



## **Excerpts from the User Regulations USER OBLIGATIONS 2022- 2023**

**Approved at the Meeting of the Board of Directors of the "Lucian Blaga" CUL on 28.09.2022**

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Users of B.C.U. "Lucian Blaga" Cluj-Napoca have the following obligations:

- to respect the opening hours of the library;
- to keep quiet, to maintain order and cleanliness inside the library;
- to have a decent outfit and to follow the rules of body hygiene;
- to not be accompanied by pets;
- to have a civilized behaviour towards the library employees and towards the other users;
- to show the librarian on duty the library card validated for the current year;
- to not use another user's library card and to not allow the use of another person's card;
- to present, at the request of the librarian on duty, an identity document to verify personal data and to notify the library in case of loss of the library card;
- to make proper use of the furniture and other library goods;
- to film or photograph the spaces "Lucian Blaga" CUL only with the approval of the library management based on the completion of a standard form and to be accompanied by a person designated by the library's management;
- to not request seats in the reading room for other users and to not damage the seat numbers;
- to ask the permission of the librarian on duty for the introduction in the reading room of publications that are not part of the library's holdings;
- to occupy only the place received based on the library card;
- not to extract the sheets from the catalogues or to make any notes on them;
- to use the space in the catalogue room only for activities related to the retrieval of information (consultation of traditional and online catalogues, filling in online requests, requesting bibliographic information from the service bibliographer, requesting the number of seats in the reading room and returning publications);
- to consult only the electronic formats of periodicals for those that have been digitised;
- to notify the librarian on duty if the waiting time for the requested publications exceeds one hour;
- not to remove the requested publications from the reading room, unless photocopying is desired inside the library;
- to notify the librarian on duty in case of removing the publications from the reading room with free access to the shelf for photocopying inside the library;
- to check the status of the received publications and to report to the librarian on duty any damage (broken or missing pages, emphasis). Complaints subsequent to the finding of damage shall not be taken into account;
- not to damage the publications of the library by underlining, markings or breaking the pages;

- to return by the end of the operating program all the requested publications and the seat number;
- to respect the loan terms and the amount of the fees to be applied in case of non-compliance;
- the amount of the penalty for a document and for one day of delay is established at the beginning of each academic year and represents an amount applied gradually, up to 50% of the inventory value, updated with the application of the inflation coefficient to date;
- to return the publications upon temporary/permanent departure from the faculty/country;
- to target at the faculty libraries or at the headquarters of B.C.U the liquidation sheet at the end of the studies or at the interruption/expulsion;
- to access the library's computers only after they have been started by the custodian of the room and only to perform operations established by the specialized staff of the institution;
- to copy files from the library computers to personal CDs / USB drives only after they are checked by the room custodian;
- not to reset or change the configuration of the library equipment, to use only the programs installed by the specialized personnel;
- not to save or install executable files, programs and not to change the initial settings of the library's computers;
- not to access online games, chat channels and messenger-type applications, as well as immoral or indecent websites;



**Note: The in extenso regulations can be consulted on the library's website: [www.bcucluj.ro](http://www.bcucluj.ro), in the Useful information section.**