

In compliance with authority declared in the Statute of the Parliamentary Library, issued by the Head of the Chancellery of the National Council of the Slovak Republic, according to § 143 subsection 10 of NC SR Act No. 350/1996 Coll. on Parliamentary Rules of Procedure of the NC SR in wording of subsequent legal enactments, this

## **Library and Loan Rule of the Parliamentary Library**

was issued.

### **Art. 1**

#### **Parliamentary Library Services**

- (1) Parliamentary Library provides to users these services:
  - a) loan services:
    - 1.) presence loans in reading-room and study-rooms of Parliamentary Library,
    - 2.) loans in the building of the Parliament for official purposes,
    - 3.) loans outside the building of the Parliament (absential loanings).
  - b) reprographical services: only from the documents of the Parliamentary Library in study-rooms of the Parliamentary Library, most 10 pages possible.
  - c) reference services:
    - 1.) advisory service connected with information about authomated library system, library stocks and using library services,
    - 2.) information service connected with finding and information about availibility of library stocks of other libraries and electronical informatical sources,
    - 3.) making of manuals and database guides,
    - 4.) searching of information in internal and external computer databases and nets, developing of researches,
    - 5.) special informative services.
  - d) editorial services: mainly making of lists of periodicals, which come to the Parliamentary Library, then new acquisitions of library stock, thematic researches, bibliographical lists and legal periodicals contents.
- (2) Parliamentary Library provides its services to users (Art. 2) free.
- (3) Loan hours of the Parliamentary Library are 9 – 12 a.m. and 1 – 3,30 p.m. in working days.

**Art. 2**  
**Parliamentary Library Users**

- (1) Basic categories of Parliamentary Library users are:
  - a) internal users,
  - b) external users.
- (2) Internal users are:
  - a) National Council of the Slovak Republic MP's,
  - b) Chancellery of the NC SR employees.
- (3) External users are:
  - a) selected employees of main bodies of state administration,
  - b) Chancellery of the President of the Slovak Republic employees,
  - c) Chancellery of the Constitutional Court of the Slovak Republic employees and Constitutional Court of the Slovak Republic judges,
  - d) scientific places of work employees,
  - e) university teachers,
  - f) representative bodies employees,
  - g) representatives of self-governing districts.
  - h) university students (only attendance services).
- (4) Categories of users have different rights to the access to informatical sources and stocks:
  - a) Parliamentary Library provides requests of internal users first,
  - b) services for external users are provided presentially.
- (5) Users are compulsory to observe this Library and Loan Rule and other rules and directives of the Parliamentary Library, protect equipment of the Parliamentary Library and its library stock. They are also compulsory to keep discipline and peace.
- (6) Users are allowed to access to the study-rooms only when responsible employee is present. Access to the library stores of the Parliamentary Library is forbidden for users.
- (7) Parliamentary library is authorized to delete personal data from the library system in case when the user does not use library services 5 years after the last visit in the library.

**Art. 3**  
**Loan Rule of the Parliamentary Library**

- (1) Each user entering the Parliamentary Library is compulsory to show identity card :
  - a) MP's their valid document,
  - b) Chancellery of the National Council of the Slovak Republic employees their document,
  - c) other users their identity card.
- (2) It is strictly forbidden to send publications from the Parliamentary Library's sources to external users via mail.
- (3) It is forbidden to loan out of the Library:
  - a) compulsory copies in compliance with Act No. 212/1997 Coll. on compulsory copies of periodical publications, nonperiodical publications and duplications of audiovisual works in wording of subsequent legal enactments,
  - b) publications which could be irrecoverably lost or injured,

- c) publications which are necessary for daily activity of the Parliamentary Library or National Council of the Slovak Republic,
  - d) publications, whose regular loaning would be contrary to basic roles of the Parliamentary Library, other rules or this rule.
- (4) Publications, which internal users need for long-time disposal in their place of work, can be placed in their hand-by libraries with the consent of the Director of the Parliamentary Library. These loans are covered by all the clauses of this rule
  - (5) Parliamentary Library loans publications after filling and signaturing loan tickets. It is not necessary to fill the loan ticket if the publications are loaned presentially in study-rooms.
  - (6) Parliamentary Library is compulsory to search and loan requested publication as soon as possible. The user is compulsory to undersign the loan ticket after taking of publication and understanding clauses of this Library and Loan Rule.
  - (7) Parliamentary Library provides loans from other libraries which are necessary for the legislative process only for the Speaker of the National Council of the Slovak Republic, Deputy Speakers of the National Council of the Slovak Republic and Committees Chairmen of the National Council of the Slovak Republic.
  - (8) Loan term outside the Parliamentary Library is 1 month for books and 1 week for periodicals. Loan term for books can be prolonged twice for 1 month, if the user applies for it and the publication is not requested by other user.
  - (9) National Council of the Slovak Republic MP is compulsory to return all the publications after finishing electoral mandate.
  - (10) Chancellery of the National Council of the Slovak Republic employee is compulsory to return all the publications after finishing labour relation or by finishing and in specified cases by changing administrative relation.
  - (11) If the user does not return the publication after loan term, the library will send reminders (1., 2., 3.). After the third reminder returning of the publication is prosecuted and user is compulsory to pay appropriate costs.
  - (12) In compliance with § 661 of the Civil Code the user is compulsory to protect loaned publication during whole loan term and return it in the same condition.
  - (13) The user is compulsory to declare damage, loss or destruction of the publication without delay and in the appropriate term recompense the publication. By the damage, loss or destruction of the publication these forms of compensation are requested:
    - a) reinstatement by delivery of inviolate copy,
    - b) if it is not possible, the binded copy in appropriate size is requested,
    - c) if it is not possible, the Parliamentary Library can agree other form of compensation,
    - d) financial compensation according to prices at the book market in the time of damage, loss or destruction.

#### **Art. 4**

#### **Study-rooms**

- (1) The user can enter the study-rooms only with inevitable writing necessities. If the user brings his/her own publications, he/she is compulsory to show them by coming and leaving the room to employee of the Parliamentary Library.
- (2) The user has the right to loan to the study-rooms mainly publications, which are loaned only presentially.

- (3) The user of the study-rooms has the right to use hand-by library titles, newspapers and magazines. From the hand-by library can the user chooses momentarily requested publications. After using the user is compulsory to return them to their original place. These publications cannot be loaned outside the Parliamentary Library.
- (4) It is not allowed to transport the publications from the hand-by library to the other rooms.
- (5) Study-rooms user is compulsory to behave quietly and considerately to other users.
- (6) The user can recommend to complete library stock by other documents.
- (7) Reprographical services are made only from materials of the Parliamentary Library. Maximally 10 pages allowed.
- (8) Computers in study-rooms can be used only for searching of information and printed outputs, potentially for searching methods courses.
- (9) It is possible to copy data from databases for own purposes, but only after its control including checking computer virus in the study-rooms of the Parliamentary Library.
- (10) DVD's with databases are used by responsible employee in study-rooms.

**Art. 5**  
**Final clauses**

- (1) All the impulses, proposals, wishes and complaints, concerning services of the Parliamentary Library can user file via mail, e-mail or give verbally to employees of the Parliamentary Library.
- (2) Exceptions from the clauses of this Library and Loan Rule are allowed by the head of the Parliamentary Library.
- (3) This Library and Loan Rule comes to force at May 1st, 2018.

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