



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

Riadenie dokumentácie kvality

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**COMENIUS UNIVERSITY IN BRATISLAVA
JESSENIUS FACULTY IN MARTIN**

**STATUTE AND ORGANIZATIONAL REGULATIONS
OF THE ACADEMIC LIBRARY AND AUDIOVISUAL
CENTRE OF JFMED CU**

Internal regulation of JFMED CU

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

VP vypracoval: Bc. Ivana Švrková	Dátum: 28. 3. 2011	Podpis:
VP prerokoval: Vedenie JLF UK	Dátum: 11. 4. 2011	Podpis:
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Aktualizácia, zmeny a doplnky k vnútornému predpisu:

Zmena 1: Dátum: Podpis:	Zmena 2: Dátum: Podpis:	Zmena 3: Dátum: Podpis:	Zmena 4: Dátum: Podpis:
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Preamble

In accordance with Art. 22, Clause 2 of the Statute of Jessenius Faculty of Medicine in Martin (hereinafter referred to "JFMED CU"), after being discussed by the Faculty Board of JFMED CU on November 23, 2010 and approved by the Academic Senate of JFMED CU on December 6, 2010, Library and Study-Information Centre, and Photolaboratory and Centre of Audiovisual Technology merged into one information center under the name Academic Library and Audiovisual Center of JFMED CU, abbr. AKAS. Dean's decision to merge workplaces was issued on December 7, 2010 as an internal regulation no. 12/2010.

In accordance with Art. 21, Clause 2 letter j) of the Statute of JFMED CU, after being approved by the Faculty Board on April 11, 2011 and under the provisions of § 12, Clause 2, letter a) of the Act no. 183/2000 Coll. on Libraries, I issue this

Statute and Organizational Regulations of Academic Library and Audiovisual Center of the Jessenius Faculty of Medicine in Martin, Comenius University in Bratislava

Art. 1 Introductory provisions

1. Statute and Organizational Regulations of the Academic Library and Audiovisual Centre of the Jessenius Faculty of Medicine in Martin, Comenius University in Bratislava (hereinafter referred to "AKAS JFMED CU") is issued in accordance with the Statute of JFMED CU, Organizational Regulations of JFMED CU, and it specifies the organizational structure, management and operation of AKAS, relationships inside AKAS and outside towards the Faculty and other organizations.
2. AKAS JFMED CU is an information workplace of JFMED CU at Novomeského 7, 036 01 Martin.
3. Director is the head of AKAS, who is appointed by the dean of JFMED CU on the basis of selection procedure.

Art. 2 Mission and functions

1. AKAS JFMED CU is, according to the Act no.183/2000 Coll., a part of scientific and research base of the Faculty.
2. The main mission of AKAS is to provide information for education process, and



research and scientific activities. AKAS provides scientific, bibliographic, coordination and advisory services.

3. AKAS acquires, processes, preserves and provides access to domestic and foreign scientific and technical documents, regardless of their form.

4. AKAS performs the following functions:

- a) provides comprehensive library and information services to registered users, particularly to teachers, researchers, postgraduate PhD. students, other students of CU and to the public, in accordance with Library and Lending Rules;
- b) preserves and registers bibliographic records of qualification papers;
- c) registers bibliographic records of publications of teachers, scientific and research research workers and students of the 3rd cycle of higher education;
- d) participates in creating, maintaining and making union catalogues of libraries accessible.

Art.3

Organizational structure and scope

1. Director of AKAS is appointed and recalled by the Dean of the Faculty. The Director is responsible to the Dean JFMED CU, for technical, organizational and economic activity of AKAS.

2. AKAS JLF UK is divided into the following departments:

a) Academic Library, which is divided into departments:

- Loan Department,
- Journals department

- Department of Acquisition and Processing, and Recording of publication activity;

b) Audiovisual Centre.

3. *Lending department* provides loans to be used in the library and outside the library, interlibrary loan service, consulting service, auditing and protection of audiovisual and library funds, methodical management and cooperation with sub-libraries.

4. *Journal Department* replenishes and processes journal funds, provides interlibrary loan service, consulting service, provides methodological assistance in the processing of searches.

5. *Department of Acquisition and Processing, and Recording of publication activity* processes book and audiovisual funds, records and processes publication activity and citations, provides consulting and methodological service, registers published materials, is responsible for lists of publication activity.

6. *Audiovisual Centre* provides technical assistance during teaching process and presentation of the results of JFMED CU within all fields of its activity. It prepares and produces materials for teaching and presentation of JLF UK, using the latest multimedia technologies.

7. AKAS methodically manages sub-libraries set up at the workplaces of JFMED CU.



Art. 4

Relationship towards JFMED CU

1. AKAS JFMED CU is under the direct management of the Dean of the Faculty.
2. JFMED CU creates an intellectual, financial and material conditions for a library in order to perform its mission and tasks at the level corresponding to the present state and level of scientific knowledge and information technologies.
3. Director of AKAS submits proposals on employment and salary issues of employees, as well as requirements for material and financial security of AKAS activities to the appropriate departments of the Dean's Office.

Art. 5

Relationship towards other organizations

1. AKAS JFMED CU coordinates its activities with Academic Library of CU in accordance with its Organization and Operation Rules.
2. It cooperates with libraries and information work places of other universities, with scientific and research institutes and other organization of the same orientation.

Art. 6

General working principles

1. Scope of work and duties of employees of AKAS result from generally binding legal regulations, particularly from the Labour Code, the Statute of the CU, the Statute of JFMED CU, Organization Regulations of JFMED CU, Employment Order, as well as from Dean's instructions and Director's instructions.
2. Basic duties, rights and responsibility of employees are set in details in a job description of each employee.

Art. 7

Final provisions

1. The Statute and Organizational Regulations of Library and Study Information Centre of JFMED CU of April 2005 expires.
2. This Statute and Organizational Regulations of AKAS comes into effect after approval by the Faculty Board on April 11, 2011.

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