



# British College of Technology

The Academic Council of the British College for Technology, based on the Law on Higher Education in the Republic of Kosovo no. 04/L-037 and its Statute, at the meeting held on ....., approves:

## **REGULATION ON LIBRARY**

### **Article 1**

#### **Purpose**

The purpose of this regulation is to establish the rules and procedures governing the operation of the Library of the British College of Technology (BCT).

### **Article 2**

#### **Scope**

The provisions of this regulation are binding for all personnel, students, and users of the BCT Library.

### **Article 3**

#### **Functions and duties of the Library**

1. The Library shall provide materials, information, and services to support the educational functions of the College.
2. The Library offers:
  - 2.1 Borrowing of books and other materials;
  - 2.2 Information services;
  - 2.3 Training for users on how to utilise the library effectively;
  - 2.4 Dedicated areas for reading and studying library materials, as well as personal literature;

- 2.5 Access to technological infrastructure (computers, video projectors, etc.);
  - 2.6 Screening of films, video lectures, and documentary and scientific programmes;
  - 2.7 Organization of round tables, debates, and conferences;
  - 2.8 Organization of exhibitions;
  - 2.9 Research, selection, and recommendation of literature;
  - 2.10 Issuance of personal library cards for each user.
3. The Library collaborates with public libraries and other institutions within its scope.
  4. The library also offers online research databases that are available for students with student status, as well as for the academic staff of the college.

#### **Article 4**

##### **Development and processing of collections**

1. The Library shall establish, enrich, and develop its collection in accordance with its type, functions, and the needs of its users.
2. The enrichment and development of collections will be based on professional criteria that ensure the library materials provide information and knowledge across all fields, both nationally and internationally.
3. Enrichment of library collections will occur through purchases, donations, exchanges, and mandatory copies.
4. Library collections and materials must not be damaged, misappropriated, or destroyed, except as specified by laws and regulations governing libraries.
5. Library materials must be preserved and maintained in areas protected from fire, moisture, and other physical, biological, or chemical hazards that could cause damage.
6. The display of rare and antique library collections outside the Library for collaborative purposes must comply with applicable legislation.
7. The processing of library materials will adhere to relevant international standards.
8. The Library will maintain an inventory, process library materials, and create both manual and electronic catalogues.

9. The Library shall review, deaccession, and unregister collections and materials in accordance with applicable legislation.

10. The Library ensures that its physical and electronic resources are current, relevant, and sufficient to meet the needs of its users. The collection is regularly updated to support educational and research activities across all fields.

## **Article 5**

### **Access to Library**

1. The following individuals have the right to use the Library and borrow library materials:

1.1 BCT personnel, including those engaged with an honorarium;

1.2 BCT students at all levels of study.

2. All individuals mentioned in paragraph 1 of this article may borrow library materials only after completing a registration form available in the Library.

3. Users accessing the reading area of the Library must register in the daily attendance log and possess a personal user card.

4. The Library provides sufficient seating, ensuring that at least 10% of the total number of students in each study program can access reading rooms at any given time.

## **Article 6**

### **User rights and responsibilities**

1. Library users have the following rights:

1.1 To have free access to the Library;

1.2 To obtain information about the Library's collections and those of other libraries, through both traditional and electronic means;

1.3 To receive assistance with research and material selection, and to obtain the information they need;

1.4 To use library materials within the Library and to borrow materials for external use, unless otherwise specified in this regulation;

1.5 To borrow library materials from other libraries that the Library has obtained, unless otherwise stipulated by law.

2. Users must comply with laws and regulations related to copyright.

3. Users are required to respect the rules of conduct and use of library services.

4. Users who violate the rules of conduct and library services will face disciplinary action.

5. Users who cause material damage to the Library are obligated to compensate for such damage based on its assessed value.

6. Users are prohibited from bringing items into the Library that could pose a risk to individuals or damage library materials.

7. Users must not engage in inappropriate behaviour, intimidation, or create noise.

8. Users are prohibited from damaging library materials and infrastructure.

9. Users do not have access to software and hardware provided by the Library.

10. Users may not bring food or smoke in the Library.

10. Users are not permitted to use phones or play music in the Library.

## **Article 7**

### **Restrictions on the use of materials**

1. The use of materials may be restricted under the following conditions:

1.1 Materials whose publication or dissemination is prohibited by law;

1.2 Materials that require special security measures or conservation procedures due to their value may only be used in designated areas;

1.3 Access to online services outside College is restricted due to licensing agreements.

2. Users will be informed about copyright rules or licensing regulations regarding the use of materials from the Library.

## **Article 8**

### **Time limits for borrowing**

1. The borrowing period for materials is limited to a maximum of 25 calendar days, with a maximum of three (3) titles at a time.
2. The borrowing period may be extended for a second term if the material has not been reserved by another user, for maximum 7 days.
3. An exception to paragraph 1 applies to students, who may only borrow materials after demonstrating their use for a research paper and under no other circumstances.
4. Upon request from the student services official, the librarian shall provide information regarding students who may or may not have outstanding obligations to the Library.
5. A student will not be awarded a graduation certificate if they have not returned all Library books or fulfilled all outstanding obligations to the Library.
6. Users in the Library have the right to reserve materials that are currently borrowed by others.
7. Each title must be registered on the personal card and signed by the user, who agrees to comply with the provisions of this regulation and not to lend borrowed materials to third parties.
8. Borrowed materials must be returned within the specified time limit outlined in this article.
9. In special cases, the Library reserves the right to:
  - 9.1 Set a shorter borrowing period;
  - 9.2 Prohibit the borrowing of certain materials; or
  - 9.3 Require the return of materials before the end of the borrowing period.

## **Article 9**

### **Borrowing restrictions**

1. All materials held by the Library may be borrowed, except for the following:
  - 1.1 Papers that are not part of the inventory or have not yet been catalogued;
  - 1.2 Materials that are not available in hard copy (e.g., electronic documents);
  - 1.3 Materials or books for which there is only one copy;
  - 1.4 Rare materials of special significance to the Library;

1.5 Diploma theses/final projects from all levels of study.

## **Article 10**

### **Late return of material**

1. The borrowing time limits outlined in Article 8 are binding for all users.
2. If a user fails to return materials on time, they will be prohibited from borrowing any materials until the overdue items are returned and will be suspended from borrowing services for one (1) month from the date of return.

## **Article 11**

### **Damage or loss of materials**

Users who lose or damage any materials, regardless of direct or indirect responsibility, are required to replace the item with an identical copy or will be subject to a fine of 100 Euros.

## **Article 12**

### **Entry into force**

This regulation entry into force after approval from the Academic Council of the College.

The Dean of BCT

