

# **RULES AND REGULATIONS OF THE UNIVERSITAT JAUME I LIBRARY**

**(Approved in the Governing Council's session no. 20 of 25 June 2008)**

## **TITLE I: GENERAL REGULATIONS**

### **Article 1**

The Universitat Jaume I Library-Documentation Centre is a centralised and unique service in the university campus. It houses all the university's bibliographic and documentary resources, whatever their format, origin, budget concept or procedure followed for its acquisition. It is a centre of scientific, technical, artistic, legal-economic and humanistic information resources for users for learning, teaching and research purposes.

### **Article 2**

The Library's mission is to guarantee that the information and the documents required to help the University fulfil its objectives through the management of its bibliographic and documentary resources are made available in accordance with the principles set out in the university regulations and other applicable rules.

### **Article 3**

The Library's duties are:

- a) Acquire all the bibliographic and documentary resources for the University.
- b) Technically process all the material acquired.
- c) Ensure that all the bibliographic and documentary resources are in suitable condition.
- d) Facilitate access to the bibliographic and documentary resources in order to strengthen studies, research and teaching.
- e) Organise activities for the Library services to be known.
- f) Participate in programmes and agreements to ensure the quality of its own services.
- g) Any other functions that may be entrusted to the Library by the University's governing bodies.
- h) Organise and introduce products and services to the University which are related to the creation and maintenance of a digital library.

## **TITLE II: USERS**

### **Article 4**

1. Library users are all members of the Universitat Jaume I (UJI) university community:
  - a) Teaching and research staff, including visitors.

- b) Students, including visiting and exchange students.
- c) Administration and service staff.

2. Users also include pensioners and those who have retired early, the staff of those institutions which, by agreement, have been conferred this status, and those who have been expressly authorised by UJI's Governing Council.

3. People who are not members of the university community can use the UJI bibliographic and documentary resources consultation service.

## **Article 5**

Users are classified into the following groups:

- a) Group 1:
  - Graduates, or undergraduate students, which also include exchange students or students from other universities to study at UJI.
  - Authorised non-UJI staff.
- b) Group 2
  - Postgraduate students.
  - Lecturers and researchers who have been invited to UJI.
  - Retired UJI staff.
- c) Group 3
  - UJI teaching staff.
  - UJI administration and service staff.
  - FPI-type scholarship holders.

## **Article 6**

Library users have the following rights:

- a) Access to consult and study the bibliographic and documentary resources that the University Library holds, and to use other services that the Library offers in accordance with the University Regulations and other applicable rules.
- b) Benefit from Library services for periods of time and during the opening hours established to cover the users' needs.
- c) Have places and means available to be able to carry out individual and group activities.
- d) Receive information, counselling and collaboration about locating and accessing bibliographic and documentary resources.
- e) Receive basic training on the use of all the Library services.
- f) Receive efficient and accurate attention from Library staff.

## **Article 7**

Library users are obliged to:

- a) Respect the whole of the Library premises and the state they find them in, including facilities, resources and documents, and to use them for the exact purposes that they were intended for.
- b) Observe the formalities required in the treatment and safekeeping of the material which may be loaned.
- c) Follow Library staff's instructions and the arrangements that the Library services involve.
- d) Return loaned material within the established time and in the same condition it was borrowed. Tell staff about any deterioration of Library material that users may have noticed.
- e) Collaborate with Library services to ensure that Library services work correctly.
- f) Refrain from any conduct which could disrupt Library services, or disturb studies, reading or consultations.
- g) Refrain from using Library services or loan services to which they have no authority to access.

## **TITLE III: THE SERVICES THAT THE LIBRARY OFFERS**

### **Article 8**

1. The Library will offer its users the services described in these regulations and those others that may be created to facilitate a dynamic and quality service to its users.
2. In order to use the Library loan services , users must present their university card or equivalent supporting document.
3. The Library will not allow users access to its services if they have not met any Library loan service conditions and if they have been suspended from the service they request.

## **CHAPTER I: CONSULTING SPECIAL COLLECTIONS**

### **Article 9**

1. Groups 1, 2 and 3 users may consult the special collections.
2. Consultations have the following rules:
  - a) Requests have to be made on a form where the researcher's personal data must be noted along with the data that help identify the work.
  - b) The work may be consulted in a suitable, monitored room which Library staff will indicate.
  - c) Using reproduction devices is not allowed. Should users wish to reproduce any material, they must request it to the head of the Library.
  - d) Only one work may be consulted at a time.
  - e) Access to certain works may be restricted because of conservation reasons.

## **CHAPTER II: BIBLIOGRAPHIC DOCUMENTS HOME LOAN SERVICE**

### **Article 10**

The aim of the UJI bibliographic documents home loan service is to facilitate the consultation of documentary resources to the university community. Library users may therefore take documents away from the Library building while guaranteeing their conservation and protection at the same time.

### **Article 11**

The Library users of Groups 1, 2 and 3 may access the home loan service.

### **Article 12**

The following bibliographic and documentary resources are excluded from the home loan service:

- a) Reference works (encyclopaedias, dictionaries, bibliographies and similar works, in any format).
- b) Publications arranged serially or bibliographic resources that have been classified as old.
- c) Books and other documents that have been sold out or are difficult to replace.
- d) Highly consulted books and other documents which the Library has only one copy of.
- e) Legacies and donations if stated as such in the conditions when received.
- f) Other similar documents which the Library management staff considers should not be available for loan.

### **Article 13**

1. The number of works and the time that they may be loaned for are:
  - a) Group 1 users: up to 5 documents over a 15-day period, which may be renewed once, provided they have not been recalled.
  - b) Group 2 users: up to 10 documents over a 15-day period, which may be renewed once, provided they have not been recalled.
  - c) Group 3 users: up to 75 documents over an indefinite period unless they have been recalled by another user, in which case they would have to be returned to the Library in a 7-day period.
2. A special loan period is set up for non-term periods, the conditions of which will be published on the UJI web site.

### **Article 14**

1. Any user could reserve documents in advance.
2. Once a document that has been reserved is available, users have 24 hours to collect it. If

users do not collect it in this time, Library staff will cancel the reservation and the document will be readily available again.

### **CHAPTER III: *TELEPRÉSTEC* SERVICE (LOAN REQUEST BY E-MAIL)**

#### **Article 15**

The aim of the *Telepréstec* service is to facilitate users to access the material available at the Library and the copies of articles published in periodicals.

#### **Article 16**

This service is available for Group 3 users.

#### **Article 17**

1. Requests may be made via the Library e-mail by providing the details requested on the relevant form.
2. Those items stipulated in Article 12, and those that are not available when a request is made, are excluded from the *Telepréstec* service.
3. The *Telepréstec* service staff will send requested material by internal mail to the University service or department which users indicated in their request.
4. Users may use the UJI internal mail to return material to the Library. Material should be properly wrapped and addressed to: Biblioteca, Servei de Telepréstec.
5. With regard to the number of documents and loan periods, Article 13.1, *c* will apply.

### **CHAPTER IV: INTERLIBRARY LOAN SECTION**

#### **Article 18**

The aim of the Library Interlibrary Loan Section is to provide a service that locates and obtains on loan those documents, either as a copy or an original work, that are not found at UJI, and to loan original documents or copies to other libraries or Documentation Centres.

#### **Article 19**

Group 1, 2 and 3 users, and those expressly authorised, may use the document acquisition service.

#### **Article 20**

The rules for this service are as follows:

1. Users must request material by filling in the corresponding form.
2. The service implies costs in accordance with the rates established which will at least cover

the cost of the service and will be paid by the person who made the request.

3. Should the expense be covered by a University budget, and the request be accepted, it will be subject to approval by the person in charge of this budget.

4. The Library will deal with all the procedures to request material from other national or foreign centres.

5. The user could ask for the procedures to be cancelled at any time. Any expenses made until that time will be met by the user, who will also meet them should it not be possible to cancel the process.

6. The loan duration of original documents received will be what the providing centre stipulates.

7. Using the service involves a general agreement of the Library's loan conditions.

8. The documents obtained by the Interlibrary Loan Section will be consulted at the UJI Library provided it is thus established by the loaning centre. The Library will vouch for the good use and the fulfilment of the terms and conditions established by the loaning centre.

9. Other than consulting the document, users could be able to obtain copies of it, provided the regulations on copyrights and the conditions established by the loaning centre apply.

10. Whenever photocopies of journal articles, either in a paper form or derived from electronic archives, are facilitated from another centre or library, the person who requests them will own the material received.

11. Should a requested document be received as a donation, it will become part of UJI's bibliographic resources.

## **CHAPTER V: BIBLIOGRAPHIC ACQUISITIONS SECTION**

### **Article 21**

The aim of the Library's Bibliographic Acquisitions Section is to offer a service to acquire the bibliographic material that users request.

### **Article 22**

Group 1, 2 and 3 users, and those who are expressly authorised, may use the SAB service.

### **Article 23**

The following rules apply to this service:

1. Requests for bibliography will be made electronically by completing the forms designed by the Bibliographic Acquisitions Section.

2. Requests for bibliography will be subject to the budgets available at the time when the request is made, and also to the authorisation of the person in charge of the department, service or project involved.

3. The Bibliographic Acquisitions Section staff could contact users should more information about the requests being made be required. Should this information not be provided in 15 days, the request will be cancelled.

4. The Bibliographic Acquisitions Section will deal with all the requests that fulfil the

conditions of the sections above. However, if any duplicate request is detected or the item requested is already in the Library, the person making the request may be consulted as to whether the request is to continue.

5. If at six months after placing the order to the bookseller no answer has been obtained, the request will be cancelled, the person who made the request will be informed, and they will be recommended to then use the document acquisition service.

6. When the requested material has been received, the user will be directly informed by e-mail.

#### **Article 24**

Bibliographic Acquisitions users could acquire bibliographic material directly when they travel or stay abroad, provided they comply with point 2 of Article 23. Should this possibility arise, the user could contact the Section for advice on the procedure to be followed.

#### **Article 25**

There are two types of bibliographic requests:

1. Preferential requests: those marked on the electronic form as *urgent*. Such classified material will be given priority. Notification of its arrival will be sent once it has been indexed, with a reserve period of 3 days. Should this material not be collected within this time, it will be placed among items to be loaned and made available to users.

2. Normal requests: any request that is not preferential is classified as a normal request. The arrival of such material will be notified once it has been indexed. Then it will be placed among items to be loaned and made available to users.

### **CHAPTER VI: THE MEDIA CENTRE**

#### **Article 26**

The Media Centre organises and makes audiovisual materials, computer applications, texts, hypertexts, charts, interactions with computer systems, work software and other multimedia contents available to the public.

#### **Article 27**

Groups 1, 2 and 3 users, and those expressly authorised, may use the Media Centre service.

#### **Article 28**

The conditions to use the Media Centre are the following:

- The Media Centre equipment and material has to be used for academic purposes.
- Users may use computers for up to 5 hours a week. This period of use may be

- extended provided a request by another user has not been made.
- There is an application available by which users may reserve equipment in advance for up to 5 hours a week.

If the person who has reserved equipment does not use it within 15 minutes after the time its use was initially scheduled for, this equipment will be made available for other users' requests.

## **CHAPTER VII: LAPTOP LOAN SERVICE**

### **Article 29**

The Library has a laptop loan service for personal use for academic purposes.

### **Article 30**

Group 1, 2 and 3 users, and those expressly authorised, may use this system.

### **Article 31**

The conditions to use this service are as follows:

- To request the laptop loan service, the user should complete and sign a request form which is available at the Library Loan Desk. Along with the signed request form, users will have to hand in their UJI card, or some other form of identification.
- The place to borrow and return the laptop is the Library Loan Desk.
- Laptops must be returned in perfect working condition. If users detect any malfunction, they must inform the Library by filling in the corresponding incidence form.
- The laptop loan service lasts up to 3 hours, and users should bear in mind that the laptop has to be always returned at least one hour before the Library loan service closes.

## **CHAPTER VIII: ROOMS FOR GROUP WORK**

### **Article 32**

The Library has rooms available for academic purposes for work groups of between 2 and 6 people.

### **Article 33**

Groups 1, 2 and 3 users, and those expressly authorised, may use this service.

## **Article 34**

The conditions of this service are as follows:

- The rooms for group work may be used by a minimum of two people and a maximum of six people, who have to complete the corresponding form to reserve one. The person requesting this service may cancel it.
- Users will collect the key to the room for group work sessions at the loan desk, where they will have to leave their UJI cards or the other users' authorising documents. Students who do not have a student's card may use another form of identification (ID card, driving licence or passport) and will have to complete a registration form which may be printed in the Media Centre.
- Users may use the reserved room for a maximum of 3 hours a day. This period of time may be extended provided a request by another user has not been made.
- Should the room not be used within the 15 minutes after the time its use was initially scheduled for, this reservation will be cancelled and the room may be used by other users.
- Cardholders will be responsible for the correct use of the room. More people than those allowed, talking loudly, eating, drinking and smoking are not allowed in the room. Materials must be treated with care, order must be kept and mobile phones must be switched off.
- Once the users have finished with the room in accordance with the terms established, Library staff is authorised to withdraw their personal belongings which will remain in a place at the Library where owners can claim them.

## **CHAPTER IX: TEST LIBRARY**

### **Article 35**

The UJI Test Library is available in a room where psychometric materials and the psychological and psychoeducational assessment materials are found, and its aim is to be used as a consultation room and laboratory.

The Library will ensure that the assessment materials are suitable for use, and will support the use of such materials for educational means.

### **Article 36**

The following may use the Test Library:

- Teaching staff of the Departments of Psychology and Education.
- Students who are authorised by the teaching staff of the Departments of Psychology and Education.
- Professionals holding a degree in the fields of Psychology and Psychopedagogy.
- All users who have been authorised by the head of the Test Library project.

### **Article 37**

The conditions to use this service are as follows:

- Users will have to make a written request for this service and sign a document which allows them to use the tests according to the code of ethics and the professional ethics recommendations in accordance with the Official College of Psychologists.
- Users must consult the material at the Test Library. Loans are restricted to those authorised by the head of the Test Library project.
- The Test Library staff will check the conditions of the material after it has been consulted.
- Should material be loaned, the terms will be as follows:
  - Students: one test for 3 days;
  - Teachers: up to 3 tests for two weeks;
  - Professionals in the fields of Psychology and Psychopedagogy and the rest of authorised users: up to 2 tests for one week.
- Material will be returned and renewed at the Test Library.

## **CHAPTER X: THE ARANZADI ROOM SERVICE**

### **Article 38**

The Aranzadi Room is the room at the Library where legal documents and information offered by the Aranzadi publishing house may be consulted.

The Aranzadi Room has computers from which access is offered to the publishing house's database. Publications on paper are also available in the room, as well as the option of consulting DVDs.

### **Article 39**

Group 1, 2 and 3 users, and those expressly authorised, may use this service.

### **Article 40**

The conditions which apply to use this service are as follows:

- All the bibliographic documents inside the room may be used. Such documents cannot be loaned.
- The computers available in this room are to be used by users to only consult the Aranzadi database.

## **TITLE IV: USING LIBRARY SERVICES**

### **Article 41**

Using the services that the Library offers is subject to the rules set out in these Regulations, in the regulations set out by the different services available and to the rest of the norms which apply. Any user who refrains from fulfilling these rules will lose his or her right to use the Library service in question in accordance with what the following articles stipulate.

### **Article 42**

1. The Library areas reserved by users have to be actually occupied by that user, and cannot be reserved and not occupied for more than 20 minutes.
2. Once a reserved place is not occupied for more than 20 minutes, the Library staff is authorised to remove any belongings found there which will be kept in a place in the Library for owners to claim them.

### **Article 43**

1. Not fulfilling the terms to return bibliographic material in Articles 13, 17 and 20 for user Groups 1 and 2 will entail an automatic suspension of loan rights until the material has been returned, plus 2 days' suspension for each day the item is returned late.
2. Should users of Groups 1, 2 and 3 not return a document after it has been requested, or should the returned document have deteriorated from improper use, they will have to acquire a new copy of the document for the Library of the same edition and with the same characteristics. Should the work no longer be available, users will have to acquire another one with similar characteristics, which the Library will propose, within a month's time.
3. Should users not meet the previous point, the Library Management staff will inform the Vice-Rectorate in charge about the situation with a view to commencing the procedure to claim back the value of the document(s), if applicable.

Furthermore, should Group 3 users not have returned a document after it has been claimed twice, and it needs to be acquired, the University could make a claim to the Department's or Service's bibliographic acquisitions budget for the economic value of the document(s). The Department or Service could, in turn, make a claim for this deduction to the accounting section or unit corresponding to the user who has caused the situation. When this occurs, the Vice-Rectorate informs the head of the corresponding Department or Service. If applicable, the head may request the details of the person who still has the loaned document(s) and its/their economic value. The rules in force on personal data protection matters have to apply.

### **Article 44**

1. If a user returns a laptop late, the laptop loan service will be suspended for 10 days for each day the laptop is returned late. If the user returns a laptop late again in the future, then this

service will be suspended for one month for each day the laptop is returned late. If the user returns a laptop late on a third occasion, the service will be suspended for one year.

2. Should a laptop be returned with modified software, the laptop loan service will be suspended for one month.

3. Should a laptop be returned with defects from improper use, the laptop loan service will be suspended for one year, and the user will have to pay for the repair or the replacement of a laptop with the same characteristics.

#### **Article 45**

1. Should any bibliographic resource be withdrawn without the loan being registered beforehand, this circumstance will have to be reported on an incidence form by the Library or security staff who have witnessed this fact. This report will be sent to the Library management staff who will take the following steps:

a) If the document has not been manipulated, the user will receive a written notification regarding the improper use of the service. Should the user behave in this way again, he/she will not be able to use the loan service for three months as stipulated in Articles 10 and 29. If he/she behaves in this way a third time, the service will be suspended for a year. The fourth time means that the user will not be able to use the service indefinitely.

b) If the document has been manipulated, the Library loan service will be suspended for three months. Should the user behave in this way again, the loan service will be suspended for this user for a year. The third time means that the user will not be able to use the service indefinitely.

2. In all cases, the user will have to repair any damage caused to the document by acquiring a new copy.

#### **Article 46**

Should users have reserved any of the Library services in which making a reservation is compulsory, and they find they cannot use the service they reserved, they must cancel the reservation.

Should users not return a key to a room or they do not use a service which they had reserved in the time established without cancelling the reservation beforehand, the service in question will be suspended to these users for a 15-day period.

#### **Article 47**

Any form of action by users that goes against the Library regulations will allow the University, depending on the body and the extent of the action in question, to take the following measures, which that may be jointly applied:

- Notify the user of the improper use of the service.
- Expel the user from the Library premises.
- Suspend the user from the Library services involved, which may last as long as a year at the most.

#### **Article 48**

The Library Director will transfer information about conducts which infringe on Library regulations to the corresponding Vice-Rectorate in order to enforce, where appropriate, the disciplinary rules applicable and the claim of any damage and harm caused.

#### **TEMPORARY PROVISION**

A three-month period is established, from the time that these Regulations come into force, to regulate the status of the material that has been loaned.

#### **DEROGATORY PROVISION**

Once these Regulations come into force, those arrangements of an equal or inferior status that contradict what has been stipulated in these Regulations will be repealed.

#### **FINAL PROVISION**

These Regulations will come into force once the Universitat Jaume I Governing Council has approved them.