership card, the user must immediately notify the LIB. Failure to do that, will result in personal liability for compensating any damage or losses that LIB might incur as a result of the unauthorized usage of the card by persons not entitled to that card.
- xi) maintain good order and observe LIB regulations;
- xii) leave the LIB premises by closing time.

5.3. Failure to return borrowed literature item will be charged with a fee of 50 LEK (or 30 Euro/cents) for each day in delay. Users with outstanding fines or overdue items may be denied the borrowing of further items or the use of LIB services until all open balances have been paid and books are returned or renewed. The payment is done at the cash desk. The user needs to present evidence of payment in order to be able to use the LIB services.

5.4. In case of refusal to pay, LIB shall inform the Executive Director of N.G. University, who will take care all necessary measures to ensure the observance of LIB regulations.

6. *The rights and duties of Library*

6.1. LIB staff has the following rights and duties:

- i) inform users regarding LIB regulation as well as regarding all kinds of services provided by LIB;
- ii) inform users on copyright regulations with regard to borrowed or used literature items and ensure the observe of copyright regulations by LIB staff;
- iii) systematically calculate budget for new educational and scientific literature, valuable literature of previous years of publication, periodicals, electronic information.
- iv) provide high quality library and bibliographic services for library users, particularly through the introduction of new electronic technologies, training workers, etc.;
- v) promote educational and scientific work of students, faculty staff by providing N.G. University advice and assistance;
- vi) implement recordkeeping, storage and usage of printed and other materials that constitute LIB collection, in accordance with established rules;
- vii) remind users about the need to return materials three days before the end of usage period and weekly after expiration of it;
- viii) post up the announcement of schedule of LIB on the campus and on the LIB website;
- ix) provide good and comfortable conditions reading rooms.

6.2. It is the responsibility of LIB staff to:

- i) implement all regulations and internal instruction related to the functioning and operation of LIB;
- ii) report problems related with the functioning of LIB to direct superior and proposes solutions accordingly;
- iii) update, in cooperation with the responsible person, LIB information on the website;
- iv) serve to all users and help them with information and materials;
- v) coordinate with other project leaders to ensure the well-functioning and quality of services of LIB;
- vi) take care of LIB facility and materials.

7. *Copyright regulations*

7.1. All LIB users are obliged to observe copyright regulations set out in the Albanian applicable legislation on copyright. LIB staff may provide assistance to users with regard to these regulations.

7.2. Any user is personally liable for breaches of copyright regulations and will hold LIB harmless and compensate any damage that LIB might have incurred as a result of a copyright breach by the user.

7.3. All users are informed that reproduction in any form of copyrighted materials is allowed only for personal use and only to the extent necessary that it justifies a personal use of the copyrighted material.

Reproduction of copyrighted material for commercial purposes, or for purposes that go beyond personal

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use, whether against a fee or free of charge is strictly prohibited, except when the author has agreed to such reproduction in writing.

7.4. LIB will provide additional detailed information regarding the allowed uses copyrighted materials.

8. Final provisions

8.1. This EO shall replace the previous 2012-140 PO Library Information and Regulation of 27.03.2012.

8.2. The Executive Director of N.G. University and LIB staff are responsible to ensure the implementation of this EO as of the date of its effectiveness.

8.3. This EO shall come into effect as of 1st April 2016.

Herolinda Shkullaku
Executive Director

Goran Rafajlovski
Head of N.G. University
