

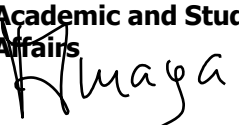


**INTERNAL OPERATING RULES FOR LIBRARY  
SERVICES  
NI-006  
REVISION 11**

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## **1. GENERAL CONSIDERATIONS**

### **1.1. Rules of use and operation of library**

- For safety and hygiene reasons, food or drink are not allowed to be consumed in the library.
- In order to access the loan service, users must show their university card, which is non-transferable, to the library staff.
- In the event that the security system detects any anomaly upon leaving the library, staff may request the user to show the contents of backpacks, bags, etc.
- Library staff will not be responsible for the loss or disappearance of objects and personal belongings left unattended in the Library.
- Silence is vital to create an ideal work and study environment. Please limit any consultations and conversations to the bare minimum.
- The Library does not allow the use of mobile phones. They must be turned off or in "silent mode" before entering.
- Users must treat the Library material with great care while in use. Under no circumstances may notes be made on any material not even with a pencil.
- All library users whether they are students, teaching staff, researchers or technical staff, etc., accept the regulations of the Library and undertake to return the books on time.
- Anyone can renew (once only) the material they have borrowed, provided that they have no penalties or the material is not reserved by another user.
- If material is lost or damaged, the user must replace it. If this is not possible the user must compensate the damage caused. Until such time as the material is replaced, the user will be deprived of the right to use the library and its services.

### **1.2. Users**

The users of the Library Service include the entire Community of San Jorge University, divided into the following groups:

- Students (degree, master's degree and own degrees).
- PhD students.
- Former students.
- Teaching and Research staff (PDI).
- External researcher.
- Technical and Management staff (PTG).

### **1.3. Donations**

The management of any bibliographic donation should be communicated to the Library Service, who will be responsible for informing the donor of the following:

- The donor must submit an inventory, in the standardised University format, of the books, journals and materials that make up the donation to assess its acceptance.
- Taking into account the interest of the donation for the users, the San Jorge University Library Service reserves the right of admission of the materials. The topic of the donated material must be related to the study programmes offered at the University.
- Donated material should be in good condition so that it does not compromise the security of the funds.
- The donor must send the donation to the University duly packed in boxes in which the contents of the donation will be specified. In the event that, for reasons of volume, the donor cannot send the material, the University will be responsible for both its management and coordination.
- After receiving and reviewing the donation, if the aforementioned requirements are not met, the University reserves the right to return the material at the donor's expense.
- Once the donation has been accepted, the University becomes the owner of it, so it will be responsible, depending on the needs, for deciding the location, use and final destination of the stock.
- San Jorge University agrees to indicate in the books "Donated by: followed by the name of the donor".
- If the donor requests it, San Jorge University will issue a certificate for the value of the donation.

## **2. UNIVERSITY LIBRARY SERVICES**

### **2.1. Loans**

The loan is the service through which the San Jorge University Library, makes available its material to its users, for a limited time, inside and/or outside the scope of the Library. The loan is personal and non-transferable, so no borrower can give the material to other people.

All the bibliographic and audiovisual material belonging to the bibliographic collection of the University is subject to loan with the following exceptions:

- Reference works: dictionaries, encyclopaedias, repertoires, yearbooks, etc.
- High demand books and audio-visual materials, of which only one copy is available.
- Final year projects and master's degree. Other materials that, in the opinion of the Library, should be preserved.

In order to use the loan service, users must present the University card, which is personal and non-transferable and obliges its holders to respect and act in accordance with the rules.

During holiday periods (Christmas and Easter) there may be special loans with a duration lasting for the entire holiday period. The number of materials on loan corresponds to that specified in the loan table.

#### *2.1.1. In-library use*

This covers use of library material under supervision within the library space. Users can consult all the material that they deem necessary and return is mandatory once the consultation has been completed for use by other users (for time availability see section 1.2 of this document).

#### *2.1.2. Regular loan*

This covers the use of the Library material outside the space during a certain time (see point 3. Loan policy)

### *2.1.3. Interlibrary loan*

Loan of original documents or copies from other libraries belonging to the Network of Spanish University Libraries (REBIUN). The loan period of the original documents is estimated at 30 days, during this time the material will remain in the library and can be consulted under supervision within the Library space.

Before requesting any interlibrary loan, users must check:

1. That the loan material is not included in the stock in the library catalogue
2. That the material subject to the loan is available for loan in a member library, as well as the material details and the issuing centre in the REBIUN catalogue through its link <http://rebiun.crue.org>:

Depending on the group of users, the procedures to follow for applying for Interlibrary Loans will vary, as detailed below:

Teaching and non-teaching staff: request the loan through a **Purchase Request**, including the following information, whenever possible:

- o Title
- o Author
- o ISBN
- o Issuing Centre

Other users: Firstly, they will present the **Interlibrary Loan Application Form (FI-262)** duly completed to a member of library staff. Once verified and stamped by the Library Service, the user must go to the Academic Secretary with the application and make the corresponding payment by card for the expenses derived from the loan. Once the payment is made, they will provide proof of payment to the library staff, who will be responsible for carrying out the appropriate procedures to manage the loan with the issuing centre.

The fees for Interlibrary Loans are established by REBIUN. For 2017 the fees were as follows:

<b>TYPE</b>	<b>REBIUN fee</b>	<b>Return fee</b>	<b>TOTAL</b>
Original loans (per physical volume)	€8	€6	€14
Copies of documents up to 40 pages	€5	€0	€5
Each block of additional 10 copies	€1	€0	€1

## **2.2 Bibliographic and Reference Information Service**

The library staff are always available to assist users in bibliographic inquiries and help them in their research. Users may ask a member of staff any question related to use of the Library, location of documents, loan renewals and reserves, services offered, etc.

This service can be requested by all user groups by contacting the Library helpdesk or via email at [biblioteca@usj.es](mailto:biblioteca@usj.es)

### **2.2. Digital library**

This service is available to all users through the library website. Here, users can access the catalogue of stock, electronic resources, etc.

### **2.3. New bibliography**

The user can view all the new bibliographic references from the last 30 days in the section LATEST ADDITIONS of recommended Bibliographies of the catalogue <http://biblioteca.usj.es>

### **2.4. Training for users**

The library staff whenever required will provide training sessions on how the library works and its services.

### **3. LOAN POLICY**

#### **3.1. Loan table**

The loan policy of the San Jorge University Library is devised taking into account both the different types of users and the types of bibliographic materials that form part of the University's bibliographic collection.

Users must present their university card to borrow any material.

The loan table below details the number of materials and days users can have material on loan.



Loan table

TYPE OF USER	NUMBER OF LOANS					DURATION IN DAYS		
	PAPERS	ELECTRONIC RESOURCES	AUDIOVISUAL MATERIAL	AUDIO MATERIAL	NEWSPAPER PUBLICATIONS	PAPERS AND ELECTRONIC RESOURCES	AUDIOVISUAL AND AUDIO MATERIAL	NEWSPAPER PUBLICATIONS
Students (degree, master's degree and own degrees).	5	2	3	1	1	10	10	3
PhD students	10	2	3	1	1	30	10	3
Former students	5	2	3	1	-	10	10	-
Teaching and research staff	10	2	3	1	2	45	10	3
External researcher <sup>1</sup>	5	2	3	1	-	30	10	-
Technical and management staff	5	2	3	1	1	30	10	3

1. In order to qualify for the loan, external researchers must prove their connection with San Jorge University.

### **3.2. Renewals**

All loans are subject to renewal as long as they are not reserved by another user.

Renewals can be processed through the library OPAC, through the users section, or by contacting a member of staff from one day before the end of the loan until the day of the return.

### **3.3. Reserves**

Only copies that are loaned and belong to the same branch of the user can be reserved. Once the copy has been returned automatically, the user will be sent an e-mail informing them about the availability and the maximum reservation period.

### **3.4. Penalties**

- *Students (degree, master's degree, own degree, etc.):* Borrowing rights will be suspended for two days per overdue day and item if the material is not returned by the due date.
- *PhD Students:* Borrowing rights will be suspended for two days per overdue day and item if the material is not returned by the due date.
- *Former student:* Borrowing rights will be suspended for two days per overdue day and item if the material is not returned by the due date.
- *Teaching and Research staff:* Borrowing rights will be suspended for one day per overdue day and item if the material is not returned by the due date
- *External researcher:* Borrowing rights will be suspended for two days per overdue day and item if the material is not returned by the due date.
- *Technical and Management staff:* Borrowing rights will be suspended for one day per overdue day and item if the material is not returned by the due date.

### **3.5. Fines in the case of non-return or replacement of material**

Once the loan period has been exceeded, three emails will be sent to users informing them of the overdue items, the first email will be sent the day after the due date, the second after 15 days and the third day after 30 days.

If no response is received from the user, the Library Service will:

1. Try to locate the user by telephone :
2. If they cannot contact them, 45 days after the due date, the Library Service will contact the tutor or person in charge, to inform them of the situation and request their involvement.
3. If finally, and after another 15 days without receiving a response, the material has not been retrieved, notification will be sent by SGA to the user through the telematic notifications platform, with the warning of the immediate application of the following as a result of the non-return of the loan:
  - Users will not be able to obtain documentation related to the student's file: academic transcripts, file transfer, issuance of the degree title, etc.
  - Users will not be able to renew enrolment.

The application of the mentioned measures will be carried out, regardless of the obligation of the students to replace the borrowed material; reserving the University the right to legally intervene in defence is pursuit of their patrimony.

### **4. AGREEMENTS**

All users have access to the library stock belonging to the San Valero Foundation Group: CPA, San Valero Foundation, SEAS and San Jorge University and the facilities of the San Valero and SEAS Foundation libraries (C/ Violeta Parra 9) and San Jorge University (Campus Villanueva de Gallego) presenting their ID.

## 5. Revision History

Rev.	Modification	Carried out by	Date
11	Elimination of the Periodic Publication Loan Request Form (FI-309).	Verónica López	20/02/18
10	Extension of the term of loan of periodic publications in table of section 3.1. Review of interlibrary loan rates REBIUN	Guadalupe Marín	14/09/17
9	Inclusion of section 3.5. Fines in the event of not returning or replacing material	Verónica López	12/07/17
8	Modification of section 2.3 and 2.5.	Guadalupe Marín	11/04/16
7	Updating interlibrary loan fees by Rebiun (2014). Updating positions.	Guadalupe Marín	12/09/14
6	Elimination of intercampus loans. Revision of interlibrary loan fees (Rebiun). Modification of section 2.4 New Bibliography. Inclusion of section 4 relating to agreements.	Guadalupe Marín	06/09/13
5	Modification of University logo.	Natalia Vallés	12/12/11
4	Clarification of section on missing or lost personal items in library. Elimination of fines for repeat users in overdue material Modification of the name of the Library: Faculty of Communication Sciences Library will change to General Library. Blended student category eliminated from the loan table. Revision of the interlibrary loan fees (REBIUN)	Guadalupe Marín	08/09/11
3	Modification of the rules of use and functioning of the library. Inclusion of a new paragraph relating to Donations. Modification of the loan table section 2.1.2. Modification of section 2.1.4. Interlibrary loans. Inclusion of new services : Digital library, New bibliography and the Library answers	Verónica López	16/06/10
2	Incorporation of opening hours of the library of Library of the School of Computer Engineering	Verónica López	18/11/09
1	Revision of terms of audiovisual material terms	Verónica López	06/11/09
0	Original Document		