

UNIVERSIDA EUROPEA DE ANDALICIA LIBRARY REGULATIONS

The mission of the Library is to provide an excellent service to our users, as an active agent in learning, research and innovation processes, through the comprehensive management of information resources and services to meet their needs, thus contributing to the achievement of the university's objectives.

The purpose of these Regulations is to promote these activities, establishing appropriate rules governing essential aspects related to how users can make use of the collections and services offered by the Library, taking into account the internal rules of *Universidad Europea de Andalucía*.

I- CONDITIONS OF USE

Article 1. Users

Undergraduate, master's degree, vocational training and external students.

Professors, Alumni and guests,

Non-teaching staff

Article 2. Lending

All materials included in the Library collections can be borrowed except:

- Reference works (dictionaries, encyclopedias).
- Serial publications.
- Other materials (old holdings, theses, final projects, VHS, etc.).

Teaching support devices (tablets, laptops, apps and peripherals) are lent out exclusively for classroom activities and other learning environments.

1. Lending service eligibility requirements

- To belong to the *Universidad Europea de Andalucía* university community or to be expressly authorized by the library management.
- Present your university ID card (personal and non-transferable) or a valid form of personal identification (ID card, passport, driver's license).
- Not to be penalized for infringing the regulations.

2. Maximum number of copies to be borrowed per type of user

Undergraduate students: 10 items.

Master's degree and doctorate students: 15 items. Vocational training students: 10 items.

External students (Erasmus, Laureate University Network, etc.): 10 items. Alumni: 3 items.

Professors: 20 items. Non-teaching staff: 15 items.

By type of material:

e-readers: 1 device per user. DVDs: 2 units per user.

3. Loan periods for each type of material

Manuals: 7 days.

Specialized bibliography: 15 days. New acquisitions: 7 days. e-readers: 15 days.

Audio books: 15 days.

Music CDs: 7 days.

DVDs: 24 hours.

iPads: use in reading room (max. 2 hours).

4. Number of renewals allowed

10 renewals for all materials (except iPads) and user groups.

Article 3. Renewal requirements

- The loan period must be valid.
- The book to be renewed cannot be reserved by another user.
- The number of renewals allowed must not be exceeded.

Article 4. Access to digital resources

Access to digital resources is limited to undergraduate, vocational training, master's and doctorate students, professors and non-teaching staff. You must log in using your user ID and password provided by the university.

The use of digital resources is subject to the contractual limitations of the licenses granted by the suppliers that provide them. The information obtained from such resources may only be used for academic purposes and, in accordance with current intellectual property regulations, it is expressly forbidden to use them for commercial purposes.

The CRAI Library records the activities of all users in a record of transactions that is used for statistical purposes and, if necessary, to identify users who use the resources inappropriately.

Article 5. Rights

Members of the university community and authorized persons have the following rights:

- To access the library, under the established conditions, for queries and study of the bibliographic holdings and documents contained in the collections of the University's Library and to receive the other services provided by the Library.
- To access Library services during designated hours, aimed at meeting users' needs as much as possible.
- To use the spaces and resources available for users to carry out individual and group activities.
- To receive information, advice and assistance in locating and accessing bibliographic and documentary sources.
- To receive basic training in the use of each of the services.
- To receive efficient and appropriate assistance from the Library staff.
- To file claims, suggest improvements, make complaints, or offer compliments.

Article 6. Validity of the rights

1. To render the aforementioned rights fully valid, the Library will inform the users of their rights. Likewise, it shall place at the disposal of users with disabilities alternative resources and specialized attention so that they may exercise their rights under equal conditions to other users, which shall never lead to a reduction in the level of service required.

2. The Library will guarantee that rights may be exercised through appropriate procedures and through the actions of the university ombud in accordance with the provisions regulating this figure and other competent bodies, depending on the type of user/customer.

Article 7. Duties

Users of the Library services have the following duties:

- To respect the integrity and condition of the university's Library facilities, as well as the infrastructure, collections and documents contained in it, using them for their intended purposes, and to use due diligence to avoid generating situations that pose a hazard to them.
- To comply with instructions from Library staff and the provisions that regulate the different services of the Library and, in particular, the regulations governing the lending of bibliographic holdings.
- To identify themselves as university library users when required to do so by the persons appointed for this purpose.
- To collaborate with the Library staff to keep the service functioning properly.
- To avoid conduct that could disrupt the provision of the Library services or disturb study, reading and consultation activities.

When using digital resources, users are not allowed to commercialize, modify, alter, transform, translate or create derivative works and/or works based on the materials available in this collection, or to use them in any other way that infringes copyright laws. It is forbidden to delete, conceal or modify any copyright notice or warning accompanying the text.

II- PENALTY PROCEDURE

Article 8. Offenses Minor offenses

- Exceeding the loan period by less than one month.
- Failure to obey the rules of coexistence in a public place of study and work (making noise, consuming drinks and food, talking on cell phones, etc.).

Serious offenses

- Losing or damaging library materials and failing to replace them within two months.
- Committing 3 minor offenses.
- Exceeding the loan period by up to 2 months.
- Attempted theft of Library material.
- Damaging facilities.
- Disrespecting other users and/or Library staff.

Very serious offenses

- Exceeding the loan period by more than two months after being asked to return the material. Failure to replace or return materials or to compensate the loss and damage caused as set forth in Article 13.
- Committing two serious offenses.

Article 9. Penalties

1. In general, late returns of borrowed works will be punishable with a 1-day forfeit of lending for each day of delay and for each overdue copy.
2. Regardless of the offense committed, if the circumstances of the act make it advisable, the director of the Library may inform the *Universidad Europea de Andalucía* Disciplinary Committee, in case disciplinary proceedings should be undertaken in relation to the acts committed, without prejudice to the exercise of the corresponding legal action.

Article 10. Penalties for minor offenses

- Those indicated in Article 10.1 for overdue returns.
- Reprimand for a breach of the rules of coexistence, including expulsion of the user from the Library facilities, if applicable.

Article 11. Penalties for serious offenses

- If any Library material is lost, becomes damaged in a way that renders it unfit for use, or is not returned within two months, the user who borrowed it must replace it or compensate the loss and damage caused in the manner provided for in the penalty procedure (Article 13).
- Repeated infringement of the rules of coexistence that constitutes a serious offense may be punished by banning access to the *CRAI* Library facilities and denial of the lending service for a period of two months.
- Attempted theft will be punished with a two-month denial of the lending service and a private warning.

Article 12. Penalties for very serious offenses

- Users who commit a very serious offense will be excluded from Library services, including the consultation of materials in the reading room.
- The penalties provided for in the *Universidad Europea de Andalucía* Student Disciplinary Regulations will apply.

Article 13. Penalty procedure I

1. Penalties for minor offenses will be imposed and enforced by the *CRAI* Library staff. Appeals against these penalties may be submitted in writing to the Director of the *CRAI* Library within three days after receipt, and such party's decision will be considered final.
2. Penalties for serious offenses will be imposed and enforced by the Library Disciplinary Committee.

Article 14. Penalty procedure II

1. In the event of loss or wear of any material or a delay in its replacement, the Library Disciplinary Committee will notify the perpetrator of this situation in writing so that he/she may replace the material or compensate the loss or damage caused within fifteen days. Situations involving electronic devices must be remedied by providing another device of the same characteristics within 1 week.
2. If the terms notified are not met within aforementioned period, the Library Disciplinary Committee will issue a new final and enforceable resolution and will contact the *Universidad Europea de Andalucía* administrative services, which will issue an invoice for the loss and damage caused, to be sent to the person responsible for payment of the educational services provided by the university.
3. This resolution shall be communicated to the person who committed the act that gave rise to the penalty procedure and to the person responsible for payment, in the event that they are different parties. An appeal against this final and enforceable resolution may be filed before the competent higher body within five days after receipt, although this shall not have a suspensive effect. The resolution of the competent higher body shall be considered final.

Article 15. Penalty procedure III

Penalties for very serious offenses, except those described in the following article, shall be imposed and enforced by the University Disciplinary Committee, following the procedures set forth in the *Universidad Europea de Andalucía* Student Disciplinary Regulations. In these cases, the Library Management will inform the committee in writing of the very serious offense that has been committed.

Article 16. Penalty procedure IV

If the offense consists in holding *CRAI* Library materials that are overdue for more than two months without replacing them, the procedure described for this situation in the case of serious offenses will be followed while simultaneously - if applicable - initiating the disciplinary proceedings to be processed by the University Disciplinary Committee. In this case, the decision handed down by the Library Disciplinary Committee may be challenged before the University Disciplinary Committee.

Article 17. *CRAI* Library Disciplinary Committee

The *CRAI* Library Disciplinary Committee will be composed of a chairperson and two members, one of which will act as secretary. In any case, all members must be personnel assigned to the Library services. The chairperson shall be the Library Director.

The members shall be appointed from among the Library staff by the competent higher body. The Library Disciplinary Committee holds the power delegated by the *Universidad Europea de Andalucía* Disciplinary Committee to impose the penalties stipulated herein. The Library Disciplinary Committee may delegate the powers vested in Library staff for the imposition and enforcement of minor offenses.