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**The University Library in Bratislava
issues the full text of the Library Regulations of the University Library in Bratislava
issued by the University Library in Bratislava on 3 September 2012**

as results from amendments
from Addendum no. 1 dated 2 March 2015,
and from Addendum no. 2 dated 10 January 2019, with effect from 11 January 2019.

Library Regulations of the University Library in Bratislava

Pursuant to SR Act of Parliament no. 183/2000 Coll. on libraries and on the amendment of Slovak National Council Act no. 27/1987 Coll. on state heritage care and on the amendment of Act no. 68/1997 Coll. on the Slovak cultural institution Matica Slovenská and founding deed of the University Library in Bratislava of 27 September 1999, amendment to the founding deed of 1 October 2005 and amendment to the founding deed of 1 May 2011, I issued these Library Regulations of the University Library in Bratislava (hereinafter referred to as the “Library Regulations”).

I. General provisions

Article 1

Scope of the Library Regulations

1. The University Library in Bratislava (hereinafter referred to as the “Library”), as a universal scientific library and multifunctional cultural centre is the top state cultural, information, scientific, research and educational institution in the field of library, bibliographic, scientific-research, information, education, publishing and cultural activity.

It provides free access to knowledge and information disseminated on all media by means of the library collection, information sources (external information sources), library & information networks, library-information services, information & communication technologies and cultural-information events, in order to satisfy the cultural, information, scientific research and educational needs of the public and to support lifelong learning, independent decision-making and intellectual development.

2. The Library Regulations, which include the lending regulations, arrange the relationships of the Library and its users and visitors.
3. The Library publishes the Library Regulations on its website and in printed form in a visible place. The Library Regulations shall be given out in printed form to a user upon request.

Article 2

Conditions for acceptance as a library user

1. The following persons are eligible for acceptance as a library user:
 - a natural person from 15 years of age
 - a natural person younger than 15 years of age following confirmation of assumption material liability signed by legal representatives,
 - a legal entity and institution
 - represented by an authorised person,
 - In the use of the interlibrary lending service and international interlibrary lending service.
2. A natural person or legal entity becomes a library user upon activation of the user's identification card. By signing the user application, the user undertakes to comply with the provisions of the Library Regulations.
3. Processing of personal data for the purpose of issuing a user identification card and activation into the Library system is carried out in accordance with applicable legislation on personal data protection. The Library shall use the personal data provided solely for its own needs.

Article 3

Library Accessibility

1. The Library provides services in accordance with the principles of universal user access to documents and information, irrespective of their political, ethnic, religious or racial affiliation.
2. A user shall have access to the Library solely on the basis of a valid user identification card.
3. A user shall not have access to library stores and to the Library ancillary premises.
4. Entry to the Library's specialised study rooms (PC study room, electronic documents study room, cabinet room of manuscripts, old and rare prints) and the provision of services therein is governed by separate Regulations.
5. A library visitor has free access solely to cultural-educational events organised at the Library for the general public.

Article 4

Basic rights and obligations of a library user

1. A user has the right:
 - a) to free access to the borrowing and study rooms on the basis of a valid user identification card;

- b) to free access to educational and cultural-social events organised by the Library;
 - c) to the Library's services pursuant to Act no. 183/2000 Coll. on libraries, as amended.
2. A user is obliged to:
 - a) comply with the Library Regulations, the Library's internal regulations and instructions given by library staff and security staff;
 - b) submit to measures for keeping order and for protecting the Library's assets;
 - c) maintain silence and cleanliness in all library premises.
 3. A user is not permitted to:
 - a) enter:
 - library ancillary premises and library storerooms;
 - the Library under the influence of alcohol or narcotics;
 - the Library in extraordinarily dirty clothing, if suffering from a infectious illness, and for other reasons that are an annoyance for other users;
 - the Library on rollerskates;
 - b) smoke, consume alcohol or narcotics on the Library premises;
 - c) carry weapons, bring animals (with the exception of guide dogs), and store bicycles, scooters, etc.;
 - d) use mobile phones in study areas.
 4. A user may consume food and liquids only in the premises reserved for this.
 5. The user shall show their user identification card to cloakroom staff upon request.
 6. The user may enter the Library premises only after taking off their coat or other outer garment (windcheater, raincoat, etc.), putting away their umbrella, briefcase, back, rucksack, etc. in the cloakroom, regardless of their purpose of the visit to the Library. Objects larger than 33x24x7 cm shall be considered a briefcase or bag. Details are laid out in the Cloakroom Operating Regulations.
 7. When bringing in own documents (books, magazines, newspapers, sheet music, maps, microfilms, audio, audio-visual documents) it is necessary to fill out a form listing all documents being brought in before entering the Library. The user shall submit the prescribed form for inspection upon entry to and upon exit from the Library.
 8. The user's entry to the Library:
 - a) with a child of pre-school age, as well as with a child in a pushchair, is possible only on the ground floor in the self-service borrowing room and in the reader catalogues on Ventúrska Street,
 - b) with a school-age child is possible only with a portable user identification card (visitor card), which the user receives in the borrowing room and is required to return upon leaving the Library. The accompanying adult shall take all responsibility for the child's behaviour;
 - c) is permitted with the user's own notebook computer and musical instrument. The user consents to the inspection of cases, notebook cases, musical instrument cases, cameras, etc. by security staff or library staff.
 9. Persons accompanying a severely handicapped person shall be issued a user identification card (visitor card).
 10. The use of own instruments for scanning parts of documents (camera, etc.) is permitted upon request, which must be submitted to the service manager before beginning work.

11. Selected premises of the Library are for reasons of protection monitored by camera system.
12. Upon entering the Library, the user notes that their movement may be recorded by the camera system.
13. A user who violates the Library Regulations, or other internal measures may be expelled from the Library premises, and in the case of a serious violation, such as verbal abuse of staff, disobeying library staff or security staff, may be deprived of their right to use the Library services. This shall not prejudice liability for damage caused and the obligation to provide compensation thereof under applicable regulations. The possibility to use the Library services shall be renewed only following a request by the person prohibited from using the Library services. Each request shall be assessed individually.
14. In the case of a fire alarm in the Library, it is necessary to ensure the protection of users and visitors upon start of a fire. If the command "Leave the building, fire in the building" sounds over the internal tannoy, every user and visitor present is required to leave the room (premises) where they are and exit via the emergency evacuation routes and assemble at the place specified in the fire alarm guidelines. An assembly point is specified for each building. All library users and visitors shall follow the instructions of firefighter members, who shall ensure safe transfer to the designated place.
15. Any carrying out of documents intended for on-site study (from the UKB collection, as well as documents borrowed via the interlibrary and international interlibrary lending service) outside the Library premises shall be considered a serious violation of Library Regulations. The Library shall treat such conduct as theft or attempted theft, with all consequences arising therefrom and shall proceed according to the Civil Code.
16. A user who has unsettled liabilities towards the Library, or who repeatedly breaches Library Regulations may have their membership temporarily suspended for a period from 3 months to 3 years.
17. A book for comments, suggestions and proposals regarding the Library's work is available on the ground floor at Ventúrska Street, at the information desk. This provision does not violate legislative procedures for handling complaints.

Article 5

Registration, Activation in the UKB System and User Identification Card

1. The user identification card (library card) is issued and activated in the UKB system upon the user's request, after signing the user's application. If the user submits and registration a user identification card issued by another entity (identified the user submits a user identification card issued by another entity (ISIC, ITIC, Bratislava City Card, Slovak Centre of Scientific and Technical Information, Comenius University, Slovak Academy of Sciences, and other accepted chip cards), this card is activated in the UKB system. The issuance and activation of a user identification card is subject to a fee according to the Service Fee List.

The Library distinguishes five types of registration:

- registration of a user with valid activation to the Library system for 1 year, and issuance of a user identification card entitling the user to use all library services;

- registration of a user with a valid activation to the Library system for 1 year, without issuance of a user identification card – an identification card issued by another entity (ISIC, ITIC, Bratislava City Card, CVTI SR and UK SAS and other accepted smart cards) is activated, entitling the user to use all library services;
- registration of a user with valid activation to the Library system for 1 year, entitling the user to use only on-site services,
- registration of a user with valid activation to the Library system for 30 days and issuance of a user identification card, entitling the user to use on-site library services;
- registration of a user with valid activation to the Library system for 7 days and issuance of a user identification card, entitling the user to use on-site library services.

Once the activation validity has ended, an identification card may be repeatedly activated for the selected number of days or one year.

2. An identification card is issued:

- a) to citizens of the Slovak Republic with permanent residence in the Slovak Republic following submission of a valid citizen ID card, which may not be replaced by any other document;
- b) to foreign Slovaks following presentation of a foreign Slovak identification card;
- c) to citizens of EU member states following submission of a valid passport and public document attesting their place of permanent residence (confirmation of residence issued by the competent authority);
- d) to nationals of other states following submission of a foreign-national's identification card (for foreign national's with long-term residency permit);
- e) to citizens of the Slovak Republic, other state or to foreigners with granted additional protection, following presentation of a passport, identification card or other document and public document attesting their place of permanent residence (confirmation of residence issued by the competent authority). In these cases, the user identification card activated in the Library system entitles the user to use all services. In the case of persons under the age of 15, the consent of a legal guardian is required, who shall assume all rights and obligations of a full member.
- f) Legal entities and institutions following the submission of a document on the assignment of a corporate identification number (founding document, excerpt from the commercial register, business licence, etc.), authorisation of the responsible employee and citizen's ID pass for the responsible worker. The application shall bear the stamp of the organisation and signature of the responsible worker authorised in contact with the Library. the bearer of user rights and obligations toward the Library in this case is the legal entity and institution;
- g) Legal entities and institutions wishing to use the interlibrary lending service and international interlibrary lending service after signing the UKB Service Agreement. The agreement includes the nomination of a responsible employee. The legal entity or institution shall then receive login data to the University Library in Bratislava portal (interlibrary lending service portal and financial account balance) and the UKB catalogue.

3. The user identification card is non-transferable. A member of the service staff (lending room, study room or interlibrary lending service) has the right to request a citizen identification card, foreign national identification card, passport in the case of foreign nationals, and to check their identity. The holder shall be responsible for any misuse of the user identification card.
4. The user is required to report any loss of the user identification card to the Library immediately, else the user shall be liable for the consequences of its misuse.
5. The user is required to notify the Library within 15 days of any change of name or residence, or issuance of a new citizen identification card. If the Library is forced to ascertain this data itself, the user shall compensate the Library for any costs connected therewith.
6. A legal entity and institution is required to notify the Library no later than 13 days of any change of its name, registered office, change of name of the worker appointed for contact with the Library, as well as other legal particulars. The legal entity shall be liable for not communicating any of the listed changes, or for damages incurred thereby.
7. In the case of reasonable suspicion of a crime or serious violation of the Library's, the Library reserves the right to temporarily withhold and issued user identification card with valid registration. The responsible library staff member shall decide whether to withhold a card.

II. Library Services

Article 6 Library Services

1. The Library provides the following types of services and activities:
 - lending (off-site and on-site), interlibrary (national, international);
 - advisory – consultation:
 - information on catalogues, collections and library services and using them;
 - consultation on using special information documents;
 - information:
 - location – information (in particular information from complete catalogues);
 - reference (bibliographic and factographic information);
 - research (one-off and continuous rendering of document lists according to specified requirements);
 - access to local and network data bases;
 - internet access;
 - reprographic (making copies of documents from library collections);
 - digitisation: (express scanning of documents from the University Library in Bratislava collection, EoD – eBook on demand; Scan&Go – self-service scanning, EDO – electronic document delivery);
 - Other:
 - guided tours and lectures on the Library;
 - exhibitions and presentations;

- publishing of leaflets on library services, catalogues and the Library collection;
- library website;
- cultural and educational events.

For selected services the Library charges a fee according to the Service Fee List.

Article 7 Reprographic and Other Copying Services

1. Reprographic services pursuant to Act no. 84/2007 Coll. of 6 February 2007, amending Act no. 618/2003 Coll. on copyright and copyright -related rights (the Copyright Act) and on the amendment of certain acts are provided solely for scientific, study and cultural needs of users solely from documents of the Library collections, or from documents borrowed via the interlibrary lending service and international interlibrary lending service.
2. In accordance with the provisions of the Copyright Act, only parts of documents may be copied.
3. When using the Library's reprographic services, the user is required to follow the operator's instructions. The Library shall decide whether to make copies from documents. The Library may refuse to make copies:
 - if the condition of the Library unit does not allow this;
 - if the technical equipment is out of order;
 - if the requests exceed the capacity of the workplace;
 - if the reproduction is in contravention of Slovak law;
 - if the documents are not from the University Library in Bratislava collection;
 - if they are not documents from collections arranged by the University Library in Bratislava;
 - if this service would in another serious way interfere with the Library's activity.
4. Copies of manuscripts, old and rare prints, as well as of historical documents, may be made only in protective mode upon written request.
5. Bound periodicals from before 1953 may not be copied by self-service.
6. A copying fee is charged according to the Service Fee List.

III. Lending Regulations

Article 8 Lending methods

1. Users may borrow documents from the Library collections only upon presentation of a valid user identification card.
2. Legal entities and institutions may borrow documents using interlibrary lending and international library lending services. Loans at the Library are not made by post.
3. Documents not borrowed via the Library-information system may not be carried out from the Library.

Article 9

Types of loans

1. Loans are made in accordance with the mission and study – conservation nature of the Library and in accordance with the requirements of ensuring protection of library collections. Documents with the press-mark “SK” are archive documents and are not lent. They are made available for viewing only following prior consent from the Library Director General. Regional periodicals stated after 2003 are an exception to this rule (Act no. 535/2003 Coll. on compulsory copies), which have only press-mark “SK”; these may be borrowed on-site from this collection without prior request for consent. The decision on lending a document and on the type of loan is made by the Library.
2. Documents may be borrowed off-site (outside library buildings) and on-site (in Library premises).
3. In principle, the following types of document are lent only on-site:
 - a) on-site specimens of old-Slovak and Bohemian writings (press-marks: S, SL, B, BO);
 - b) periodicals – unbound and bound;
 - c) dissertation theses presented in the Slovak Republic;
 - d) manuscripts;
 - e) other publications published prior to 1953;
 - f) publications with pasted illustrations and loose supplements;
 - g) loose-leaf publications;
 - h) maps (press-mark “MP”);
 - i) bibliophilies and loose graphic sheets;
 - j) documents of a format above 35 cm;
 - k) micrographic documents (microfilms and microfiches);
 - l) audio and audiovisual documents (gramophone records, compact discs, cassette tapes, slides, diafilms, video documents);
 - m) documents on electronic media (CD-ROM, DVD, floppy disk);
 - n) documents included in the reference collections of study rooms, cabinet rooms and open-view shelf collections;
 - o) documents borrowed from other libraries (Slovak or foreign) via the interlibrary lending service and international interlibrary lending service, if the lending library imposes such condition.
4. The Library may also restrict on-site access to certain other documents (collections) if this is required for their protection or other serious reason.
5. The Library may, in accordance with § 7(2) of Act no. 212/1997 Coll. on compulsory copies of periodical publications, non-periodical publications and copying of audiovisual works, as amended, allow off-site borrowing of selected documents marked with the specimen class “short” for ensuring professional activity or for teaching purposes and in research.

Article 10

Principles of Off-Site Borrowing

1. Documents may be borrowed off-site only at designated lending points.

2. The user may order documents via the electronic catalogue online, sheet catalogues on request slips, or may view them in person from open-view shelves.
3. The user is required to take receipt of an ordered document in person within 6 calendar days. Borrowed documents may be reserved by the user. The Library shall remind a user to return a document in writing or by e-mail, and reserve it for 6 calendar days.
4. The user receives a confirmation slip upon returning documents.

Article 11 **Number of Borrowed Volumes**

1. The Library shall prepare for a user a requested document for borrowing according to the operating conditions.
2. A user may have borrowed at any one time a maximum of:
 - 15 volumes with the specimen class “on-site” or “short” at the on-site book lending department;
 - 15 volumes with the specimen class “lendable” at the off-site lending department;
 - 15 volumes with specimen class “on-site” in the on-site bound periodicals lending department;
 - 6 volumes from foreign collections;
 - 5 volumes with the specimen class “short” in the off-site lending department;
 - 10 volumes with the specimen class “on-site” in the music cabinet room;
 - 10 volumes with the specimen class “on-site” in the UNESCO Centre;
 - 10 volumes with the specimen class “on-site” in the NATO Deposit Library.
3. The Library has the right to regulate the number of loans.

Article 12 **Loan periods**

1. The loan period of a document in the case of borrowing outside the Library (off-site) is 30 days; for documents from foreign collections and documents marked with the sample class “short” the loan period is 7 days.
2. The Library may, if necessary, request return of a document before the expiry of the loan period.
3. A loan period may be extended three times before it expires (with the exception of documents marked with the sample class “short”, unless another user requests the lent document):
 - in person
 - via the user’s account on the website account the www.ulib.sk
 - by phone – 02/20466182, 02/20466183.
4. In the case of national or international borrowing, a special loan period shall apply, which the user shall be informed of upon taking receipt of the document. The user can check the loan period also after logging into their user account on the University Library in Bratislava portal (<http://portal.ulib.sk>). An extension may be requested in person, or in writing at the address: www.ulib.sk, mvs@ulib.sk, or by telephone on the number: 02/ 20466361.

Article 13
User liability for a borrowed document

1. A user is obliged:
 - a) upon borrowing a document, to inspect and immediately report any shortcomings found. if the user fails to do so, the user shall bear liability for all damage later identified and, upon return, must pay the Library costs for document repair, as well as in the case of loss;
 - b) to return the borrowed document in the same state as it was received.
2. if a different natural person or legal entity returns a borrowed document for the user, the user shall bear liability up until the moment when the Library takes receipt of the document. This, though, shall not relieve the user of the obligation to pay the Library all fees (fee for exceeding the borrowing period, fee for overdue reminder, for damage, etc.).

Article 14
Losses and Refunds

1. The user is obliged to immediately notify the Library of damage to or loss of a document, and to pay compensation within the set term pursuant to the relevant provisions of the Civil Code. The Library shall require compensation of damage in these forms:
 - a. in the case of the loss of or damage to a document, delivery of an intact print of the same document in the same condition and in the same quality;
 - b. if this replacement is not possible, the Library shall agree a method of compensation.
2. The user is obliged to pay all costs that the Library incurs in connection with damage to a document.
3. The loss of or damage to a document borrowed from another library via the interlibrary or international interlibrary lending service must be compensated by the Library user or the Library requesting the loan of the document must provide compensation in the manner required by the foreign library.
4. If the Library fails to agree with the user, the compensation of damage and the amount thereof shall be decided by a court.
5. The Library has the right to suspend the provision of all services to the user until resolving the manner of compensation and payment of all fees.

Article 15
Interlibrary Lending Service

1. If a user needs a document that is not in the Library collections or no other library in Bratislava can lend it on-site or off-site, the user may request the arrangement of a loan from a different library in the Slovak Republic. The Library arranges the loan via the interlibrary lending service in the form of an original document or a copy of part of a document.
2. Loans from library collections for other libraries and institutions seated in the Slovak Republic are provided free of charge. Overdue reminders and other penalties in the case of non-compliance with the loan period, damage to or loss of a document are charged to a legal entity equally as to a natural person.
3. When a requested document is not available in the collections of any library in the Slovak Republic, the Library may, at the user's request, arrange the loan of the document from abroad via the international interlibrary lending service. The Library performs this activity according to applicable international regulations. The user is required to pay for this service according to the Service Fee List.
4. Non-Bratislava libraries may borrow documents from the Library's collections for their users only if they themselves do not own the requested documents.
5. A library that has requested a loan via the interlibrary lending service or international interlibrary lending service and the user to whom the document is lent or for whom the Library arranged the loan are required to comply with the lending term, the Copyright Act and all conditions set out by prescribed by the lending library.

Article 16

Provision of documents for other purposes

1. The provision of documents for other purposes (e.g. exhibitions, filming) is made on the basis of a written request and contract.
2. A written application is submitted by the applicant to the director-general in sufficient time advance (at minimum 30 days).
3. The Library reserves the right to not lend a document.

IV. Neat Order of Study Rooms, Cabinet Rooms and Open-View Shelves

Article 17

User Rights and Obligations in Study Rooms, Cabinet Rooms and Open-View Shelves

1. Study rooms, cabinet rooms and open-view shelves (hereinafter jointly referred to as "study rooms") serve for the on-site study of documents.
User has the right to use:
 - a. reference collections;
 - b. freely accessible magazines and newspapers;
 - c. documents delivered from library stores;
 - d. documents ordered via the interlibrary lending service international interlibrary lending service;
 - e. technical equipment according to a consultant's instruction.

2. Upon entering the study rooms at Klariská Street, the user is required to present their user identification card.
3. The user has free access to the reference collections and to journals or newspapers laid out. After studying there, the user shall return to the designated place. In using them, the user should also respect the requirements of other users. Documents from library stores for on-site study are borrowed at the designated lending points.
4. The user may order documents for on-site study by the electronic catalogue or card catalogues on request slips.
5. Requests for documents from library stocks and for journals and newspapers that are not freely accessible in the study room are dealt with at the specified time intervals.
6. The Library may regulate the scope of orders and borrowing for on-site study from the stores with regard to operating conditions.
7. The Library shall determine the manner and the lending point for making available documents requiring increased protection.
8. The user is required to take receipt of an ordered document in person within 6 calendar days.
9. A document ordered via the interlibrary lending service or international interlibrary lending service that is provided by a forwarding library only for on-site study shall be subject to protection regulations determined by the providing library, and this as regards the possibility of copying from the given document as well as any other handling whatsoever of this document. Details can be found at www.ulib.sk/sluzby/ on the University Library in Bratislava website (Services – Interlibrary Lending – Conditions).
10. The user is obliged, in their own interest, to immediately report to the consultant any deficiencies identified.
11. It is forbidden to make any interventions in the borrowed documents, or to otherwise damage them. If a user in a study room is caught damaging a document, they must compensate for the damage according to the scope of the damage.
12. Audio, electronic and micrographic documents, as well as video documents shall be made available for on-site study at the dedicated study points or in the cabinet rooms.
13. The user has the right to use the Library's technical equipment only by means of a consultant, with the exception of user self-service devices and computers.
14. It is forbidden to make copies of any audio, electronic documents and video documents.
15. The user takes note of the fact that computers connected to the internet in certain specialised study rooms may be monitored.
16. The user may not move chairs from the study rooms and open-view shelves into the courtyard gallery.
17. Special regulations and principles apply for the cabinet room of manuscripts, old and rare prints, the electronic documents study room and PC study room.

V. Fees and Payments

Article 18 Fees for Exceeding the Loan Period

1. The Library is not obliged to send the user an overdue reminder.

2. If the user returns a document after the set loan period, the user shall be required to pay the fee for late return. The Library shall issue the user proof of payment of the late return fee.
3. The obligation to pay the late return fee begins on the day following the expiry of the document loan period. If the last day of the set period falls on a day when the Library is closed, this period shall move to the next day when the Library is open.
4. The amount of the late return fee shall be determined for each document and for each day following expiry of the loan period.
5. If the user fails to return the document marked with specimen class “restricted / lendable” within 60 days following the expiry of the last day of the loan period, the user shall receive a directorate demand by registered mail.
6. If the user fails to return a document marked with specimen class “restricted / lendable” within 30 days following a directorate demand, the Library shall send the user a demand by registered mail for a reconciliation attempt.
7. If the user fails to return a document marked with the specimen class “restricted / lendable” within 30 days following a demand for reconciliation attempt, the Library shall proceed to recovery via the courts.
8. Both the user and the visitor shall be liable for damage caused by violation of a legal obligation. Liability for damage shall be governed by the Civil Code.
9. If the user fails to return a document marked with specimen class “short” within 30 days following the expiry of the last day of the loan period, the user shall receive a directorate demand by registered mail. If the user fails to return the document within 15 days following the directorate call, the Library shall send the user a call by registered mail for a reconciliation attempt. If the user fails to return the document within 30 days of the reconciliation attempt the user does not return the document within 30 days of the reconciliation attempt, the Library shall proceed to recovery via the courts.
10. If the user fails to collect within 14 days of receipt of the notification e-mail a document ordered via the international interlibrary lending service, other services provided by the interlibrary lending services department for the user shall be suspended, and in the case of the international interlibrary lending service, the user shall be charged 50% of the fee for the service.

Article 19

Library Service Fees

1. The Library requires payment for the following selected services and acts:
 - a. issuing a user identification card;
 - b. activation of a user identification card;
 - c. ascertaining identification data on a user;
 - d. arranging a loan from abroad via the international interlibrary lending service, arranging a copy of a document from another Slovak or foreign library;
 - e. reprographic services;
 - f. costs relating to damage to or loss of a borrowed document;
 - g. digitisation services.
2. The amount of the fee for each act and service is listed in the Service Fee List.
3. The Library reserves the right to adjust the Service Fee List according to its needs during the validity of these Library Regulations.

4. If the user has unsettled financial or other claims, the provision of other services to that user may be restricted.
5. Library information services and other fees may be paid also from credit, which the user prepays at the Library cashdesk. It is necessary to prepay credit for self-service copying of documents. If the user consents, the Library shall settle debts from the credit.
6. Following termination of registration validity the user shall promptly request payment of any undrawn credit, though no later than two years from the end of the registration validity. After this period, it will not be possible to return the remaining balance of the credit to the user.
7. Credit may be returned to the user in person, following presentation of a citizen identification card, or other identity document.

VI. Final provisions

1. The Library Director General may permit exceptions from the Library Regulations in justified cases.
2. The Library Regulations of the University Library in Bratislava dated 1 October 2010 are hereby rescinded.
3. These Library Regulations shall enter into force and effect on 1 July 2019.
4. The Library Regulations comprise also the annexes: Service Fee List of the University Library in Bratislava, the force of which is stated in the text, and the Operating Code of the Cloakroom at Ventúrska Street Prevádzkový poriadok šatne na Ventúrskej.

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Director-General
University Library in Bratislava