

## SUMMARY OF LIBRARY RULES AND REGULATIONS

All residents of the Republic of Lithuania, foreign citizens, institutions, and organizations can use the library services.

### USER REGISTRATION PROCESS

- Upon registration, bring a valid photo ID. You will have to fill in and sign the registration form, present your LIBIS reader's card (if you already have one), or get a new LIBIS card. You can also sign up at [www.ibiblioteka.lt](http://www.ibiblioteka.lt).
- Reader's card is free of charge.
- Individuals under the age of 16 can register by submitting a registration card (under 16 years old) filled by their representative (parent, adoptive parent, guardian, or caregiver).

### SERVICE PROVISION PROCEDURE

#### Lending the publications

- The user can borrow items directly or have publications provided by staff.
- The loan process for home use is registered by either a staff member or the user themselves using a self-check book machine.
- You can also pre-order books online from the electronic catalogue at [www.ibiblioteka.lt](http://www.ibiblioteka.lt).
- Items from the Art Publications Collection, located at Radastų St. 2, are available for borrowing at Radastų St. 2 and K. Donelaičio St. 8 in accordance with the established procedure. Detailed pickup information is provided in an automated [www.ibiblioteka.lt](http://www.ibiblioteka.lt) message about the **"Publication ready for pick up"**.
- Publications ordered to **self-service book machines** at K. Donelaičio St. 8 and Radastų St. 2 are delivered in 24 hours, except for Saturdays, Sundays, and non-working days. Items ordered to other self-service book machines are delivered on Tuesdays and Thursdays. Only collect the books ordered to the self-service book machines **after receiving the SMS notification**.

#### Renewal of loan

- The term of use for home-issued publications can be extended 2 (two) times (except when the publications are reserved by other readers) via [www.ibiblioteka.lt](http://www.ibiblioteka.lt) or by calling the contact numbers listed in the publication.

#### Returning the publications

The items borrowed from any department can be returned:

- to the library department it has been borrowed from;
- to staff members at the Information desk at Radastų St. 2, 2nd floor, and K. Donelaičio St. 8, Lobby at the 1st floor;
- returns are recorded by a staff member or the user themselves using a self-check book machine;
- using the self-service book machines next to the library (Radastų St. 2 and K. Donelaičio St. 8) (at any time of the day).

#### Overdue return of publications

Any reader who does not return a borrowed publication on time or does not extend the deadline for its return is subject to late fees according to the established rates. The amount of the late fee is €0.03 per item per library working day.

#### Items unavailable to borrow

- Publications marked with a red label can only be used in the reading rooms they are stored in.
- Archival publications are only allowed to be read **on-site** (Radastų St. 2, 3rd floor, The Silent Reading Room (Tylioji skaitykla).
- Old and rare publications at the Documentary Heritage Research and Dissemination Centre's special reading rooms are only to be read within the reading room.

#### INTERLIBRARY LOAN (TBA)

If the book you want is not available or has been borrowed from the library you are registered with, you can order books from other Lithuanian libraries yourself at [www.ibiblioteka.lt](http://www.ibiblioteka.lt) or contact a staff member (Radastų St. 2., 3rd floor, The Silent Reading Room (Tylioji skaitykla)). **This service is not available among libraries in the same city.**

#### PROCEDURES FOR USING COMPUTER WORKPLACES

- Contact a staff member at the Information desk for initial login details.
- Users registering with the Public Internet Access User Registration and Statistics System (MS Active Directory) for the first time will be provided with the following login credentials: a permanent user login (reader's card number) and a password. When logging in for the first time, the password is the same as the reader's ID number.
- Non-registered Library visitors can obtain a temporary sign-in number and a primary password from a staff member at the Information desk.
- Users are responsible for the security of their own data if they do not log out of their personal (email, social media, etc.) accounts.

**The user is prohibited from:**

- sharing the login credentials provided by the library with third parties or using other individuals' usernames and passwords;
- installing or testing software brought or downloaded from the Internet on the Library's computers;
- browsing pornographic, erotic, violent, terrorist, and other criminal activity promoting websites, distributing spam, malware, viruses by email, and hacking into other computer systems;
- changing browser settings and working environment;
- fixing, breaking and damaging technical equipment, other library assets;
- connecting Library's Internet network cable to personal laptops;
- eating and drinking at the computer;
- writing offensive and hateful comments online.

**LIBRARY SERVICES****Working rooms**

- Book in advance at the Library website [www.azuolynobiblioteka.lt/rezervacijos/](http://www.azuolynobiblioteka.lt/rezervacijos/) or speak to a staff member at the Information desk at Radastų St. 2, 2nd floor.
- There are two types of working rooms at the library:
- meeting Room A and Meeting Room B (Susibūrimo kambarys) are free of charge for booking (up to two hours).
- individual Working Rooms A–F can be booked for up to 4 hours and the time can be extended. In case of high demand, booking times may be limited.

**Makerspace (Išradimų būstinė)**

- Make a reservation in advance on the library website [www.azuolynobiblioteka.lt/rezervacijos/](http://www.azuolynobiblioteka.lt/rezervacijos/) or via e-mail [bustine@azuolynobiblioteka.lt](mailto:bustine@azuolynobiblioteka.lt).
- Before using the workshop, the visitor must be familiar with the workshop rules.
- Opening hours: Monday to Friday from 13.00 to 20.00 and Saturday from 09.00 to 18.00. On Saturdays, only the visitors who have booked in advance can use the services.
- Use workshop equipment, materials and facilities for 2 hours.

**Printing/Copying using VIPT computers (paid service)**

You can use a library computer to print a document. Purchase the required number of credits beforehand at Radastų St. 2, 2nd floor, and K. Donelaičio St. 8, Information desk on the 1st floor. Once you have purchased enough credits, you can use the printers at the Library.

**VISITOR OBLIGATIONS AND RESPONSIBILITIES**

- Follow the rules and requirements of public conduct, avoid making noise, and do not disrupt the work of other users.
- Keep the temporary issued electronic key for individual working rooms and meeting rooms safe. Pay compensation to the library if the key is lost.
- Immediately inform a staff member at the Information desk in person or via the contacts on the library website if the reader's card is lost, as the visitor is accountable for any publications taken and not returned or damaged on their behalf.
- Inform a staff member immediately if a computer is left unattended or has not been signed out of properly.
- Mute mobile phones in the library or during events.
- Do not disassemble card indexes and card files, remove cards, or change the order of the library collections.
- Protect library documents (do not rip, tear or fold book pages, etc.) and other property; inform a staff member if any documents or other property are damaged or taken.
- Upon receiving a publication or equipment, check for defects (such as torn or crumpled pages, equipment malfunctions, etc.), and if any are noticed, inform a staff member. Failure to do so will result in liability for damage.
- Use information resources in accordance with the provisions of the Law on Copyright and Related Rights.
- Return or extend the term of use of the publications/equipment issued to the home within the specified time limit.
- A user who does not notify the library of the loss or damage to the publication and does not settle before the specified deadline must compensate for the damage caused.

