

REGIONAL LIBRARY IN ŽILINA

LIBRARY GUIDELINES

(shortened version)



krajská
knížnica
v žiline



ŽILINSKÝ
SAMOSPRÁVNY
KRAJ

- The Regional Library in Žilina (hereinafter “the library”) is a cultural, informational, and educational institution established by the Žilina Self-governing Region.
- **Basic Library and Information Services** (provided to registered users without charge):
 - on-site loans of library documents (library premises use only),
 - off-site loans of library documents (outside of library premises),
 - oral factual and bibliographic information.
- **Special Library and Information Services** (provided to registered users for a fee):
 - interlibrary and international interlibrary loan service (ILS, IILS),
 - external information sources access (internet access including Wi-Fi connection),
 - document reservation, document hold-off,
 - document copying and scanning,
 - e-books access,
 - textual bibliographical information and literature search providing,
 - computer access – internet, text editor, printing, scanning.
- The library user, including the single-day user, must familiarize themselves with **the Library Guidelines** and adhere to them. They also consent to the library using their personal information.
- Library registration can be obtained by:
 - every citizen of SR. They confirm their identity by presenting their identity card at registration. To claim a discount, a relevant document must be presented,
 - citizen of a different country. On-site membership can be obtained after displaying applicant’s ID. After providing a document about **temporary residence** in SR, they may also use off-site loan services. An exception can be made by the library director or an authorized representative.
- The library card is **valid for 365 days**. The user receives a temporary card on their first visit. The library card is non-transferable (even between family members). The card holder is responsible for its possible misuse.

- **Obligations** of Library Users:
 - familiarize themselves and obey the Library Guidelines, as well as follow instructions from the library employees,
 - present the library staff with a library card upon arrival, or pay the fee of the single-day user,
 - comply with the library's safety measures,
 - keep silence, peace, and cleanliness on library premises, have discipline, refrain from damaging library facilities,
 - obey bans on smoking, loud phone-calling, bringing in bicycles or animals, wearing rollerblades, consuming food and alcohol on library premises,
 - supervise their own personal belongings; store them in designated places only,
 - given a user violates these regulations, they can be temporarily or permanently deprived of the right to use library services,
 - the library does not loan documents to users suffering from a contagious disease or users who share a living space with someone suffering from a contagious disease.
- Participants of **club** events (including adults accompanying children) must be registered library users.
- Parent or a legal guardian is **responsible for a child younger than 15** visiting the library. **Children under 6** must be always accompanied by a chaperone on library premises. During any organized activities on library premises, the child's chaperone (pedagogical worker, etc.) is responsible for them.
- **Children's card** can only be used for loans of documents from the **children and youth sections**. A librarian can make an exception.
- The library has the right to regulate the number of off-site loans. A user can have **up to 15 books and 15 non-book library documents** at one time.
- The library offers **up to 5 books from other libraries' collection** via the ILS at one time.
- The loan period for each book is **30 days**. The loan period applies to each book separately.
- **The loan period of new and/or highly requested books is 14 days**. **The same** applies to highly requested **extracurricular literature** and publications with limited number of copies. The shortened loan period can be extended only once. The head of the respective department may

shorten the loan period at their discretion. A user is always notified about the length of a loan at check-out.

- **The loan period of journals and magazines (periodicals) is 2 weeks.**
- **Documents from the study room's collection** can be loaned **for up to 1 week with a librarian's approval**. This loan period can be extended once.
- The user confirms their loans by signing a **loan receipt**. They will also be sent an electronic confirmation of their current loans with the return dates. This confirmation can also be printed out if requested.
- Before it expires, loan period can be **extended**. This can be done either **in person** or **by phone** by stating one's name, date of birth, and the title of the document they wish to extend. It can also be done online by **signing into** their electronic library account by typing their library card's **barcode** number and their **PIN code**.
- The maximal loan period for a book is **90 days**.

Document **cannot be extended** if:

- another user made a **reservation**,
 - the user's **registration expires** within a month or has already expired,
 - document has a modified loan period.
- If the user provides their e-mail address to the library, they will be sent a message notifying them about the end of their loan period – **advance notice**.
 - After exceeding the loan period, **a fine for each document for each exceeded day** will be generated in accordance with the price list.
 - The library loans **e-readers and MP3 audio book players** to its users for off-site use, based on a contractual relationship.
 - **Bibliobox** serves for returning books borrowed exclusively from the Regional Library in Žilina.
 - **Board games** are mostly for on-site use; some can be loaned off-site. They can only be loaned in and returned at the Children's Literature Department.
 - **Delivery service** is a special library service. It is realized in two ways:
 - a. for all adult users who are unable to use library services during its opening hours due to work or personal reasons (also for users in quarantine),

- b. for disadvantaged users, such as pensioners or people with a medical impairment.

Privacy policy.

- Personal data processing is carried out in accordance with valid legislative documents of SR and EU - Act no. 18/2018 on Personal Data Protection and Amending and Supplementing Certain Acts, and Regulation (EU) 2016/679 of European Parliament and of the Council.
- Legislative framework for personal data processing is Act no. 126/2015 about Libraries which determines the extent of personal data processing in § 18 Library Rights. By signing a registration application, a contractual relationship originates between the user and the library in accordance with Act no. 40/1965 Civil Code.
- After expiration of registration, settlement of liabilities, and fulfillment of the purpose of statistical reporting given by the law, personal data are destroyed. It is done either 365 days after expiration of registration at the latest or sooner if the user requests so in written form. The user has the right to request the statement of their processed personal data.

Complete Library and Loan Guidelines can be requested at the central desk or found on the library website (www.krajskakniznicazilina.sk).

Regional Library in Žilina. Business Hours.

Krajská knižnica v Žiline (Regional Library in Žilina), A. Bernoláka 47

tel.: 041/72 330 90, 041/76 45 622, kniznica@krajskakniznicazilina.sk

Monday, Tuesday, Thursday, Friday 7:00 - 18:00

Wednesday 12:00 - 19:00

Saturday 9:00 - 13:00

Closed on Sundays and public holidays.

The library has the right to edit its business hours.

Price List of Services, valid since 12. 04. 2023

1. Registration fees in the Regional Library in Žilina

Preschoolers and children younger than 6 years old, war veterans, people seeking asylum, blood donors (holders of the golden Jánský plaque) **1,00 €**

Blood donors (if donated in the last 365 days) **50% of reg. fee**

Elementary school students and children younger than 15 years old,

Severe Medical Impairment (ZŤP) card holders **3,00 €**

High school and university students younger than 26 years old, retirees, retirees with impairments, the unemployed, people on parental leave **5,00 €**

Adults **8,00 €**

Institutions **12,00 €**

Family card

1st parent **8,00 €**

2nd parent and each child younger than 15 years old **1,00 €**

Spouse card **8,00 € + 1,00 €**

Registration fee discounts cannot be combined.

Users can donate to library by voluntarily paying a higher fee.

Replacement of a lost library card 2,00 €

2. Single-day visitors receive a temporary card for 2,00 €.

3. Fees for late returns:

Books and audio books for people with impairments

For each document and each day/1st – 30th day since the end of the loan period **0,05 €**

For each document and each day/31st – 120th day since the end of the loan period **0,10 €**

In case of the ILS, current fine will be increased by 5 € every started month.

In case of the on-site study room's collection, current fine will be increased by 3 € every started month.

Written notice (after 60 and 90 days since the check-out day): the listed fine is valid on the day of the creation of the notice and is currently changing.

Director's notice (after 150 days since the check-out day) **7,00 €**,

This sum will be added to the current fee for violating the loan period on the day of the document return.

Pre-trial notice **10,00 €**,

This sum will be added to the current fee for violating the loan period on the day of the document return.

The library is not responsible for failed advance notice and notice deliveries. It is also not responsible for failed notice deliveries sent by post.

Periodicals, board games and selected special documents

- 1st fine for keeping periodicals and board games after the expiration of the loan period (14 days) **0,50 €**
- 2nd fine (29 days after the loan period expiration) **1,00 €**
- 3rd fine (43 days after the loan period expiration) **1,50 €**
- Director's notice (56 days after the loan period expiration) **3,00 €**

In case of exceeding 10 € fine, the user will be prohibited from making further document loans until they settle all debts they owe to the library. The user is obligated to settle their debt at their next library visit at the latest.

4. Damaged barcode **2,00 €**.

5. For the ILS and IILS, there is a **fee of 0,50 € for each requested title**.

This fee is waived if the ILS is carried out within the regional libraries (Turčianska Library in Martin, Kysucká Library in Čadca, Liptovská Library of G. F. Belopotocký in Liptovský Mikuláš, Oravská Library of A. Habovštiak in Dolný Kubín).

For every **executed** request, the library charges:

- service costs **7,00 €**
- scanning and printing **0,30 €/page**
(in accordance with the applicable copyright law)

International interlibrary loan service via the Slovak National Library:

- from Czech Republic **8,30 €/document**
- from Europe **13,30 €/document**

6. Fee for advanced provision of a document based on a request (online, mail, phone):

- reservation and document reservation notice **1,00 €/document**
- document hold-off **1,00 €/document**

7. Fee for an e-book loan 1,50 € (Palmknihy – eReading service).

8. Fees for printing and scanning (library documents copying only and in accordance with applicable copyright law)

Black-and-white printing and copying: **Colored** printing and copying:

A4 – 0,20 €/page

A3 – 0,30 €/page

A4 – 0,50 €/page

A3 – 1,00 €/page

9. Fees for book scanning 0,10 €/page

10. Financial compensations for damaging or losing a document:

Fiction and children's literature:

cost of the book + handling fee **from 5,00 €**

Scientific and children's specialized literature:

cost of the book + handling fee based on the book's value as follows:

- if the library owns only one copy and it is a highly requested publication that is not available on the market, or not available at all **from 20,00 €**
- if the library owns up to 2 copies and it is a highly requested publication **from 15,00 €**
- all other specialized literature books **from 10,50 €**

Literature in foreign languages, encyclopedias and dictionaries:

cost of the book + handling fee **min. 15,00 €**

Periodicals – replacement with an identical title, or payment of the **periodical's cost + handling fee** **2,00 €.**

The handling fee for damaging or losing a document may be altered by the director-appointed committee.

In case the user **replaces** the lost or damaged book with an **identical title**, they will pay a handling fee of **2,00 €.**

11. Fees for using public computers:

up to 15 min. (max. 2 times a day) **free**

3rd visit, 1-15 min **0,15 €**

16 min. - 30 min. **0,30 €**

every additional started half hour **0,30 €**

Severe Medical Impairment (ZŤP) card holders may use computers for free for two hours a day.

12. Literature search:

- processing within 7 days **5,00 €**
- within 7 days including foreign databases documents..... **7,00 €**
- processing within 24 hours **10,00 €**
- within 24 hours including foreign databases documents **12,00 €**

For holding off literature search documents from the library's collection, the library charges **0,20 €/1 document, including books, articles, and online documents**

13. Safety deposit for a loan of an electronic book reader and MP3 audio book players **30 €**

Fee for late return of the electronic book reader is **0,20 €** per day.

14. Library events for commercial subjects **2 € /1 participant**

15. Fee for a computer course, creative workshop, English for the disadvantaged, memory trainings, etc. **15 €/term**

Fee for a single computer course **5,00 €**

Fee for a single creative workshop **3,00 €/meeting**

16. Delivery service:

a. mode A – 18+ users pay **2 €** for delivery and **0,50 € for each delivered document,**

b. mode B – disadvantaged retirees and people with a medical impairment pay **0,50 € for each delivered document.**

The service is free of charge for Severe Medical Impairment (ZŤP) card holders and invalid retirees.

The library gives the user a receipt, confirming the payment of all fees.

Prices will be re-calculated according to the valid price list with a retrospective validity.

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