

RULES FOR THE USE OF THE READING ROOMS OF THE WROBLEWSKI LIBRARY OF THE LITHUANIAN ACADEMY OF SCIENCES

Rules for the Use of the Reading Rooms of the Wroblewski Library of the Lithuanian Academy of Sciences are regulated by Item 12 of Chapter II and Items 14 and 15 of Chapter III of the Rules for the Use of the Wroblewski Library of the Lithuanian Academy of Sciences approved by Order No. V-05 of March 4, 2020.

II. USER REGISTRATION AND USER SERVICE

1. The procedure for checking out documents from the library holdings is as follows:
 - 12.1. Materials are issued to users fulfilling the request entered in the Library's electronic catalogue or completed by hand on a request form;
 - 12.2. After a request placed through the electronic catalogue has been fulfilled, the user receives an e-mail message "Hold Request Fulfilled";
 - 12.3. The requested items are kept on the hold shelf for 3 days; if the items are not checked out within this time period, they are returned to the stacks or transferred to the next user in the queue;
 - 12.4. The requested items must be checked out by the requester on presentation of an identity document. An exception is made for disabled persons, whose requested books may be picked up by an authorized person on presentation on his/her identity document and the reader's card of the authorizing disabled person;
 - 12.5. The librarian on duty inspects all the documents that are being issued to or returned by a user, in the presence of the user.
 - 12.6. Materials in poor condition are checked out only by decision of Head of Stack Management Unit or a person authorized by him/her;
 - 12.7. Copying services are provided in accordance with the provisions of the Law on Copyright and Related Rights of the Republic of Lithuania, and are paid;
 - 12.8. Materials may be borrowed for a period from one day to one month, depending on their demand, number of copies in the Library's holdings and user group rights;
 - 12.9. At the end of the loan period, the user will receive an e-mail message with a reminder or request to return the checked-out materials;
 - 12.10. A user may borrow only one copy of the same title;
 - 12.11. Originals of documents can be made unavailable if their digital copies are accessible through the Library's electronic catalogue;
 - 12.12. A user must check information on the time limits for returning the materials in his/her account and extend the loan period, if needed. The loan period for an item will not be extended if the user has other materials unreturned or if the item has been requested by another user;
 - 12.13. Materials should be returned to the same branch of the Library from which they have been checked out;

- 12.14. Picking up the requested materials, a user should sign a request slip. This slip is kept inside the reader's record booklet as a proof of loan;
- 12.15. Requests for documents kept in the Main Stacks will be accepted until no later than 30 minutes before the closing time, documents should be returned and computers switched off no later than 10 minutes before the closing time;
- 12.16. If the Library does not hold a document required by a user, it can provide the user with an opportunity to borrow this document from other libraries of Lithuania and other countries in compliance with the Rules of the Use of Interlibrary Loan in the Wroblewski Library of the Lithuanian Academy of Sciences.

III. RIGHTS, DUTIES, AND RESPONSIBILITIES OF USERS

14. A user has the following duties and responsibilities:
 - 14.1. To present his/her reader's card upon arrival to the Library;
 - 14.2. To take care of and preserve the Library's materials, not to damage the furniture and equipment;
 - 14.3. To return checked-out materials on time or to extend the loan period;
 - 14.4. After having finished using materials in the open-stacks reading rooms, to leave the materials on the table or in the book-cart;
 - 14.5. If the book security system is activated, to show personal belongings to the library staff member on duty;
 - 14.6. To follow the rules of conduct in public places, to treat other users and the staff of the Library with respect; not to violate the honor and dignity of other people (both the users and the staff) either in words or actions; not to commit either physical or psychological violence against them; to comply with general requirements for physical hygiene in public places;
 - 14.7. To leave outerwear and personal items in the cloakrooms (not to bring bags, backpacks, and handbags to the reading rooms), to carry belongings necessary for work in transparent bags;
 - 14.8. Upon receipt of a publication, to check it for defects; to notify the librarian if noticing them.
15. A user is not permitted:
 - 15.1. To take off-site those materials that have not been checked out through the Library's information system;
 - 15.2. To disarrange cards at card catalogues; to take cards out of the catalogue drawers;
 - 15.3. To disarrange materials in the reading rooms or to take them to other reading rooms without permission from library staff, to transfer materials from one folder to another, to fold materials, write notes in them, to write on paper put on top of library materials, to force documents open, to press on them, to lay them down text downwards, to fold pages, or otherwise damage the materials;
 - 15.4. To install software brought on a personal storage device or downloaded from the Internet on the Library's computers;
 - 15.5. To consume food, make noise, or use cell phones in the reading rooms;
 - 15.6. To place information on the Library's display board without permission from the responsible staff members;

- 15.7. To carry out activities incompatible with the direct purpose of the Library on the premises of the Library (to organize meetings and rallies, distribute proclamations or advertising booklets, advertise goods, etc.);
- 15.8. To bring into the Library objects or substances that can disrupt activities of the Library and violate the safety of people (weapons, ammunition, explosives, poisonous or psychotropic substances).