

Library Regulations and Code of Conduct

Article 1:

Admission to the library is reserved for:

- The school's students registered in the library,
- The school's staff, including teachers and workers, who are registered in the library
- Researchers and visitors authorized by the library director

Article 02:

- Registration in the library takes place at the beginning of each academic year according to a specified timetable.
- To register, students need to submit a study certificate and two personal photographs, while staff members should submit a work certificate and a personal photograph.
- Students who wish to renew their reader card should present the old card together with a study certificate.
- A clearance certificate is issued for students in order re-register, obtain their graduation diploma, and when they transfer from the school.
- A clearance certificate is issued for staff members when they retire or move to a different institution.

Article 03:

The reading hall is open every day of the week (from Sunday to Thursday) from seven in the morning (07:00) until three thirty in the evening (15:30) without interruption.

Article 04:

Borrowing service is open every day of the week (from Sunday to Thursday) from eight in the morning (08:00) until three thirty in the evening (15:30) without interruption.

Article 05:

Inside the library you are expected to:

- Be polite, respectful, and considerate of library staff and other library users
- Remain calm in the reading room
- Respect the rules of hygiene and security.
- Take care of personal belongings, as the library is not responsible for any lost items.
- Not use bibliographic research computers for personal purposes.

Article 06:

Inside the library, it is strictly prohibited to :

- Bring in food and drinks
- Smoke
- To write on, mark, or damage books
- Put clothes or umbrellas on tables
- Access the library's storage areas and administrative offices
- Gather in front of the counter and disrupt the smooth delivery and retrieval of books

Article 07:

The library staff are at the service of users and they can provide them with advice and guidance in using the library resources in an optimal way

The library staff have all the right to check the reader's card and to refuse entry to the reading hall when it is overcrowded.

Article 08:

Library users should be aware of the following:

- Passing the corridors leading to the storage area is strictly prohibited even for professors.
- The bibliographic search devices must be used to look for books to borrow

Article 09:

Only reader card holders can benefit from the library borrowing services

Article 10:

Number of books allowed to be borrowed at the same time:

- Two (02) books for students
- Three (03) books for staff

Article 11:

The book's loan is specified as follows:

- Fifteen (15) days for students
- Twenty (20) days for staff

Article 12:

48 hours should elapse to be able to reloan a returned book

Article 13:

Library users are required to take precautions to respect borrowed book return deadlines.

Article 14:

External borrowing is prohibited for:

- Dictionaries and encyclopedias.
- Books that are in high demand and do not have enough copies.

Article 15:

Borrowing in someone else's name is prohibited

Article 16:

Late returns of overdue items are punishable as follows:

- A prohibition of borrowing for three (03) days per each day of delay, if the return date is overdue by three (03) to ten (10) days.
- A prohibition of borrowing for a full term if the return date is overdue by more than ten (10) days.

Article 17:

The director of the library has the right to deny access to the library for any reader that was proven to breach the library rules and code of conduct.

Article 18:

All borrowed books must be returned ten days prior to the summer vacation, and the library users will be informed of this.