



RULES AND REGULATIONS FOR THE USERS

2016-2017

Approved by the meeting of the Administration Council of the "Lucian Blaga" Central University Library on 22 September 2016

In effect from 1 October 2016

CHAPTER I –ACCESS IN THE LIBRARY

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 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
- (j) visits in the library in organized groups, with the obligation of notifying each visit at least 24 hours in advance via printed form, phone-call or e-mail (and offering information regarding the number of persons, the date and the hour of the visit, and the contact address)
- (k) the use of the Conference Rooms for book releases, conferences and scientific seminars (the “Lucian Blaga” C.U.L. reserves the right to select such bookings)

(2) Charged 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 – RIGHTS AND OBLIGATIONS OF THE USERS

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 etc.) at the Library’s wardrobe; do not leave valuable item at the wardrobe – The “Lucian Blaga” Library 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

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) The reservations for periodicals from P and H call numbers are to be made one day in advance.
- (4) Users can use laptops in the reading rooms, provided that they are silent and that they do not disturb the other users.
- (5) 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.
- (6) 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.
- (7) 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.
- (8) 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 to use these computers only for browsing the online catalogue
 - d) to make online reservations in which to mention the reading room and the place number given by the librarian
 - e) not to bring food or beverages into the reading rooms
 - f) not to use mobile phones and audio devices that disturb the silence in the reading rooms and in the Catalogues Room
 - g) not to ask for a place number for other users and not to damage the place number
 - h) not to sit on other spot than the one given based on the library card
 - i) to notify the librarian and, depending on the situation, to return the books borrowed if the user leaves his seat for more than an hour; contrariwise, the place will be give to another user
 - j) to ask for the librarian`s permission to bring publications that do not belong to the Library in the reading room
 - k) to notify the librarian (only in the cases of the reading rooms where the books are brought from the deposit) if the waiting time exceeds one hour
 - l) not to take the publications out of the reading room; exception: only if he/she wants to make some photocopies in the Library and with the approval of the librarian
 - m) to return all the publications and the place number by the end of the closing hours
 - n) The publications accessed in the reading rooms with open shelves will be given back to the librarian
- (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) Digitalized periodicals can be looked through 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 (Erasmus, Socrates) – 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 the following types of publications:
- (a) From Library Loan departments from all libraries (CUL Main Building and Branch Libraries)
 - (b) 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; if they have the library card available (validated for the current year)
 - (c) If they do not have any outstanding return dates for other publications
 - (d) 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-)
 - (b) Students enrolled full time in two or more faculties (from the state universities from Cluj-Napoca) 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, especially when there are other inquiries/reservations
 - (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
 - (e) The loaning period can be extended only once for 5 days via phone, online, via e-mail, or in person. The loaning period cannot be extended for high demand publications or for reserved publications.
 - (f) Users cannot borrow the following types of publications: the publications that are unique in the library’s Collection, serial publications, PhD theses, reference materials, online documents (CDs, DVDs, floppy disks)
 - (g) 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.
 - (h) After signing the close-out paper, 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, to pay the penalties (if necessary)
 - (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 state in which they were borrowed

- (d) To return the publication if the user temporarily/permanently leaves the faculty/the country
- (e) To check the close-out paper in the Main Building or at the branch libraries after graduation or expulsion
- (7) If the user does 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 half of the value from the updated stock list. For the 2016-2017 academic year, the tax is 0.5 lei/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 (Appendix 2)

Art.7. Interlibrary loan

- (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 Inter-libraries Loan Desk.
 - (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 (see: www.bcucluj.ro). 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 take respect the loaning period set by the library offered the publication.
- (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 (see: www.bcucluj.ro – Document Delivery)

(b) The copy requested will be sent via e-mail or via post office, according to the user`s preference.

(c) Any Romanian library can request publications from the collections of the “Lucian Blaga” Library. The “Lucian Blaga” C.U.L. decides if the publications requested by the other libraries can be borrowed and it also decides the period of the loan.

(d) The Document Delivery service requires a fee.

Art.8. The use of electronic system of information:

(1) Users can use the library`s computers only after the room curator turned them on and only for certain tasks set by the library`s specialists. After using the computer, users must close all the accessed files and to inform the librarian.

(2) Users can copy files from the library`s computers on CDs/memory sticks only after the room curator verified them.

(3) If users encounter issues with the library`s computers, they must inform the room curator and they will NOT reset or modify the equipment`s configuration.

(4) CDs will be installed on the library`s computers only by the room curator.

(5) The use of library`s computers` audio systems will take place only by respecting the equipment`s integrity and the silence in the library.

(6) Users may use the computers for editing text only by using the programs installed by the specialists.

(7) It is forbidden to save documents and to install folders, programs, and to change the initial computers` settings.

(8) It is strictly forbidden to access online games, chat channels, messenger applications or immoral or indecent sites (especially with pornographic content).

CHAPTER IV – SANCTIONS

Art. 9. Not taking respecting the library Rules and Regulations leads to the following sanctions:

(1) Verbal warning for talking loudly, not checking your luggage at the wardrobe, 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) 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) Not taking respecting the verbal warning received for not having checked your personal belongings (outside clothes, luggage) at the wardrobe
- (c) Using the audio and photo devices in the reading rooms or in the Catalogues Room
- (d) Not returning the place number by the end of the closing hours
- (e) 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) Suspension of the library card for 30 days, in the following cases:

- (a) Repetition of violations mentioned at (2); in this case there is also a 10 lei fine
- (b) Using other user's library card (this sanction affects both persons who are 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; in this case there is a 5 lei/title/day-fine.

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.
- (8) The loss of the wardrobe's key is charged with 5 lei. These sums are paid to the institution's accounting office during their work schedule.

CHAPTER V – FINAL STATEMENTS

Art.10. 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
- (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 user's personal data, in accordance with the active legislation (Law 667/2001,

updated, according to the Law no.677/21.11.2001, C.U.L. is an operator of personal data, ensuring the privacy of the user`s personal data used for the issuing of the library card. Notified processing of personal data, in general form, with the stated purpose: education and culture is approved by the National Supervisory Authority for the Processing of Personal Data (NSAPPD) , registered under no. 5240/2007 in the Register of Processing Personal Data.)

- (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 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.