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**LIBRARY REGULATION**

Prishtina,

2020

**LIBRARY REGULATION**

**Article I**

**The following activities can take place in the Library**

1. Reading and study of literature from the Library fund.
2. Reading and study of personal literature.
3. Screening of video films, video lectures, documentary, and scientific shows.
4. Organization of roundtables, debates, conferences.

**Article II**

**Rules for the use of the library and its fund of books and technical equipment**

1. Books and other equipment may be used only in the library premises
2. Extraction of books and other equipment is done only with the special permission of the librarian
3. Access to the library premises, books and other equipment in the library has all students, academic staff, and other staff of the College
4. Access to the library can be done with the Globus College ID
5. The selection of literature needed by the user is done with the assistance of the librarian.
6. Removed books from the shelves are not allowed to be placed on the shelves by users;
7. Any attempt to steal or damage library library material shall be sanctioned;
8. All users must take special care of the library material as well as the inventory in the Library space; shelves, chairs, tables, computers, etc.
9. All users must fulfill their obligations to the library before the end of the academic year

**Article III**

**Conditions for borrowing material in the library**

1. All students, professors, staff of the Institution can borrow the Library material for the purpose of use outside the Library;
2. Books and other library material can be borrowed only if there are more than three copies of the same title in the Library;
3. The borrowed book can be kept outside the library for a period of 14 days;
4. Only one title can be borrowed within the same time period of the loan;
5. The duration of the loan may be extended, if no one else has requested it during the time the book has been on loan;
6. A book may be renewed at most once after the first time the book is borrowed;
7. Can be borrowed only with index or Student Card (student index / card remains in the library);
8. The borrowed book must be brought to the library to be continued, it cannot be extended by e-mail, telephone or any other way;
9. Borrowed material, which is returned to the Library must be presented to the responsible librarian at the circulation desk;
10. Magazines, Newspapers, reference books (dictionaries, encyclopedias, etc.) are not borrowed;
11. Delays for late material will be sanctioned (0.50 € per day);
12. If the user damages, destroys the library material is punished with a fine.

**Article IV**

**Library users must adhere to the following rules.**

1. Noise is not allowed in the Library environment;
2. Group studies are not allowed. Classrooms are used for this purpose.
3. Telephone communication is prohibited; the telephone can be used in the space outside the library;
4. Music in the Library is strictly forbidden;
5. Food and beverages; eating and drinking is not allowed in the Library, due to the preservation of the environment, books, tables, etc.;
6. Every musical sound of the individual laptop should be stopped. Keyboard noise is a hindrance for readers in the Library;
7. Smoking; is prohibited throughout the Library, also applies to the entire facility.

Chairman of teaching scientific council Prishtina,

Prof.ass.dr.Nazmi Mustafa Dt. 15.01.2020