

# **Rules and Regulations for the Users**

2022-2023

Approved by the meeting of the Administration Council of the “Lucian Blaga” Central University Library  
on 28.09.2022

In effect from 3 October 2022

## **Chapter I – Library Access**

Art.1. The following types of users can have access to the “Lucian Blaga” Central University Library:

- (1) BA and MA students from the “Babeş-Bolyai” University and from other state or private universities –from Romania or from abroad – including students who are part of various educational programs (ERASMUS, CEEPUS, other programs)
- (2) teaching staff, Ph.D. students and researchers from “Babeş-Bolyai” University and from other state or private universities –from Romania or from abroad
- (3) researchers from institutes that are not affiliated to the Ministry of Education and Research
- (4) secondary school teaching staff
- (5) high school students
- (6) active or retired library staff
- (7) other socio-professional categories (those having a BA degree)

Art.2. Access to the collections and services provided by the “Lucian Blaga” C.U.L. is permitted only with a personal library card, which is issued for free to all categories of users listed in line 5 and in accordance with Law no. 9/2022, to students and doctoral candidates from the state universities from Cluj-Napoca or for a fee – this library card can be used not only in the Main Building, but also in the Faculty Libraries (branches of C.U.L.).

- (1) The library card is issued based on the following documents: application form (printed or electronic), ID card, validated student ID, validated employment badge/certificate, unemployment certificate.
- (2) The library card is personal and not transferable.
- (3) The library card is available for a certain period of time, depending on the user`s category. The library card must be validated annually.

(4) By signing the application form, the user takes responsibility for the use, preservation and the returning of the borrowed or accessed documents and for the use of other library assets, and for accepting these rules and regulations.

(5) Students with social grants, Olympics (county stage, national stage, international stage), war veterans, former political prisoners, individuals with special needs, persons who made substantial donations to the Library or participated in the "Teaching staff support libraries" Campaign, journalists from the Professional Association of Speciality (based on the protocol signed with C.U.L.), librarians from other Romanian or foreign libraries, active or retired C.U.L. personnel receive a library card for free, based on the required documents (certificates, degrees, badges etc.).

(6) Active or retired professors and researchers from the "Babeş-Bolyai" University, the unemployed, high school students can have their library card validated for free, based on the required documents.

(7) Issuing and validation fees for the library card are established annually by the Administration Council of the "Lucian Blaga" Central University Library, as recommended by the

Committee for the Evaluation of Library Documents in accordance with the active legislation (Order no. 84/1998 republished, with the subsequent modifications and completions through Law no. 205/2001).

(8) In case the library card is lost, damaged or stolen, the responsibility is that of the owner. The owner must inform the library, otherwise he/she may suffer the possible consequences created by the other person's usage of the library card. The Library can issue another library card to the owner under the terms listed above (Item (1) )

(9) The Library reserves the right to detain the library card from users who do not conform with the Rules and Regulations.

## **Chapter II – The Services offered to the users**

Art.3. "Lucian Blaga" C.U.L. offers free of charge or surcharged services, based on the library card.

(1) Free of charge services:

- (a) access to the traditional and online catalogues for all types of documents
- (b) access to the internet
- (c) access to the subscribed databases and to the internal bibliographical databases
- (d) assistance with identifying the publications in the catalogues and with accessing the databases
- (e) training the users in documentation techniques and recovering information

(f) references via e-mail

(g) direct and indirect access to the publications in the reading rooms

(h) loaning publications in the case of the documents from the Library Loan Collection or from the General Loan Collection –for a limited period of time

(i) the use of a personal laptop in the reading rooms

(2) Paid services:

(a) internal and international inter-library loan

(b) copies of documents

(c) bibliographies from the subscribed data bases or from personal resources

(d) microfilming, scanning (simple or processed), printing (black&white from data bases or digitalized documents)

(e) Photocopying (in accordance with the active legislation - Law no. 8/1996 republished, with the subsequent modifications and completions), wrapping documents, burning CDs and DVDs. It is forbidden to photocopy: documents that have over 500 pages, documents bigger than the display of the Xerox machine, documents with fragile or very tight bindings, documents with detached or torn pages, documents with no cover or with torn covers, newspapers (call numbers P and H), any publication released before 1990, and PhD theses.

(f) Taking photographs with the personal camera/phone is allowed only in the case of periodicals (newspapers, magazines) with the P and H call numbers and with formats larger than A3 – exception: documents with special service (PhD theses, heritage documents, and documents from the Special Collections). The activity will take place under the supervision of the librarian from the “A.Marino” Reading Room (C.U.L. Main Building), after receiving the requested documents and after the payment of the fee for using one`s personal camera.

(g) booking of the Conference Room (“Lucian Blaga” C.U.L. reserves the right to select such bookings).

### **Chapter III – The Users’ Rights and Obligations**

Art.4. Users of “Lucian Blaga” C.U.L. collections and services have the following obligations:

(1) to comply with the opening hours of the library

(2) to maintain the silence, order and cleanliness inside and outside the Library

(3) to have a civilized behaviour towards the Library employees and users

- (4) to present a library card which was validated during the current year
- (5) not to use other user`s library card and not to allow other persons to use his/her card
- (6) to present, at the librarian`s request, an ID card for verifying the personal information
- (7) to immediately notify the library in case of losing or having the library card stolen
- (8) to leave (based on the ticket attached to the library card) all his/her personal belongings (bags, shopping bags, backpacks, files, outdoor clothes, umbrellas, food or drinks etc.) in the available cabinets; do not leave valuable item in the cabinets – The “Lucian Blaga” CUL does not take responsibility in such cases
- (9) to use the furniture and the other assets of the Library properly
- (10) to check the publications received and to notify the library of any damages encountered (torn or missing pages, highlighting)
- (11) not to damage the Library`s publications by highlighting, making notes on them, tearing the pages, or other such actions
- (12) to smoke only in the designated areas
- (13) to be decently dressed and to respect the rules of hygiene
- (14) not to be accompanied by a pet
- (15) not to bring into the Library any alcoholic drinks and substances banned by law
- (16) to reserve a seat in the reading rooms.

#### Art.5. Accessing the publications in the reading rooms

- (1) All categories of users of the “Lucian Blaga” C.U.L. have the right to access the publications in the reading rooms.
- (2) Users may request an unlimited number of books, but not more than 5 books at once.
- (3) Users can use laptops in the reading rooms, provided that they are silent and that they do not disturb the other users.
- (4) Access in the “Al. Lapedatu” Professors Room from the “Lucian Blaga” C.U.L Main Building is allowed only to the teaching staff from universities (assistant professor, associate professor, professor), based on the library card.
- (5) Access in the “Miko Ime” Researchers Room from the “Lucian Blaga” C.U.L. Main Building is allowed only to the retired teaching staff from universities and to researchers, based on the library card.
- (6) Access in the “Marino-Rațiu” Room from the “Lucian Blaga” C.U.L Main Building is allowed only to PhD students, to the Instructors, and to the users who want to look through newspapers, based on the library card.

(7) In the Catalogues Room and in the reading rooms users must comply with the following rules:

- a) to use the space from the Catalogues Room properly (looking through traditional and online catalogues, looking through subscribed and internal databases, asking the librarian for bibliographical information, asking for a place number for the reading room, returning the publications)
- b) not to take papers from catalogues and not to make highlights on them
- c) not to turn on, turn off or restart the computers from the Catalogues Room and
- d) to use the available computers only for browsing the online catalogue
- e) to make online reservations in which to mention the reading room and the place number given by the librarian
- f) not to bring food or beverages into the reading rooms
- g) not to use mobile phones and audio devices that disturb the silence in the reading rooms and in the Catalogues Room
- h) not to request a place number for other users
- i) not to occupy any other seat than the one received based on the library card
- j) in the case of the reading rooms that receive online requested books, to notify the librarian if the waiting time for the publications surpasses one hour
- k) not to take the publications out of the reading room, unless the intension is to photocopy them inside the library and with the approval of the librarian
- l) to return all the publications and the place number by the end of the closing hours
- m) in the free-shelf rooms, the publications already consulted will be returned to the librarian or will be left on the desk

(9) Taking photos or filming in C.U.L. areas are allowed only with the approval of the Library Management. The requesters will fill in an application form at the secretarial office and they will mention the reason for taking photos or filming. The requesters will be attended by a person appointed by the Library Management during the filming or the photo shootings

(10) Digitized publications can be consulted only in electronic format.

#### Art.6. Library loan

(1) The following categories of users have the right to borrow books:

- (a) Full time students from state universities from Cluj-Napoca,
- (b) Foreign students who are part of educational programs (CEEPUS, Erasmus, Socrates, other exchange programs) – these students will be mentioned by the International

Cooperation Centre of the “Babeş Bolyai” University on an official list sent to the library annually

(c) Secondary school and university teaching staff, researchers and PhD students. Students who live in Cluj

(d) Other categories of users (BAs and employees) who live in Cluj

(e) Active or retired library personnel

(f) High school students

(2) The users can borrow publications:

(a) If they have a valid library card (validated for the current year)

(b) From Library Loan departments from all libraries (CUL Main Building and Branch Libraries)

(c) From the general loan collection for a period of time set by the library according to the number of copies of a title and to the number of requests for that title

(d) If they do not have any outstanding return dates for other publications

(e) If they do not have any other outstanding obligations towards the library

(3) Specifications:

(a) The loaning period and the maximum number of volumes lent at once is set according to the category of the user and the category of the publication (see Loan Terms for each user category)

(b) Students enrolled full time in two or more faculties (from the state universities from Cluj-Napoca enrolled in full-time programs) can borrow twice the number of volumes

(4) Lending and returning publications are made in person, based on the library card

(a) The users who have outstanding fees cannot borrow books and cannot use the reading rooms until the fees are paid.

(b) The loaning period may be reduced during the holidays – in case there are other inquiries/reservations

(c) Publications must be returned on time.

(d) The users are kindly asked to consult the section “My Library Card” from OPAC/ the online catalogue of the library for checking the lending period in order to avoid any penalties for not returning the publications on time. We must mention that each user can automatically extend their own loan term in their personal account.

(e) The loaning period can be extended twice, for 5 days each time, by two means: one extension can be made by the user (via e-mail, telephone or in person), while the second extension can only be made by the librarian (via e-mail, telephone or in person).

The loaning period cannot be extended for high demand publications or for reserved publications.

(f) The extension of the loaning period is made before the deadline and it is made only if there are no other reservations for that publication. For the extension, it is mandatory to mention the barcode from the library card.

(g) Users cannot borrow the following types of publications: the publications from the Legal Deposit or from the General Collections of CUL, the publications that are unique in the library's Collection, serial publications, PhD theses, reference materials, documents on electronic support (CDs, DVDs, etc.)

(h) After signing the liquidation form, users can have access to the library only with a temporary library card (until their professional status changes at the beginning of the academic year)

(5) Reservations for the publications can be made by users directly, only for the publications that are already borrowed by other users. The reservation is active for 3 days; after this period of time, the publication will be available in the library.

(6) Users that can borrow books have the following obligations:

(a) To respect the period of time for the reservation and to pay the penalties for any outstanding loans

(b) To check the state of the publications and notify the library of the eventual problems (afterwards, complaints are not taken into consideration)

(c) To return the publications in the exact same state in which they were borrowed

(d) To return the publication if the user temporarily/permanently leaves the faculty/the country

(e) To validate the liquidation form in the Main Building or at the branch libraries after graduation or expulsion

(7) If the user does not respect the loaning period, he/she must pay a daily penalty that is set by the library according to the number of borrowed documents and to the length of the delay. The value of the penalty for a document (per day) is set at the beginning of each academic year and it represents a sum that can gradually increase to 50% of the value from the updated stock list, applying the current inflation rate. For the 2021-2022 academic year, the tax is 1 Leu/title/day/publication from the Loan Collection and 5lei/day/title from the General Loan Collection

(8) Reclaiming of lost, damaged or destroyed documents is made according to the METHODOLOGY of reclaiming lost, damage or destroyed documents (Annex 2)

(1) Interlibrary intern loan represents for the possibility to request publications that are not part of the collections of the library. Request must be made at the Interlibrary Loan Office.

(a) In order to receive these publications (maximum 5 volumes), users must fill in a form and must present a valid library card (validated for the current year) to the Inter-libraries Loan Desk (Main Building, 2nd Floor, Room 87). The form can be filed in person or by e-mail. Users will pay a fee of 5 lei/loan, which represents the postal taxes, for this type of loan.

(b) Interlibrary loan publications can be accessed only in the Main Building of the library, in the "Al.Lapedatu" Room (teaching staff) or the "A.Marino" Room (PhD students and BA/MA students).

(c) Users must respect the loaning period set by the library offered the publication.

(d) The libraries in Romania may request, through interlibrary loan, the publications that are part of the Lucian Blaga CUL collections. The supplying library decides, in all cases, if the requested publication can be loaned and for how long.

(2) International interlibrary loan is made under the Order no.5286/2004 regarding the Rules and Regulations for inter-libraries loan, issued by the Ministry of Education and Research. This service requires a fee.

(3) Issuing copies of documents:

(a) Users can receive (for a fee) photocopies, copies, or scans of documents from the library collections or from other Romanian libraries' collections, provided they fill in a form

(b) The copy requested will be sent via e-mail or via post office, depending on the user's preference.

(c) The Document Delivery service requires a fee.

## **Chapter IV – Sanctions**

Art. 8. Any violation of the library Rules and Regulations leads to the following sanctions:

(1) Verbal warning for talking loudly, filming or taking photos of in the library without permission from the management, using the mobile phone, bringing food or drinks inside the reading rooms or inside the Catalogues Room, using the library card without that had not been validated for the current year etc.

(2) Temporary suspension of the library card for 7 days, in the following cases:

(a) Disturbing the silence, order and cleanness inside and outside the library



- (b) Using the audio and photo devices in the reading rooms or in the Catalogues Room
  - (c) Not using the furniture or other belongings of the library properly
- (3) Suspension of the library card for 15 days, in the following cases:
- (a) Repetition of the violations mentioned at (1)
  - (b) Misconduct towards the library staff or towards other users
  - (c) Taking publications out of the open shelf reading room for photocopying in the library
  - (d) Taking out pages from the catalogues
- (4) Temporary suspension of the library card for 30 days, in the following cases:
- (a) Repetition of violations mentioned at (2);
  - (b) Using other users' library card (this sanction affects both persons involved in this situation)
  - (c) Damaging documents (underlining, making notes, tearing pages) and other belongings of the library (in this case the user will also pay a fine)
  - (d) Not returning the publications requested for the reading room by the end of the closing hours

Note 1: In the case of damaging the documents, users will also pay for their reconditioning and reintegration.

- (5) Invalidating the library card, in the following cases:
- (a) Repetition of violations mentioned at (3)
  - (b) Stealing documents or other belongings of the library

Note 2: In the case of stealing documents or other belongings of the library, the police, the dean offices or the institution where the user works will be notified.

(6) Appeals for the sanctions and penalties given by the library will be written and handed over to the "Lucian Blaga" C.U.L Management, to the library's secretary and it will be addressed within 5 working days.

(7) The sums accumulated by the users by not respecting the loaning deadline can be reduced, on request, by the library management, depending on the reasons mentioned by the users. Reduction requests are not accepted if the publications are part of the general collection and if the tax is 100 lei or less. The maximum fine for overdue books is 500 lei.

## **Chapter V – Final Provisions**

Art.9. Please note:

(1) The content of the Rules and Regulations for Users is based on the following official papers:

(a) Law no. 334/2002 (the Law of the Libraries, republished, with the subsequent modifications and completions)

(b) Law no. 182 from 25 October 2000 regarding the conservation of the mobile cultural national heritage, republished, with the subsequent modifications and completions

(c) Law no. 8/1996 regarding copyright and connected rights, republished, with the subsequent modifications and completions

(d) M.E.C. no. 5286/12.11.2004 Order regarding the approval of interlibrary loan

(e) Government's Order no. 84/1998 regarding the creation of the Support of Libraries from Schools Capital, approved with updates through Law no.205/2001

(f) Law no. 9/2022 for the modification of art. 202 line (1) letter b) from the Law of National Education no. 1/201

(2) The "Lucian Blaga" C.U.L. reserves the right to limit the access into the library for the users who disturb the reading process or the library's activities with their behaviour or attitude

(3) The "Lucian Blaga" C.U.L. ensures the privacy of the users' personal data, in accordance with the Law for Libraries no. 334/2002, the Internal Regulations and the consent of each user

(4) The "Lucian Blaga" C.U.L. reserves the right to set the opening hours, according to the institution's needs and by taking into consideration the official national free days.

(5) This Rules and Regulations Document shall be in effect after it is approved by the Management of the "Lucian Blaga" C.U.L. Cluj-Napoca.