	<b>UNIVERZITA KOMENSKÉHO V BRATISLAVE</b> <b>JESSENOVA LEKÁRSKA FAKULTA V MARTINE</b>	Int. dok. č.: 4/2011 VP Výtlačok č.: 2 Lehota uloženia: 10
	Riadenie dokumentácie kvality	

## LENDING REGULATIONS OF ACADEMIC LIBRARY AND AUDIOVISUAL CENTRE

internal regulations of JFMED CU issued in accordance with Art. 21, Clause 2, letter j) of the Statute of JFMED CU in Martin, under the provisions of § 12, Clause 2, letter a) of the Act no. 183/2000 Coll.

On libraries,

Rector´s Directive no. 4 / 2005 approved by the Faculty Board on April 11, 2011

<b>VP vypracoval:</b> Bc. Ivana Švrková	<b>Dátum:</b> 28. 3. 2011	<b>Podpis:</b>
<b>VP prerokoval:</b> Vedenie JLF UK	<b>Dátum:</b> 11. 4. 2011	<b>Podpis:</b>
<b>VP schválil:</b> Vedenie JLF UK	<b>Dátum:</b> 11. 4. 2011	<b>Podpis:</b>
<b>Počet výtlačkov:</b> 2 Výtlačok č. 1 – sekretariát Výtlačok č. 2 – AKAS	<b>Platnosť od:</b> 11. 4. 2011	<b>Účinnosť od:</b> 11. 4. 2011

### Aktualizácia, zmeny a doplnky k vnútornému predpisu:

<b>Zmena 1:</b>	<b>Zmena 2:</b>	<b>Zmena 3:</b>	<b>Zmena 4:</b>
Dátum:	Dátum:	Dátum:	Dátum:
Podpis:	Podpis:	Podpis:	Podpis:



**UNIVERZITA KOMENSKÉHO V BRATISLAVE  
JESSENOVA LEKÁRSKA FAKULTA V MARTINE**

**Riadenie dokumentácie kvality**

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In accordance with Art. 21, Clause 2, letter j) of the Statute of JFMED CU in Martin, under the provisions of § 12 Clause 2, letter a) of the Act no. 183/2000 Coll. On libraries, the Rector's Directive no. 4 / 2005 which issues Library and Lending Regulations of the Academic Library of CU in Bratislava  
I issue this

**Lending Regulations of the Academic Library and Audiovisual Centre of the  
Jessenius Faculty in Martin , Comenius University**

**Art. 1**

**Introductory Regulations**

1. Academic Library and Audiovisual Centre of JFMED CU in Martin provides access and lends documents and other information sources preferably to its own staff members and students and to the others on condition that it is not at the expense of educational and research activity of the Faculty.
2. The user is authorized to use the services of the Academic Library after submitting valid library card.
3. Academic library shall prepare and lend requested document at a time that is adequate for its operational possibilities.
4. A user confirms receiving of the document by his/her signature on the loan receipt. User is responsible for the document provided that the Academic library has a loan receipt signed by him/her. By his/her signature, user undertakes to pay for damage or loss he/she caused.
5. A user is obliged to return borrowed document in the same condition in which the document was lent. A user may not write anything on the document and may not cause damage to the document. Before receiving the document, the user is obliged to examine it and announce any obvious defects. Failure to do so shall cause him/her to become liable for any previous damage and is also obliged to pay for the repair or purchase a new document. If the library lends a damaged document, a record about it is made when borrowing it.
6. User may not lend the document to the third party.
7. When a user returns a document, he/she gets a receipt.

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## **Art. 2**


### **Lending rules**

1. Some documents can only be used in the premises of the academic library.
2. AKAS JFMED CU in Martin lends documents to:
  - a) employees of CU / IP, UK for 180 days, which can be extended twice by 180 days, unless the documents are requested by other users
    - i. maximum number of borrowed documents is 35
  - b) students JFMED CU / S2 / for 180 days, which can be extended twice by 180 days, unless the documents are requested by other users.
    - ii. maximum number of borrowed documents is 30
  - c) other students of CU / S \* / for 180 days, which can be extended twice by 30 days, unless the documents are requested by other users.
    - iii. maximum number of borrowed documents is 7
  - d) international students (SZ) JFMED CU for 180 days, which can be extended twice by 180 days, unless the documents are requested by other users.
    - iv. maximum number of borrowed documents is 10
  - e) others / BC / for 30 days, which can be extended twice by 30 days, unless the documents are requested by other users.
    - v. maximum number of borrowed documents is 7
3. Academic Library is entitled, in appropriate cases, to set shorter loan period, or require the return of the document before the end of lending period without giving a reason.
4. The user can borrow only one copy from each title.
5. If the loan period or extension limits are not exceeded, the user can request an extension of the loan period in person, in writing, by telephone or electronically.
6. Students who terminate or interrupt the study, and the staff of Comenius University on termination of employment are obliged to settle all its liabilities. These users can also use the services of academic libraries as ordinary users.

## **Art. 3**

### **Recovery of unreturned loans**

1. The user is obliged to return the document within the loan period.

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2. If the loan period is exceeded by 30 days, 1st reminder is sent to a user, after another 15 days 2nd reminder is sent. If the user, even after the second reminder, doesn't return a document within 15 days / i.e exceeds the loan period by 60 days / receives Director's reminder.

3. The library doesn't have to send the first reminder by post. The second reminder is sent by post, Director's reminder is sent by registered post.

4. If the user provides his e-mail address, academic library sends him the first and the second reminders electronically.

5. After fruitless reminders, a user is deprived of the right to use a library, borrowed document is enforced by the court.

6. A user is temporarily or permanently deprived of the right to use a library, if the amount of outstanding penalty fees exceeds 10, - €.

#### **Art. 4**

##### **Losses and compensation**

1. The user is obliged to notify the loss or damage to borrowed document immediately.

2. The academic library determines the way of compensation, following these criteria: professional and financial value of the document, number of copies, using of the document according to the following priority:

- a) provision of the same title of the same or newer edition,
- b) provision of a related document, possibly another specific document,
- c) financial compensation.


3. The user is obliged to pay all costs to the academic library resulted from the loss or damage to the document. A user must compensate for a document in a given time, which should not be longer than one month from notification of loss.

4. Provision of a related document must be based on the mutual agreement between a user and the academic library.

5. Financial compensation is set not only according to the original price of a document, but also according to the value of the document at the time of loss or damage.

1. Such compensation occurs in sporadic cases, if :

- a) a document is damaged or lost, and cannot be replaced otherwise,
- b) acquisition costs of an original document would be much higher than the value of a

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document.

#### **Art. 5**

##### **Final provision**

1. Exceptions to the lending regulations of AKAS JLF UK are allowed by the Director of AKAS , or his authorized employees.
2. Integral part of the lending regulations of AKAS is continuously updated Price list of fees and services.
3. Suggestions, comments and complaints regarding the work of AKAS can be made in person or in writing to the Director, or senior staff of JFMED CU.
4. This Lending Regulation comes into effect from 11 April 2011.

prof. Ján Danko, M.D., PhD.  
dean of JFMED CU, Martin

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**Schedule of Fees and Services**  
**At the Library and Study – Information Centre at the Jessenius Faculty of Medicine CU in Martin**

**Registration fees**

Registration of students of CU	Free of charge
Registration of other users	10,00 EUR.

**Prolongation of registration**

Registration of students of CU	Free of charge
Prolongation of registration of other users	6,50 EUR

**Sanction fees**

Getting a new card when a card was lost of other users	6,50 EUR
Determination of borrower 's unreported personal data	3,00 EUR

**Damage of the document**

Damage of the document	6,50 EUR
Replacement of a bar code	1,00 EUR

Schedule of fees is in effect from April 11, 2011.

prof. Ján Danko, M.D.PhD.  
 dean of JFMED CU in Martin