 HËNA E PLOTË BEDËR UNIVERSITY	DIRECTIVE FOR THE OPERATION OF THE LIBRARY AT “HËNA E PLOTË” (BEDËR) HEI				
	Kodi i dokumentit <i>BU-REG-012-AL</i>	Data e publikimit 01.10.2012	Nr. i përditësimit -	Data e përditësimit -	Faqe/Total 1 / 7

Article 1

Aim

This directive is intended to define the basic rules for the operation of the library, the library fund utilization by users, processing and protection of the library and measures taken in case of misapplication.

Article 2

Definitions

In this directive:

School: Higher Education Institution “Hëna e Plotë”(Bedër);

Library: School library;

Student: Students enrolled in Higher Education Institution “Hëna e Plotë”(Bedër);

Staff: Academic and administrative staff who work part/full time at Higher Education Institution “Hëna e Plotë” (Bedër);

Users: Students, academic and administrative staff

Fund: the existing books in the library, magazines, periodic newsletters, audio-visual resources and similar resources which are published by the administrator of the library, as well as rare works of special value.

Article 3

The object of the directive

The Directive of the Higher Education Institution “Hëna e Plotë”(Bedër) Library sets the normative rules for different subjects, in relation to the school library. It governs the relationship between them and defines the responsibilities of the staff responsible for the management of the library.

Furthermore, it supports the achievement of the objectives included in the school's mission and program. It provides numerous information sources, such as entry into the catalogs of other libraries.

Article 4


Behaviour in the library

Users in the library must not: speak loudly, talk on the phone, listen to music and make noise. Mobile phones should be switched off or set silenced.

You may not move from the place you are working because you might disturb the others. You may not place items between the shelves as it obstructs free movement.

For whatever reason you are not allowed to take any material out of the library without filling in and signing the forms required from the office responsible. Materials that are taken out of

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the library without filling in the forms required from the Library Administration Office for the library are considered lost or stolen.

You are not allowed to take books from the library and photocopy them without the approval of the Library Administration Office.

Members who violate the rules of the library, except measures specified under the specific case, can be drawn out by the Library Administration Office. If deemed necessary, their membership may be suspended for a three-day period.

Article 5

Items brought in the library

At the entrance of the library bags and similar items are to be delivered to the responsible staff who will give you a label that should be present at the exit to get the thing entrusted to the library. Personnel responsible may be handed to store only necessary belongings.

No food or drink may be taken into the Library except for bottled water.

You may use personal laptops in the library provided notebook bags delivered at the entrance to the staff responsible.

Article 6

Access provided

The Library of Higher Education Institution “Hëna e Plotë” (Bedër) works with open fund, which means that a student or the staff works on his/her own to find the publication he/she needs.

Library funds may be used by students and staff, except reserved publications, magazines, dictionaries, encyclopedias and reference materials, and rare works of special value, which can not be taken out of the library. These funds may be photocopied in the presence of the responsible personnel.

Only students of Higher Education Institution “Hëna e Plotë” (Bedër) can benefit from the library funds presenting the certificate or the student/staff card to the Library Administration Office.


Article 7

Borrowing

The member who wants to borrow a publication from the library is asked to sign a form for the resources borrowing from the library. This form must be necessarily signed even when the material is brought back to the library, otherwise it is considered lost and the person who borrowed it will face the provisions of this directive. No reader can get a book on behalf of someone else.

When it deems fit, library staff may require to return the book to the library before meeting the deadline. You must return the library within three days of notification.

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For publications that are borrowed from other members reservation may be made, but the member who wants to make the reservation should not have exceeded the maximum number of publications that he/she can borrow. When the publication is submitted to the library the member who has made the first reservation must carry out the process of borrowing within two days, otherwise the reservation will be cancelled automatically.

If you want to make reservations, you should not be deprived to make the borrowing. A member who is not eligible to make the borrowing is deprived of making reservation.

If the returned publication is not requested by another reader, it can be taken back by the previous user. But, in this case, the Library Administration Office, for whatever reason, has the right of not to lend the book.

The patron is responsible for the publication received up to the date of delivery to the library.

Every borrowing has a certain due return date. It must be returned within a period of time specified in the table below.

The following table shows: Type of publication, information about the patron, due date (deadline) and the maximum number of publications that he/she can use at the same time.

Publications	Patron	Loan period (days)	Maximum number of publications
Resources	Bachelor	15	3
	Master	15	5
	Staff	20	7

Article 8

Late submission and overdue fee


If the publication borrowed are not returned on their due times, then:

- a) In the first month, for every day of delay 20 leke, after the first month the patron must pay an overdues fee of 50 leke for late return of the resource.
- b) For the academic and administrative staff; 60 days after the due date, if the item borrowed is not returned to the library, then a sum of 3 times of the actual book price is taken from their salary.
- c) Payment for late return of the material is calculated by multiplying the overdue fee of each day with the number of overdue days. The daily overdue fee is determined according to resource types and announced by the Library Administration Office.
- d) Members who have not returned the material on time and members who have delivered the material but have not paid for the delay are categorically disqualified as people who have the right to make a borrowing from the library.

Article 9

Lost or damaged resources

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- a) In case borrowed items are lost or damaged by the patron, it is reflected by the library administration through the Library Item Loss-Damage Form.
- b) If the resource provided is not returned within three months after its due date, it is considered a lost item and the Library Administration arranges a Library Item Loss-Damage Form.
- c) When the patron loses or damages the borrowed item, he/she must replace it, or if he/she can not replace it, he must pay the library the Resource Loss Fee 2 - times of the actual price of the borrowed item. The Resource Loss fee is determined by the Library Administration.
- d) The patron must also pay an overdue fee for the period elapsing from the due date of the items she/he has lost or damaged until the Library Item Loss-Damage Form has been arranged.
- e) In case irreplaceable rare resources are lost or damaged (especially in case of irretrievable loss or damage), the Resource Damage Fee or Resource Loss Fee is determined specially. In addition, disciplinary investigation is opened against the responsible people and other sanctions are enforced.
- f) Every item that has not been returned to the library is considered lost one month after the letter is signed by the chancellor. For special items Resource Damage Feet is decided by a special commission.

Article 10

Criteria on searching resources and shelving in the library

Classification of books in the library (except for special cases) is made according to the Library Congress (LC).

Members of the library using the search system found in the library's website can learn the number of (LC's) books they want and their location in the shelves. In this regard it is the Library Administration duty to help its members.

Members who have borrowed items from the library should not put these items on the shelves themselves. Items taken from the shelves must be left on desks.

Members must not take more than 10 books from the shelves even if they would use them within the library.


Article 11

Criteria on using books

It is prohibited to take notes or any kind of writing in books or items that belong to the library. It is forbidden to fold or tear pages of the books. Also, it is prohibited to remove the labels on the books pertaining to the library.

Books and items must be kept clean and should be careful not to be damaged. The above behaviors are regarded similar as the behavior of damage to library resources and individuals to perform these behaviors will be punished according to the provisions of Article 9.

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Article 12

Criteria on the donation of library books

People or institutions who wish to donate books to the library must complete the Book Donation Form and submit it to the Library Administration. In this form it is determined:

- The book donator and the time when the donation was conducted.
- Title, author, number of publishing and publishing house of each donated book.
- It is specified the borrowing of the donated books.

The Library Administration checks the information of the forms comparing them with those of donated books and if there is no inconsistency they are signed mutually consequently being responsibility of the Library Administration. If there is inconsistency between data of the forms and data of the books it is necessary to accurately fill a new form. While there is a inconsistency between the data from the forms and the data from the books, items/books can not be received by the Library administration.

Once mutually signed the donation form of books people or institutions that have donated these books have no real right over them. The books are now property of the library. People and institutions who donate more books, under the bilateral agreement, their name can be written in a convenient page of the book.

Individuals and institutions who have donated books can not ask the Library Administration that the books donated to settle and classified in a special place. Classification of books in the library, except for special cases, is made by the Library Congress(LC).

Article 13

Entry into force

This directive is effective immediately upon its approval of the Supreme Council.

Article 14

Implementation

Implementation of this directive is provided by the Rector of Higher Education Institution Hëna e Plotë Bedër.

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