

Directive of the Dean No. 5 / 2024 dated 26th November 2024

## **LIBRARY REGULATIONS**

### **Library and Information Center of the Faculty of Civil Engineering STU in Bratislava**

The Dean of the Faculty of Civil Engineering of Slovak University of Technology in Bratislava in accordance with Art. 16 (3) (a) of the Statute of the Faculty of Civil Engineering of the Slovak Technical University in Bratislava, Act No. 183/2000 on Libraries, on supplementing the Act No. 27/1987 on State Heritage Care and on amending and supplementing the Act No. 68/1997 on the Slovak Matica as amended (hereinafter referred to as the "Act on Libraries") issues the Library Regulations of the Library and Information Centre of the Faculty of Civil Engineering of the Slovak Technical University in Bratislava (hereinafter referred to as the "Library Regulations") in the following terms:

#### **I. BASIC PROVISIONS**

##### **Article 1**

##### **Scope of the Library Regulations**

1. The Library Regulations of the Library and Information Center of the Faculty of Civil Engineering STU in Bratislava (hereinafter referred to as "KIC"), which includes the Loan Regulations and the Operating Regulations of the Reading Room, regulate the mutual relations between KIC and its users.
2. In accordance with the Organizational Regulations of the Faculty of Civil Engineering STU in Bratislava, KIC is a faculty-wide unit that provides, processes, and makes available library and information collections for persons employed or studying at the faculty, performs bibliographic activities, creates a central database of scientific and technical information, and utilizes other available databases. The KIC, through its collections, bibliographic, documentation, and information services, serves as a key resource supporting the scientific, research, and educational mission of the Faculty and the individual scholarly development of students and staff.
3. As defined by the Library Act, KIC functions as the academic library of the Faculty of Civil Engineering and fulfills the roles and responsibilities of an academic library.

## Article 2 Library Collection

1. The library collection of KIC is aligned with the educational and research priorities of the Faculty and comprises:
  - a. primary collection - textbooks, monographs, scripts, dictionaries, periodical literature (newspapers and magazines), proceedings, research reports, dissertations, teaching aids, audiovisual documents (audio tapes, video tapes), electronic documents (CD-ROM, electronic publications),
  - b. secondary collection - online catalog, bibliographies, databases in electronic form, accessible offline or online.
2. All library holdings and equipment are the property of the Faculty and are protected from damage or misuse.
3. Library materials are available for loan and in-house use in the reading room. Electronic publications are accessible either on-site or remotely via the STU VPN, subject to licensing agreements.
4. A portion of the KIC collection is distributed across departmental libraries (partial libraries), managed by individual departments or units. These are considered reference libraries and primarily serve the internal needs of their respective departments.

## Article 3 Library Services

1. The KIC provides basic and special library-information services. Services are available upon request in person, in writing, by telephone, or by email.
2. The KIC provides the following services:
  - a. circulation services (in-house and external loans),
  - b. interlibrary loan services (national and international),
  - c. reference and consultation services,
  - d. bibliographic-information services,
  - e. research services,
  - f. reprographic services,
  - g. access to licensed databases,
  - h. workstations with internet and database access (Data Centre),
  - i. promotional services (specialized exhibitions of professional publications),
  - j. information education.

## Article 4 Registration in the Library

1. KIC primarily provides services to students and employees of the Faculty of Civil Engineering (SvF) and other faculties of the Slovak University of Technology (STU). Conditions for providing services to users outside the STU community are specified in the Loan Policy and the Reading Room Operating Rules.
2. Users are categorized as follows:
  - a. employees of the Faculty of Civil Engineering,
  - b. full-time students at all study levels at SvF,
  - c. participants in specialized study programs organized by the Faculty (e.g., the Institute of Forensic Engineering) or within other accredited courses),
  - d. part-time students at SvF,
  - e. students and staff of other STU faculties,
  - f. students and staff of other universities,
  - g. individuals outside the higher education sector of the SR,
  - h. libraries of all types (via interlibrary loan services).
3. KIC services are available to all users who meet the registration requirements outlined in these Library Regulations.
4. Users have free access to the circulation desk and the reading room during opening hours, subject to the guidelines of KIC staff.
5. Access to non-public areas of the library is restricted and may be granted only by KIC staff, with the exception of storage and internal workspaces.
6. Information, consultation, and other services for organized groups of persons studying and working at the faculty, including tours of the premises, are provided by the KIC based on prior agreement.

## Article 5 User rights and responsibilities

1. All users must comply with the KIC Library Regulations and follow the instructions of library staff. In all public areas of the KIC (circulation desk and reading room), users must observe silence, maintain order, and comply with safety and hygiene regulations.
2. During visits to public areas of KIC, eating, drinking, and smoking are prohibited. Mobile phone ringing and alerts must be silenced by members of the public and staff. Lockers are provided for storing bags and coats.
3. Users are obliged to protect the library equipment (library collection, technical equipment, furniture) in their own interest. Any damage, malfunction, or unusual occurrence must be reported immediately to library staff.

4. Any damage to the library materials or equipment (library collection, technical equipment, furniture), or attempted theft, will be handled in accordance with the Faculty's disciplinary procedures and may lead to legal action under Slovak law.
5. Violation of the Library Regulations may result in temporary or permanent suspension of library privileges. This does not exempt the user from liability for damages or further disciplinary action.
6. Feedback, suggestions, and complaints may be submitted in person, in writing, via email, or through the KIC website, either to library staff or KIC management.

#### Article 6 Registration and Library Card

1. Registration in KIC is free of charge for all employees at SvF.
2. Registration in KIC is also free of charge for the following reader categories:
  - a. full-time students at SvF at all levels of study,
  - b. students of specialized studies at SvF (organized by, for example, the Institute of Forensic Engineering),
  - c. part-time students at SvF,
  - d. students and staff at other faculties of STU.
3. The library card can be one of the following:
  - a. STU student or staff card,
  - b. another university student or staff card.
4. External users (those not affiliated with STU) are not eligible for external borrowing and may only access on-site services upon prior agreement with the KIC staff.

#### Article 7 Interlibrary and International Interlibrary Loan Services

1. The library provides interlibrary (ILL) and international interlibrary loan services (IILL) according to the relevant provisions of Act No. 126/2015 on Libraries.
2. Interlibrary (ILL) and international interlibrary loan services (IILL) are provided to:
  - a. registered users of the KIC,
  - b. libraries registered within the Slovak Republic,
  - c. foreign libraries.
3. If a requested document is not part of the KIC collection, users may request it via ILL from a Slovak library or via IILL from a foreign institution.

4. The KIC provides ILL and IILL services only for selected reader categories with a legal connection to SvF. The library reserves the right to decline ILL/IILL requests from users over whom it does not have direct disciplinary or legal authority, particularly in cases of non-compliance with the Library Regulations.
5. For faculty staff, the requesting department is responsible for all obligations related to interlibrary loans, including the return of materials and any fees or damages incurred.
6. Users must adhere to loan periods and conditions specified by the lending library. Requests for renewals must be submitted to KIC at least one week before the due date.
7. The KIC has the right to reject an ILL request if the requested publication is only available in one copy in its collection.
8. Services on the basis of the "document delivery service" (obtaining an electronic copy of a journal article or part of a monograph) are provided according to the realistic possibilities of using the services of international library consortia or commercial operators of the service.
9. Fees for services on the basis of "document delivery service" (obtaining an electronic copy of a journal article or part of a monograph) are based on the service provider's pricing.

#### Article 8

##### Reference Services

1. The purpose of basic reference services is to provide information about catalogues, library collections, library services and their use.
2. Professional consultation is available to support users in searching for resources related to academic assignments, theses, dissertations, or research projects.

#### Article 9

##### Bibliographic Services

1. Bibliographic information services are provided to all user categories:
  - a. builds and provides access to catalogs of the library collections of SvF (online catalog),
  - b. gathers information and informs about the library collections and services of other specialized and scientific libraries in Slovakia and abroad,
  - c. conducts research using electronic information databases.
2. For users affiliated with SvF, the KIC also provides:
  - a. conducts research using domestic and foreign bibliographic databases,

- b. organizes Information Literacy Instructions,
- c. provides training on working with electronic information sources and databases, including information storage,
- d. provides free trial access to domestic and foreign bibliographic databases (according to agreements with producers or distribution companies in the field of new information technologies).

## Article 10

### Research Services

1. The KIC provides the following research services for students and staff of the SvF:
  - a. retrospective research from the library collections of KIC,
  - b. research from open-access domestic and international databases,
  - c. research from subscription-based domestic and international databases.
2. The scope and timing of research services depend on current access to licensed and open-access resources..
3. If the KIC cannot fully meet the requirements for the scope of the research service due to temporarily limited access to information sources (e.g., due to lack of financial resources for license access), the KIC can mediate the research service at the Slovak Centre of Scientific and Technical Information or another scientific library.
4. The KIC may conduct pilot access to licensed databases through its database center or remote access via the STU network, in accordance with usage agreements.

## Article 11

### Reprographic Services

1. Reprographic services are provided to users via self-service copiers located outside the library premises.
2. In accordance with § 43 of the Copyright Act No. 185/2015, it is prohibited to reproduce entire publications, substantial portions thereof, or graphical representations of architectural works.
3. Items from the reading room collection, which are intended for in-house use only, may be temporarily loaned for reproduction exclusively using the copier located in the hallway at the reading room entrance. Such documents must be returned immediately after copying.

## II. LOAN REGULATIONS

### Article 1

#### Types of library loans

1. Loans from the KIC are carried out in accordance with its mission and the character of the KIC with emphasis on the proper care and protection of the library's collections. The KIC decides on the loan of a document and the type of loan for individual public categories.
2. Library documents of KIC are loaned externally (outside the library premises) and in-house in the reading room.
3. The act of borrowing constitutes a contractual relationship between the library and the user.

### Article 2

#### Loan terms and conditions

1. User registration and loan transactions at the KIC circulation desk are fully electronic.
2. Registration is free of charge upon presentation of a valid STU student or employee ID card. Once registered in the library database, users do not need to renew their registration annually.
3. During the initial borrowing process, users must formally agree to abide by the Library Regulations and Loan Policy, and to comply with any updates to these rules.
4. Personal data is collected from the Academic Information System of STU (AIS STU) with the user's consent, granted during registration.
5. Loan conditions and durations are defined in the Library Regulations, based on the user's affiliation with SvF. The library reserves the right to restrict external loans to users not subject to its disciplinary authority.
6. External loan services are provided exclusively for:
  - a. full-time students at SvF,
  - b. internal doctoral students at SvF,
  - c. employees at SvF.
7. Library materials may be borrowed using a valid STU student or employee ID card.
8. The library reserves the right to restrict external loans to users not subject to its disciplinary authority:
  - a. students of specialized studies at SvF (organized by, for example, the Institute of Forensic Engineering),
  - b. students and employees of other universities,

- c. individuals outside the higher education sector.
9. The users are obliged to report any change of name, permanent residence, or field of study to the circulation desk staff without delay, either in person, by phone, or by email.
10. The KIC provides access to its library collections during the opening hours, which are posted in a visible place, on KIC information material, and on the KIC website. The KIC has the right to adjust the length and intervals of opening hours during different periods of the academic year, depending on its operational and staffing capacity, to ensure the maximum extent of opening hours.
11. The KIC has the right to regulate the number of loans per person. A maximum of 15 documents can be borrowed by one person at a time. Transferring borrowed materials to another person is strictly prohibited.
12. When using electronic information sources (hereinafter referred to as EIS) (publications in EIS databases, electronic publications accessible through the online catalog, STN-online standards, etc.), users must comply with the copyright law and ethical principles of handling EIS. The following, but not limited to, is strictly prohibited:
  - a. mass and systematic downloading and/or copying of EIS content,
  - b. creating printed or electronic copies of EIS for the purpose of transferring them to other entities (distribution, sale, etc.),
  - c. downloading parts of EIS content for the purpose of creating pre-recorded, systematic, and permanent local copies.
13. Access to STN-online standards is permitted for reading purposes only. Printing or saving content to a storage device is not allowed.
14. Users are encouraged to provide accurate bibliographic details (author, title, etc.) when requesting materials. The reading room collection and online catalog are available to assist with this.
15. The loan periods by user category are as follows:
  - a. full-time students at SvF : 1 semester,
  - b. doctoral students at SvF : up to 1 year,
  - c. faculty employees: up to 1 year
16. Loan periods may be extended upon request—up to two times—if no other user has placed a hold on the item.
17. Late returns incur overdue fines, even if reminders are not received. Fines are tiered based on the number of days overdue and are listed in the KIC Services and Fees Price List. Payments are made in cash at the circulation desk.
18. After previous unsuccessful reminders, the KIC is entitled to recover the loaned document through legal action. The user is obliged to reimburse SvF for the costs incurred in recovering the unreturned loaned document. Three reminders are sent by mail at successive intervals. If the user fails to respond, a final reminder is issued by the Dean.



19. Borrowed items must be returned in their original condition. Users are responsible for checking the condition of each item upon checkout and must report any pre-existing damage immediately. If no report is made, the user is held liable for any subsequent damage.
20. In case of loss or damage, users are required to replace the item or provide compensation as specified in the KIC Services and Fees Price List. A replacement must be the same or a newer edition; by agreement, a comparable publication of equal informational value may be accepted.
21. Full-time students at SvF, including doctoral students, who terminate their studies prematurely, interrupt their studies, or transfer to another school, are obliged to return all borrowed documents to the circulation desk before terminating/interruption of studies. The circulation desk will then issue a confirmation of the return of loaned documents, which must be submitted to the SvF Registrar's Office.
22. Full-time students at SvF who complete their studies on time and return the borrowed documents to the circulation desk immediately after the final exams will receive a confirmation of the return of loaned documents.
23. The KIC circulation desk will, in the event of termination of employment with the STU or retirement, confirm the return of borrowed documents on the exit form.

### III. RULES FOR THE USE OF THE READING ROOM

#### Article 1

#### User Categories

1. The reading room and database center of KIC and its services are primarily available for:
  - a. full-time and part-time students of the Faculty at all levels of study,
  - b. employees of the Faculty,
  - c. students in specialized study programs organized by the Faculty (e.g., Institute of Forensic Engineering).
2. KIC also allows access to the reading room to:
  - a. students of the other STU faculties,
  - b. students and staff of other universities,
  - c. individuals from outside the higher education sector of the SR.
3. Use of the reading room and database center requires presentation of a valid ISIC card or another accepted form of identification. External users must obtain prior approval from KIC staff.

Article 2  
Reading room rights and obligations

1. The reading room is designated solely for in-house use and individual study. Users may access the entire in-house library collection, including textbooks, monographs, lecture notes, conference proceedings, electronic standards, journals, legislation, and other reference materials. The reading room also contains the KIC database center, offering internet-connected workstations for access to electronic information resources and specialized databases.
2. In the reading room, silence and order must be maintained. Safety and hygiene rules must be observed.
3. Personal headphones must be used for audio playback (online lectures, videos, online training, etc.).
4. No eating, drinking or smoking is permitted in the reading room.
5. It is forbidden to tamper with or damage any of the documents in the reading room. If a user is found to have damaged a document in the reading room, he/she is obliged to pay compensation for the damage. Depending on the severity of the damage, the KIC management, in agreement with the Vice Dean for Science and Research, may propose temporary suspension or permanent revocation of the right to use all KIC services.
6. Damage to the equipment of the reading room (technical equipment, computers, furniture) or attempted theft will be dealt with according to the disciplinary measures of the Faculty, depending on the seriousness of the offence, up to the possible prosecution in court, in accordance with the applicable laws of the SR.
7. Users may submit suggestions for additions to the reading room collection (e.g., book titles or journal subscriptions) in person, in writing, by phone, email, or through the KIC website.
8. Computers in the library may only be used to access specialist and scientific information for academic and scientific research purposes, including preparation for study and research activities.
9. The KIC has the authority to determine and change the extent of access to the database center's software and input and output devices to protect technical equipment. Any changes to the configuration or other unauthorized software interventions in the computers are strictly prohibited. It is also forbidden to use software that has been brought in and to copy programs to the KIC computers. The database center administrator has the right to grant an exception only for an action that serves as a basis for the pedagogical or scientific research process of the SvF and has the character of specialized information (not the realization of technical calculations).

10. Usage time may be limited depending on demand and operational capacity. Under normal usage conditions, sessions are limited to 60 minutes, though KIC may adjust this limit throughout the academic year.
11. The KIC Reading Room reserves the right to adjust its opening hours during different periods of the academic year, depending on the operational and staffing capacity of the KIC, in order to provide the best possible service.

#### IV. FINAL PROVISIONS

##### Validity of the Library Regulations

1. Exceptions to the valid Library Regulations may be granted by the dean, KIC management, or an authorized KIC staff member.
2. Comments, suggestions, proposals and complaints about the work of the KIC may be made in writing or verbally to KIC staff, KIC Management or Faculty Management, electronically by e-mail or via the KIC website.
3. With the issuance of the Library Regulations, the validity of the Library Regulations of the Library and Information Centre of the Faculty of Civil Engineering of the Slovak University of Technology in Bratislava dated 1 November 2003 is cancelled.
4. The KIC will publish the library regulations and their appendices prominently in the KIC and on the SvF website.
5. Amendments to the Library Regulations must be made in writing.
6. The library rules take effect on 26th November 2024.

##### Article 6

##### Final Provisions

1. Amendments and additions to this policy may only be made by numbered amendments signed by the Dean.
2. This Directive comes into force on the day it gets published.