
 COD USVT – R032	University of Life Sciences "King Mihai I" from Timisoara	Issuing body Department of Quality Management
	ORGANIZATION AND FUNCTIONING REGULATIONS OF THE ULST LIBRARY	Ed. 2 /Rev. 0

**ORGANIZATION AND FUNCTIONING REGULATIONS
OF THE LIBRARY OF THE UNIVERSITY OF LIFE SCIENCES "KING MIHAI I" FROM
TIMISOARA**

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CH. I. FIELD OF APPLICATION

Art. 1. (1) this Regulation establishes the general framework for the organization and functioning of the Library of the University of Life Sciences “King Mihai I” from Timisoara (U. L.S.T).

(2) the Regulation applies to students, teachers and researchers from the University of Life Sciences “King Mihai I” from Timisoara.

(3) the users of the Regulation are responsible for the application and compliance with the provisions of the documents in this Regulation

CH. II. SCOPE

Art. 2. The purpose of this Regulation is to establish uniform rules on providing information and documentation to students, teachers and researchers, thus participating in the training and training process, as well as in the scientific and cultural research activity in universities and research institutes.

CH. III. DEFINITIONS. ABBREVIATIONS


Art. 3. În the following abbreviations shall be used in this regulation:

U.L.S.T. –University Of Life Sciences “King Mihai I” from Timisoara.

CH. IV. NORMATIVE REFERENCES

Art. 4. Primary legislation

- National Education Law no. 1/2011, with subsequent amendments and completions;
- Government Emergency Ordinance no. 75/2005 on quality assurance of education, with subsequent amendments and completions.
- The Library Law no. 334/2002;
- The Framework Regulation for the functioning of the university libraries in the national system, approved by the order of the Ministry of Education, Research and Youth no. 3944/2003;
- Order no. 4626/2005 regarding the approval of the methodology for recovering lost, destroyed or damaged documents and for taxing services and the non-observance of the deadlines for returning the publications borrowed from the libraries included in the education network, as well as of the specifications regarding the value calculation of these documents;

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- Law no. 205/2001 approving Government Ordinance no. 84/1998 on the establishment of the Fund for support of libraries in education, as well as with the other general regulations in force.

Art. 5. Secondary legislation

- THE U.L.S.T. Charter;
- Internal regulations/methodologies/procedures;
- Decisions of the University Senate and the Board of Directors.

Ch. V. DESCRIPTION OF THE REGULATION

CH. V.1. GENERAL PROVISIONS

Art. 6. The library of our University was founded in 1949 with a documentary fund consisting of 2670 books and two librarians. Over the years that have passed, the book fund has developed as a result of acquisitions, as well as due to internal and international exchange, but also through high value donations received from specialized universities. Currently, the Library of the University of Life Sciences “King Mihai I” from Timisoara is a university-type library, which participates in the training, training and education process, as well as in research activities, serving as a priority the students, teachers and researchers in the university.


Art. 7. The main purpose of the Library is to establish, collect, organize, process, preserve, preserve, and preserve the library. develop and communicate book collections, specific documents and databases to facilitate their use for information, research, education and recreation by students, teachers, researchers and doctoral students.

Art. 8. Through its entire activity, the Library of the University of Life Sciences “King Mihai I” from Timisoara participates in the teaching, research, improvement and cultural – educational process, making for this purpose purchases of books, magazines, and other types of documents necessary for the educational and scientific research process.

Art. 9. The Library of the University of Life Sciences “King Mihai I” from Timisoara provides access to the book fund and the collections existing to all students, teachers, employees of the University and other categories of users than those mentioned above.

Art. 10. The strategic objectives of the Library of the University of Life Sciences “King Mihai I” from Timisoara are:

- a) the continuous development of the documentary fund that satisfies the requirements of the beneficiary as efficiently as possible;
- b) continuous enrichment of the professional knowledge of the staff;
- c) improving library management and marketing;
- d) improving and diversifying the services provided by the library;
- e) improving the relationship with the beneficiary by organizing specific educational, cultural and scientific events;

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f) widening the collaboration with libraries in the country and abroad for the mutual lending of publications and conducting research in the field.

Art. 11. The activity of the Library is carried out according to this Regulation, which can be modified and completed by decision of the University Senate.

CH. V.2. MISIUNE

Art. 12. The main mission of the Library is to support the educational process of the students, scientific research and continuous improvement of the teachers and researchers of the University of Life Sciences “King Mihai I” from Timisoara.

Art. 13. The Library aims to ensure and promote the continuous diversification of information services for the benefit of its users, to develop documentary collections, to create the electronic information infrastructure of the library, which are guided and guided by the informational needs of its beneficiaries.

Art. 14. The Library of the University of Life Sciences “King Mihai I” from Timisoara cooperates with the university libraries in the network of state and private education in order to fulfill with maximum efficiency the assumed mission. At the same time, it maintains and develops cooperation relations with other types of libraries, bodies and institutions in the country and abroad.

Art. 15. The Library cooperates with its own teaching staff as well as with teachers and researchers outside the University, for the full achievement of its high academic performance objectives.

CH. V.3. PATRIMONIU


Art. 16. The library’s publications fund includes a wide range of Romanian and foreign documents: Monographs, treatises, encyclopedias, atlases, dictionaries, textbooks and courses, doctoral theses, journals and newspapers, directories, electronic documents, electronic access to databases.

Art. 17. (1) the Library of the University of Life Sciences “King Mihai I” from Timisoara is a library that develops encyclopedic and/or specialized collections of scientific publications and with great cultural value, from the country and abroad.

(2) Library collections are established and developed from their own sources (direct purchases, donations, sponsorships and exchange with profile libraries in the country and abroad).

(3) the selection of documents for purchase by the library shall be made as follows:

a) Priority will be the courses and guides of published practical works (at Agroprint publishing house or other accredited publishing houses), by the teaching staff to cover bibliographically the subjects in the curricula (it is recommended to purchase a course copy for 5 students, 1 example of practical work guide for 3 students);

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b) the specialized books and magazines in the country that do not have a course regime or guide of practical works (treaties, single textbooks, monographs, atlases, etc.) will be purchased in number of 1-5 copies, depending on the number of students and users requests;
c) books and magazines from abroad will be selected from the most representative, with documentary value for a large number of users.

(4) In order to prepare the plan for the acquisition of publications and access to databases, the Research – Innovation Technology transfer Portor will consult the holders of disciplines from all faculties, and the lists will be debated and approved by the U.L.S.T. Board of Directors

Art. 18. (1) The bookkeeping, processing, preservation and disposal of documents from the Library's patrimony is carried out according to the Law on Libraries no. 334/2002, order no. 4626/2005 approving the methodology for recovering lost, destroyed or damaged documents and for taxing services and for non-compliance with the deadlines for returning the publications borrowed from the libraries included in the education network, And the details of the calculation of the value of these documents.

(2) the removal of the documents from the collection shall apply only to the common cultural goods used physically or morally, after a period of at least 6 months from the acquisition, at the proposal of the Library management, approved by a special cassation Commission appointed for this purpose.

Art. 19. The University provides the Library according to the norms in force the material basis that includes: The building of the library in which storage spaces are included, reading rooms, with the appropriate functionalities and endowment, spaces for publishing and printing, electronic equipment for the necessary computer data, according to academic standards.

CH. V.4. RESOURCES


Art. 20. The University's management allocates annually funds from the University's budget for the development of the Library's material base: Publications, access to internal and international databases, hardware and software equipment, as well as the necessary service for the maintenance of the equipment.

Art. 21. (1) the supplementation of the money fund for the Library during one year shall be made on the basis of a necessity report drawn up by the Director/responsible of the Library and approved by the Board of Directors of the U.S.V.T.

(2) respecting the provisions in force and in collaboration with the Economic Directorate, The library can attract through specific activities and other resources outside the University.

CH. V.5. ORGANIZATIONAL FRAMEWORK

Art. 22. The library is hierarchically subordinated to the Research – Innovation Technology transfer Portor.

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Art. 23. The management of the Library of the University of Life Sciences “King Mihai I” from Timisoara is ensured by a director/responsible appointed by the Rector and approved by the Senate of the University, according to the legal provisions.

Art. 24. (1) the director/manager of the library may be a teacher who knows the educational programs and the needs for informing and documenting students, doctoral students, teachers and researchers.

(2) the director/librarian may be part of the Senate of the University or participate as a guest at the Senate meetings when discussing issues regarding the activity of the Library and/or Agroprint Publishing House.

Art. 25. The director/manager of the Library is responsible for the organization and functioning of the Library, based on the organization chart, the state of functions and the regulation of organization and functioning of the University, elaborated according to the law and approved by the Senate of the University.

Art. 26. (1) within libraries of public law, with or without legal personality, a scientific Council with an advisory role in the development of collections, in the field of scientific research and cultural activities may operate.

(2) the Scientific Council consists of maximum 9 members, comprising librarians, specialists in the field of computerization of libraries, cultural and scientific activity, appointed by decision of the director/responsible, and in the case of libraries without legal personality, by decision of the tutelary authority (University Senate), at the proposal of the director/responsible .

Art. 27. (1) the organizational structure of the Library shall be approved by the Senate of the University upon the proposal of the director/manager of the library.

(2) the organizational chart of the Library of the University of Life Sciences “King Mihai I” from Timisoara is established in relation to the complexity, mission and functions of the Library and also provides for the general activity flows and the number of related posts.


Art. 28. (1) the specialized staff of the Library of the University of Life Sciences “King Mihai I” from Timisoara consists of librarians with higher education.

(2) the specialized staff of the Library of the University of Life Sciences “King Mihai I” from Timisoara has the status of auxiliary teaching staff.

(3) the employment of specialized personnel is made by competition, according to the legislation in force.

Art. 29. The duties and competences of the staff of the University of Life Sciences “King Mihai I” from Timisoara are established by the job description, according to the organizational structure, the activity programs and the service tasks developed by the Director/responsible of the Library, based on the organization and functioning of the library.

Art. 30. The training and improvement of specialized personnel is provided by the Ministry of Education through postgraduate courses, as well as other forms of professional training.

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CH. V.6. DUTIES, ACTIVITIES AND SERVICES

Art. 31. The Library has the following responsibilities and competences:


- a) participates in the didactic activity of scientific research, cultural education and improvement in the university, providing the guidance and documentary information of the users;
- b) maintains and develops relations with libraries, institutions, organizations and personalities of scientific life in the country and abroad in order to increase the circulation of information and specialized documents;
- c) organizes and participates in exchanges of experience, sessions and symposiums on topics of librarianship and documentary information;
- d) participates in specialized events, organized nationally and internationally, collaborates with professional organizations of librarians in education;
- f) ensure, in accordance with the methodology for the improvement of staff in educational libraries, the qualification and improvement of their librarians by participating in general courses and training and improvement strategies abroad;
- h) participates in the elaboration of the annual editorial programs of the University, ensuring an internal standard of presentation of new apparitions;

Art. 32. In order to perform its duties, the Library carries out the following activities and services:

- a) constitute, supplement and develop the collections that make up the library fund;
- b) keep records and organize the library collections;
- c) cataloging and indexing the collections;
- d) organizes relations with the public;
- e) organizes information and documentation regarding the contents of the collections;
- f) carries out internal interlibrary loans and international exchanges of publications;
- g) preserve and preserve the collections;
check the collections regularly.
- i) carries out activities related to the automation and computerization of the library activity;
- j) draws up information and reports on the activity of the library;
- k) provides reading services in specialized rooms with access to publications, home loan services, electronic access to databases in the country and abroad,, guidance and guidance services in the navigation of computer networks, in the technique of intellectual work.

CH. V.7. THE RIGHTS AND OBLIGATIONS OF USERS

Art. 33. The access of the users to the collections and services of the library is made in accordance with the Regulation on its organization and functioning, developed in correlation with the legal provisions regarding the protection of the national cultural heritage, copyright and related rights.

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Art. 34. The students, masters and teachers, PhD students, residents of the “King Michael I” University of life Sciences in Timisoara have the right to access the library services, only on the basis of the access permit issued by the University of Life Sciences “King Mihai I” from Timisoara. They can use the library services and other categories of beneficiaries, only on the basis of the access permit.

Art. 35. The access permit shall be issued on the basis of the following documents:

A. Internal users

1. identity card / passport + copy;
2. student card concerned / service card concerned (or employee certificate);
3. photo 2/3 cm

B. For external users (individuals)

1. identity card / passport + copy;
2. Payment of the registration fee (the amount of this fee will be proposed by the Board of Directors of U.L.S.T. and approved by the Senate of the University)
3. photo 2/3 cm


Art. 36. The access permit is individual and non-transferable. In case of loss of the access permit, the holder is obliged to declare the library lost, and a duplicate will be issued.

Art. 37. Users have the following rights:

- a) consultation of library collections;
- b) home lending of documents, the status of which allows this (only for internal users);
- c) the loan period shall be determined by the number of copies of a title and the degree of application of that title. If a work is in high demand, the librarian may decide to consult it only in the reading rooms;
- (d) the deadline for the return of publications may be extended only once, if the publication is not requested by other users;
- e) advice from librarians to identify information in traditional catalogs and to use the electronic catalog;
- f) refuse physically damaged documents;
- g) the personal data in the registration form are confidential.

Art. 38. (1) Obligations of users:

- a) to provide the documents necessary for the issuance of the access permit;
- b) to check upon receipt of publications their physical condition and to report any damage;
- c) protect the documents they receive or consult, not to make notes, underscores, or unlink pages;
- d) not to exchange copies borrowed from the same title with another user because they have different quotas and series;

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- e) to comply with the deadline for the return of documents and the manner established for its extension;
- f) to behave civilly toward the library staff;
- g) to respect the tranquility, order and cleanliness of the library;
- h) to make adequate use of the library's collections, equipment, furniture and other assets without causing damage or absconding;
- i) the use of mobile phones in reading rooms is prohibited;
- j) smoking is prohibited in the library;
- (2) failure to comply with these obligations shall result in the sanctioning of users as appropriate.

CH. V.8. METHODOLOGY FOR RECOVERING LOST, DESTROYED OR DAMAGED DOCUMENTS BY USERS

I. General provisions

Art. 39. This methodology regulates the recovery of documents lost, destroyed or damaged by users or found missing in the inventory (Annex 2).

Art. 40. When fixing the amounts of the fees charged, account shall be taken mainly of the interest of the institution for the preservation of the documentary fund and of the entire material patrimony at its disposal, of the information value of the documents, the number of copies existing in the evidence, their age, physical and moral wear and tear, the degree of repetition of the crime.

II. Recovery of documents lost or destroyed by users or found missing in inventory

Art. 41. (1) the recovery procedure will comply with the provisions of the Law on Libraries no. 334/2002, with subsequent amendments and completions, correlated with the order of the Ministry of Education and Research no. 4626/2005 regarding the approval of the methodology for recovering lost documents, Destroyed or damaged, and for the charging of services and the non-compliance with the deadlines for the return of publications borrowed from the libraries included in the education network, as well as the specifications on the calculation of the value of these documents.


(2) in the case of ordinary documents, common cultural goods, a copy identical to the lost or destroyed one or a new edition of the same document shall be recovered or the inventory value of the document updated with the application of the current inflation coefficient shall be paid, to which an amount equivalent to 1–5 times the price thus calculated shall be added.

(3) for the calculation of the value of the document in the above situation, the following calculation formula shall apply:

(Inventory value x consumption price index x (multiplier index + 1)/100

In which:

- Inventory value = the price of the document registered in the Inventory Register

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- Consumer price Index = is the product of indices from the year following the publication of the document up to the reference year

- Multiplication index = represents the penalty value and is between 1 and 5.

(4) in the case of documents common cultural goods, from which the library holds a single copy, the recovery is made as for the usual documents, but the amounts will be calculated, as the case may be, at the maximum rate.

(5) rare documents (heritage books, bibliophile editions, princeps editions, autographed books, manuscripts of any kind, maps, stamps, postcards) shall be recovered physically, and if this is not possible, they shall be recovered in value, at the market price, plus an amount of at least 10% of the cost, Based on the decision of the National Library Commission.

(6) for documents damaged by underlining, stealing pages or in any other form, users shall bear the costs of refurbishing and reintegrating the respective documents into the library circuit.

CH. V.9. ORGANIZATIONAL CHART OF THE LIBRARY

Art. 42. Library activities are organized in the following sectors:


- A) development and bookkeeping of collections;
- B) cataloging, classification and indexing of collections;
- c) communication of documents;
- D) periodicals/exchange of publications internally and internationally
- E) interlibrary loan.

Art. 43. Development and bookkeeping of collections:

- a) aims at the selective and balanced development of the collections;
- b) ensures the current and retrospective completion of the collections;
- c) is permanently informed about the main categories of users of the library and of the educational plans by discipline;
- d) maintain direct links with professors, teachers, scientific researchers from the University, in order to know exactly the needs of the users for documentary information;
- e) make extensive documentation on the publishing market;
- f) has an optimal and efficient communication with suppliers;
- g) carries out an open policy of attracting and encouraging donations from the country and abroad, both from private persons and institutions;
- h) manage the collections and assess their value;
- i) draws up and releases the situation regarding the purchases of books, magazines, specialized publications, specialized book fund, existing in the library, by study programs, at the request of the coordinators of study programs, necessary for the accreditation of the respective program by the authorized bodies.

Art. 44. Cataloging documents:

- a) cataloging according to the standards in force the library collections;
- b) classifies and assigns systematic-alphabetical quotas for all types of documents;

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- c) performs bibliographic description of documents according to the norms of ISBD (International Standard Bibliographic Description);
- d) to make changes in the Universal decimal Classification;
- e) design, implement and maintain the entire catalog system;
- f) enter new entries into the database.

Art. 45. Communication of documents:

(1) The communication of the collections is carried out by consulting in the reading room and by lending at home.

(2) the Library provides the following services to users:

- a) lending publications at home (only for domestic users);
- b) extension of the loan term (it can be done by phone or by email of the library);
- c) consultation of publications in the reading room;
- d) consultation of publications in the hall with free access to the shelf;
- e) Internet access;
- f) access to traditional catalogs;
- g) access to the online catalog of the library;
- h) assistance in identifying publications;
- i) access to scientific databases;
- j) references by email.

(3) documents that cannot be borrowed at home are as follows:

- a) documents that are unique in the library collections;
- b) serial publications;
- c) doctoral theses;
- d) documents in electronic format (CD-ROMs, DVDs, floppy disks, etc.);
- (e) treated, encyclopedias, dictionaries;
- (b) special collections.


(4) the program of operation of the Library is displayed on the library website and can be modified by the disposition of the University management.

Art. 46. Internal and international exchange of publications

(1) Inter-library exchange works through agreements between institutions to provide documents by mutual agreement.

(2) the documents sent by interlibrary exchange are research, courses and practical works of the teaching staff of the university published at Agroprint Publishing House. These publications are new and have never been part of the library's collections.

Art. 47. Interlibrary loan

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(1) Interlibrary loan is the service by which a library obtains from another library certain documents not existing in its own collections, in order to ensure the fundamental right of the citizen to access information.

(2) loan agreements shall be concluded between the institution lending the documents, called the providing library, and the institution receiving the documents as a loan, called the beneficiary library.

(3) public libraries within the national library system are obliged to cooperate in order to carry out the interlibrary loan.

(4) the loan period shall be established by the providing library.

(5) the interlibrary loan fee shall include: The cost of borrowing rights (where applicable), the cost of making copies of the borrowed document (where applicable), and the cost of postal charges.

CH. V.10. PRESERVATION AND PRESERVATION OF COLLECTIONS

Art. 48. (1) All collections of the library are organized and kept in appropriate security and conservation conditions, respecting the climatic and hygiene conditions.

(2) the organization of collections in warehouses is done in a unitary manner, in the order of entry into the library. In the reading rooms with free access to the shelf, the organization will be systemic, alphabetical or thematic.

Art. 49. (1) periodically, microclimate conditions shall be checked and hygiene and disinfection measures shall be applied in storage facilities.

(2) the management of all categories of documents shall be ensured in accordance with the legal provisions in force.

(3) only the managers and persons expressly designated by the management of the library shall have access to the repositories of publications.

Art. 50. Bringing to the attention of the librarians the provisions of this Regulation is the responsibility of the director/library manager.