



RIGA BUSINESS SCHOOL
Riga Technical University

Riga Business School Library Regulations

1. General Provisions

- 1.1. Riga Business School Library (further in text -Library) is a strong assistance tool for educators and students in the teaching and learning process. Library's main task is to provide students and faculty with necessary information resources.
- 1.2. Library's collection, inventory and electronic resources are property of Riga Business School (further in text- RBS).
- 1.3. Library functions as an archive for RBS. Master's degree theses and final exam papers are stored by Library.
- 1.4. Library's hours of operation are written at www.rbs.lv.

2. RBS Library Users

- 2.1. Library is open to internal users (students, alumni, faculty, staff) and visitors.
- 2.2. All RBS students enrolled in any program RBS provide, as well as faculty and staff are registered in the RBS administration database and automatically become Library users.
- 2.3. RBS maintains all Alumni data in the RBS administration database, therefore Alumni keeps the Library user status.
- 2.4. All visitors must be registered in administration database in order to borrow information resources from Library.

3. Circulation

- 3.1. The internet- based electronic catalog has been created in order to assist library users to find appropriate information resources.
- 3.2. The electronic catalog is available at either the Library section of the RBS webpage or through the Library section of student information system ORTUS.
- 3.3. Library users may search for information resources individually or request the assistance of a librarian.
- 3.4. In order to borrow information resources from Library or buy textbooks, users must present their student card, passport or driver's license.
- 3.5. Users have open access to and they may borrow all information resources from Library collection except for materials provided specially for professors and ELC (English Language Center) instructors- i.e. Instructor's Manuals, Test Banks, Answer Keys, Workbooks, and Teacher's books.
- 3.6. Library users cannot borrow dictionaries, encyclopedias, periodicals or the latest statistic materials.
- 3.7. All borrowed, returned and distributed textbooks are registered in RBS administration database by librarian.



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3.8. *Loan period*

- 3.8.1. RBS students, Alumni and staff may borrow up to ten information resources from the open access collection for a loan period of one month.
- 3.8.2. Library visitors may borrow up to 5 information resources from the open access collection for a loan period of two weeks.
- 3.8.3. RBS faculty may borrow an unlimited number of information resources from the open access collection and specially provided material collection for one semester period.
- 3.8.4. International Alumni and visitors are not allowed to borrow information resources from Library.

3.9. *Textbooks*

- 3.9.1. Library sells textbooks before each new semester.
- 3.9.2. The bill for books should be settled within 2 months. Invoices are available at student information system ORTUS.

3.10. *Study cases:*

- 3.10.1. In order to improve study quality, RBS provides students with study cases. RBS takes responsibility for copy right permission purchasing and compiles the compendium on professor request. Study cases are distributed at the first lecture. If the student was not present study cases are available after first lecture at Library. The invoices for study cases are available through student information system ORTUS.

4. Library's Rights and Duties

- 4.1. Library informs users about Library regulations and changes in Library operation which may affect library users.
- 4.2. The librarian assists users in finding information and teaches users how to use the electronic catalog and electronic information resources. The librarian is not responsible for finding information requested by a user if it is available in the electronic information resources offered by Library.
- 4.3. In accordance with The Republic of Latvia's "Law on Security of Personal Data", the Library is prohibited from exposing a Library user's personal data to third parties.
- 4.4. Library uses personal data to inform users about overdue items and the arrival of requested items.
- 4.5. Library does not disclose information about requested information and borrowed materials to third parties.
- 4.6. Library is not responsible for user's personal belongings left unattended in the Library or computer lab.
- 4.7. Once every two months Library sends out electronic reminders to those Library users who have violated the borrowing period.



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5. User Rights and Duties

- 5.1. Users should acquaint themselves with and abide by the Library regulations.
- 5.2. Internal users may obtain access to the Library collection, electronic catalog, electronic information resources and use the off-campus system.
- 5.3. Visitors may obtain access to the Library collection and electronic catalog.
- 5.4. Users are prohibited from removing information resources or other Library items from the Library premises without the librarian's permission.
- 5.5. Users cannot borrow items on another person's behalf without written permission from the person in question.
- 5.6. Borrowed items must be returned on time. If the item has not been requested by another user, the borrowing period may be extended (personally, by phone or e-mail).
- 5.7. Users are responsible for materials they borrow. Users should not deface Library materials by underlining, removing pages or damaging in any other way.
- 5.8. Lost or defaced information resources must be replaced by agreement with the Library. If information resource cannot be replaced, its value must be compensated.
- 5.9. Users are forbidden from damaging Library inventory and equipment or acting in any way that would incur material losses to the Library.
- 5.10. Drinking or eating in the Library is forbidden.