UNIVERSITY OF MEDICINE AND PHARMACY

"IULIU HAȚIEGANU" CLUJ-NAPOCA

LIBRARY "VALERIU BOLOGA"

ORGANISATIONAL AND OPERATIONAL RULES

I. GENERAL PROVISIONS

The UMF "Valeriu Bologa" Cluj-Napoca Library is a university library, of higher education, primarily at the service of students, teachers and researchers, PhD students, master students and residents of the University of Medicine and Pharmacy "Iuliu Hațieganu" Cluj-Napoca. It can also serve other categories of beneficiaries, such as doctors in the health network, PhD students, students, teachers and researchers from other higher education institutions.

The UMF "Valeriu Bologa" Cluj-Napoca Library is a scientific, cultural and research structure, under public law, without legal personality, functioning as a separate unit of the University of Medicine and Pharmacy "Iuliu Hațieganu" Cluj-Napoca.

The main purpose of the UMF "Valeriu Bologa" Cluj-Napoca Library is to establish, organize, process, develop and preserve collections of publications (monographs, courses, manuals, treatises, serial publications, etc.) on traditional or electronic media and databases, especially on medical topics, in order to use them for information, education and research.

As a library of a state higher education institution, the UMF "Valeriu Bologa" Cluj-Napoca Library is coordinated by the Scientific Prorector and the Commercial Activity Department, subordinated to the Board of Directors of the University of Medicine and Pharmacy "Iuliu Hațieganu" Cluj-Napoca and to the University Senate, and financed by the university budget.

The general development strategy of the library, the present organization and functioning regulations with all its components are established by the management of the University of Medicine and Pharmacy "Iuliu Hațieganu" Cluj-Napoca through the Senate, at the proposal and with the consultation of the library management, within the framework of the university autonomy, respecting all the laws and norms in force.

II. MISSION

The library is under the direct patronage of the University of Medicine and Pharmacy "Iuliu Haţieganu" Cluj-Napoca, having the status of university library.

Through all its activity, the University Library is an integral part of the national higher education system and participates in the process of instruction, training and education, as well as in the scientific research activity of the University.

The essential function of the library is to support the process of teaching and scientific research taking place at the University of Medicine and Pharmacy "Iuliu Haţieganu" Cluj-Napoca. To this end, the library will constantly strive to ensure that the information and services offered to library users are in line with the level practiced in libraries of similar profile in the world.

The Library's collections are accessible to students, teachers and other specialists in the university environment. Within the limits of possibilities, the collections may also be consulted by other specialists from outside the University.

The management of the University provides, according to the rules in force, the material basis necessary for the proper conduct of library activities.

III. HERITAGE

The "Valeriu Bologa" Library of the University of Medicine and Pharmacy "Iuliu Haţieganu" Cluj- Napoca is without legal personality and is financed from the university budget.

Documentary heritage includes: books, serial publications, audiovisual documents, graphic documents, electronic documents, archival documents and other categories of documents.

The entire documentary heritage is accessible to the public.

The library provides the public with specific search/retrieval tools for all documents in its collections.

The library collection is built up and developed through acquisition, interlibrary, national and international exchange, donations, transfer of publications, etc.

The determination of the status of publications, the recording, processing, preservation and disposal of documents are carried out in accordance with the Law.

IV. LIBRARY MANAGEMENT AND STAFF

1. The Library is managed by a Head of Service, reporting directly to the Scientific Prorectorate and the Commercial Activity Directorate. The Head of Service is responsible for the organisation and functioning of the Library, on the basis of the organisation chart, the list of functions and the Rules of Organisation and Functioning of the institution, drawn up in accordance with the law and approved by the Administrative Council and the University Senate.

2. The duties of the Head of Library Services are:

a. coordinates, controls, directs and is responsible for the staff of the Library, as well as for the activities of the departments Records, Acquisitions, Collection Development; Processing and Organization of Collections, Interlibrary Loan/Exchange of Publications; Public Relations, References; Secretariat;

b. draws up the Library's Rules of Organisation and Operation, which are endorsed by the Scientific Prorectorate and the Administrative Council and approved by the University Senate;

c. informs staff of their rights and obligations and ensures appropriate conditions for the smooth running of library activities; coordinates and monitors compliance with the duties and working hours of library staff;

d. aims to build up representative collections of publications that meet the reading and information needs of users; ensures appropriate physical conditions for the preservation of publications in the library's collections;

e. liaises between administrative management and members of the library staff;

f. collaborate with university teaching staff in order to consult the publications to be purchased;

g. aims to train library staff in direct relation to the evolution of new information technologies;

h. determines the tasks of the service; evaluates the library staff according to established performance standards and makes proposals for material rewards (merit pay, bonuses, etc.) for staff who meet the necessary conditions;

i. draws up the statements required by the competent bodies; represents the institution in relations with natural and legal persons; complies with the legislation in force, rules, orders, methodologies and regulations issued by MECTS and the University management.

j. the right to temporarily or permanently suspend access to the library depending on the seriousness of the offences committed by users.

3. The library staff consists of specialist staff (librarians with higher education) and administrative staff.

4. Specialist staff have the status of auxiliary teaching staff.

5. The hiring, promotion and dismissal of library staff are made by decisions of the Rector, at the proposal of the library management, in compliance with the conditions of study and seniority, on the basis of a competition, according to the legislation in force.

6. The appointment and promotion of library staff is made by competition by the Rector of the University on the proposal of the Head of Library Services. The competition will be conducted in accordance with:

Law no.1/2011- National Education Law;

GD no.286/2011**,** updated - for the approval of the Framework Regulation on the establishment of the general principles for filling a vacant or temporarily vacant post corresponding to contractual positions and the criteria for promotion to the next higher grades or professional steps of contractual staff in the budgetary sector paid from public funds;

7. The duties and powers of Library staff are set out in the job description, in accordance with the organisational structure, work programmes and service tasks drawn up by the Head of Library Services.

8. The disciplinary sanctions applicable to library employees are those provided for by the legislation in force, namely the Labour Code and the Statute for Auxiliary Teaching Staff.

9. The organisational chart of the university library is proposed by the library management and approved by the University management and includes the compartments operating within the unit, the general flows of activity and the number of related posts **(Annex 1)**.

V. STRUCTURE

The organisational structure of the UMF "Valeriu Bologa" Cluj-Napoca Library is determined and established according to the profile of the collections, the services to users and the activity carried out and is organised according to the following specialised departments:

1. Collection development, Record keeping;
2. Processing and organising collections;
3. Communication of collections, References;
4. Secretariat.

The structure of the library is set out in the Organigramme, an integral part of these Rules.

VI. Specific tasks of "Valeriu Bologa" Library Cluj-Napoca

1. Collections Development, Record Keeping

It has the following tasks:

• Continuous completion of the document fund through the acquisition of scientific works on the profile of the specialties of the university, publications of great topicality in the field, with documentary value for a greater number of students, teachers and researchers;

• the development of the collections of books, periodicals and other documents, Romanian and foreign; it is done on the basis of a current, retroactive and prospective addition programme, according to the information and documentation needs of students, teachers, researchers and other library beneficiaries. It is carried out through: (a) acquisitions from specialised units; (b) subscriptions; (c) internal and international exchange;
(d) donations); (e) production of documents by own means;

• the status, recording, processing, preservation, retrieval and disposal of documents;

• diversifying acquisition through donations, exchanges, transfers, sponsorships;

• the overall record of the collections entered in the library (monographs, periodicals, electronic documents) is made through the inventory register and the register of the movement of publications holdings;

• the record of donations (donations from individuals, donations from legal entities, from publishers, diploma papers, master's papers, doctoral theses and abstracts);

• drawing up the acceptance documents for publications and communicating them to the financial accounting service, keeping track of the use of allocated funds;

• evaluation of the collections and disposal of physically and morally worn out publications by scrapping them in accordance with the approval under the conditions provided by law, of those lost after recovering the established value from the guilty parties, transfer of publications in accordance with the legal norms in force by drawing up the scrapping report and centralising the scrapping slips;

• participation in actions that require a large mobilisation of forces (actions for the scrapping of publications and the inventory of publications in accordance with the legislation in force), removal from the inventory register of publications that have been removed from the heritage;

• making subscriptions to Romanian and foreign magazines; their accounting and settlement to the accounting department;

• Maintaining relations with foreign book suppliers in the country, taking orders and releasing them to

suppliers;

- library staff are part of the reception committees for the purchase of publications;
- drawing up supply reports for internal needs;
- the preparation of library-wide statistical statements;
- updating subscriptions to scientific databases;
- the physical or value recovery of lost or damaged documents;
- organising the document holdings and storing them in accordance with ordering principles and legal provisions for safekeeping;

The Recording, Acquisition, Collection Development Department receives donations of Romanian and foreign publications from donors, individuals or legal entities, according to their information and heritage value.

The library reserves the right to select publications received free of charge for inclusion in the library collection.

2. Processing and organisation of collections

It has the following tasks:

- analysis of offers of Romanian and foreign books and issuing recommendations for purchase;
- taking books received by purchase, donation or interlibrary exchange and checking them (title, author, edition, year, ISBN, integrity, ex. no.);
- taking book donations, selecting and evaluating them;
- issuing donation confirmations to people who have donated books;
- issue certificates to teachers with the books they have donated for their promotion dossier;
- inventorying, recording and processing (cataloguing, classifying and indexing of documents), of the publications received in the library, in automated mode and in an individual inventory register;
- documents are organised by funds and collections;
- creation and permanent updating of the automated library catalogue, a unique tool for searching and finding all bibliographic information in the library, available on the local network or on the Internet;
- cooperation with other libraries, academic institutions, information and documentation units in the country or abroad in order to intensify interlibrary exchange and lending, nationally and internationally;

- checking and updating bibliographic lists in the library programme according to the bibliographies in the study year guides;

- the creation of computerised bibliographic databases and the development of bibliographic products to inform readers;

- periodical evaluation of the collections, selection and proposal for the disposal of morally or physically worn out publications by scrapping as approved under the conditions provided by law, preparation and centralization of scrapping reports;

- facilitating users' access to information through national and international interlibrary loan, which is carried out on the basis of specific documents;

3. Communication of collections, References

It has the following tasks:

- registering users in the Library's database;

- facilitate access to the reading room within the limits of the Library's opening hours and space;

- provision, development of library services, communication of documents (issuing cards, borrowing/returning of publications in the reading room and/or at home on a short and long term automated basis) to users (students, teaching and research staff, doctoral students, resident doctors, other medical staff, etc.);

- training users in the use of bibliographic information tools and information retrieval;

- processing scientific information using specific info-documentary tools: catalogues, bibliographies, etc.;

- taking over new publications, organising publication holdings, organising storage, securing copies;

- ensures the proper preservation and protection of library collections and is directly responsible for their security;

- the preparation of statistical work specific to the sector (readership, circulation of publications);

- proposal for the disposal of morally or physically worn publications;

- participation in actions requiring a large mobilisation of forces concerning the inventory and verification of publication holdings;

- assists readers in finding bibliographic information in the automated public catalogue;

- ensures the provision of bibliographic information to beneficiaries, guiding users in accessing/retrieving information in electronic databases;

- organises the sector's publications collection (bibliographical and reference works, cataloguing of periodicals, lists of publications, dictionaries, etc.);

- carrying out the following operations: booking, circulation, supervision, guidance, statistics - concerning the access of beneficiaries to reading rooms;

- provision of photocopying, printing and scanning services;

- endorsement of the winding-up sheet;

4. Secretariat

It has the following tasks:

- the record keeping and responsibility for the management of the fixed assets and inventory in the library;

- the library's own revenue records;

- collection of the value of the services rendered and penalties for late return of publications and operation in the reader's file;

- providing a photocopying and scanning service for internal documents and those requested by the public;

- office automation services (lamination, document spiralling);

- parcel forwarding, mail collection from the post office/registration at UMF;

- ensures the internal circulation of documents;

- telephone information on the services available in the library;

VII. PROGRAM

The programme of services for Library users is established by the Library management, in agreement with the University management, according to the information and study needs of the University.

The general opening hours of the Library are as follows:

-Monday - Friday: 8:00 - 20:00

-Saturday: 9:00 - 15:00

-Sunday : closed

***** Closed during public holidays.

*During exam sessions and holidays, the programme adapts to your needs.

VIII. USERS

Library users are divided into the following categories: students, master's students, doctoral students, resident doctors, teachers and external users (doctor from the health network, teacher from other educational institutions, medical assistant, student - life sciences, student - final year of high school, etc.).

Access to the library's collections and services is based on a *personal, non-transferable* access pass.

The library permit is issued *free of charge or for a fee* (**Annex 2**).

The library permit is issued on the spot, except for external users, to whom it is issued on the basis of an application subsequently approved by the management.

Upon receipt of the permit, the user is informed about the provisions of the *Library's Rules of Operation*, the services offered, the fees and other facilities. The GDPR agreement is also signed.

A permit *must be* presented each time a library service is used

In order to benefit from the library's services, the user must meet the following cumulative conditions: have a valid permit, have no overdue publications (**Annex 3**).

The library permit is aimed at the expiry of the validity period (depending on the user category) (**Annex 2**).

Loss or damage to the pass by the user must be reported to the library immediately. If the loss of the document is not reported and if another person uses the holder's permit and causes damage to the document collections or other categories of library property, the holder is jointly and severally liable with the person who caused the damage.

The library assumes no responsibility for forgotten, unattended, lost or damaged valuables on library premises.

Failure to comply with the Library Regulations, as well as serious or repeated misconduct (theft, destruction, damage or repeated loss of publications, systematic delay in returning publications), leads to the cancellation of the right to use the University Library and the referral to the University management for disciplinary measures.

IX. SERVICES

a) Borrowing from the reading room:

Publications

- On receipt of publications, the user must check their physical condition and report any damage (torn pages, missing pages, underlining) to the librarian;
- For documents damaged by underlining, removal of pages or in any other way, users will bear the costs of reconditioning and reintegrating them into the library's computer circuit;
- Users are obliged to keep publications received for consultation in good condition, without damaging them, making notes or underlining them;
- It is forbidden for users to take out documents borrowed for consultation in the reading rooms;

Place in the reading room

- The library's on-duty librarian or the user directly through the library's management system, Liberty 5, can arrange for a place in the reading room;
- Users are obliged not to leave their seats in the reading rooms for more than one hour; otherwise the librarians have the right to assign those seats to other users;
- The place is nominal, not transferable from one user to another;

b) Borrowing publications at home:

Any internal or external user registered with the library (for one year) may borrow library documents in the lending rooms at home, subject to the status of the publications and the validity of the permit.

Depending on the borrowing regime, library documents are divided into the following categories**:**

1) *Long-term loan* (module or academic year): textbooks, courses and practical work for student use, each student can borrow between 5-20 titles. These publications must be returned in full at the end of the module or academic year, with a deadline not exceeding one week after the official end date of the summer exam session.

2) *Short-term loan*: Romanian books and foreign books from the reference collection in the library. Depending on the category of users, the loan period will be as follows: 14 days for departments and subjects, 14 days for teachers, 7 days for students and external users.

No more than 3 publications may be borrowed at the same time and the loan period may be extended once.

Users may also benefit from interlibrary loan; postal charges for interlibrary loan will be paid by the requesting users.

NOTE: 1) Saturdays, Sundays and public holidays are not taken into account for loan days.

2) Not all the books in the reference collection can be borrowed at home.

3) No home loans:

or magazines;

o reference materials (dictionaries, encyclopaedias, etc.);

o foreign and Romanian books with special regime;

a part of the documents in electronic format - CDs, DVDs;

o unique documents (diploma papers, doctoral theses, heritage books).

Failure to comply with the terms of the home loan is sanctioned with late fees according to the annual Senate Decision (Annex 3).

Failure to pay late fees results in the withdrawal of library use for 3, 6, 12 months or more, depending on the severity of the situation.

The loss of documents borrowed from the library by users shall be sanctioned by the physical recovery of identical documents or by the payment of the inventory value of the documents, updated by applying the current inflation coefficient, plus an amount equivalent to up to 5 times the price thus calculated.

The updated values of publications will be applied according to the instructions of the Heritage Directorate of the Ministry of Education and the National Standards Commission, as well as taking into account the circulation rate in the library. The preparation of payment forms for lost publications will be done by the library. The withdrawal of the publication from the library's collection will be made on the basis of the receipt issued by the library.

Note: There are certain publications for which no replacement value is payable, and which can only be replaced with a copy identical to the one lost.

The loan of publications and space in the reading room is restricted if the amount of 15 lei is exceeded, due to non-returns on time.

c) Consultation of electronic databases to which the library provides access:

Consultation of the electronic databases to which the library provides access can be done from the university network or by remote access (mobile access).

Users are obliged not to access sites that are inappropriate for academic or entertainment purposes, with subjects that are not subject to scientific information.

Users will not change the configuration of the computers, will not use the computers as personal storage media, except for material used strictly for the teaching process and will report any malfunctioning of the computers.

d) Document similarity check

Uploading and submitting reports generated by the anti-plagiarism system to the Doctoral School.

e) Multiplication of library documents:

Photocopying is permitted only in compliance with the provisions of Law No 8 of 14 March 1996 on copyright and related rights and is carried out only by the librarian and is subject to fees.

In order to protect the library's collections, documents that are damaged by photocopying, such as publications with fragile bindings, old books, etc., are excluded from photocopying.

f) Infodocumentary assistance for library users:

Library users benefit from info-documentary assistance from library staff.

Infodocumentary assistance includes guidance on using online catalogues, accessing and browsing the Internet, consulting databases made available by the library, providing answers to questions about searching for information - on site or remotely, by phone or e-mail, producing bibliographies on request, researching documents in internal and external collections and databases.

X. GENERAL RULES ON USER ACCESS

User rights

The Library undertakes to ensure the confidentiality of users' personal data and to use them only for the purposes set out in these Rules.

Allocation of a place in the reading room, which is mediated by the librarian on duty, through the library management system, Liberty 5, within the limit of available places. The place is nominal, not transferable from one user to another.

Borrowing at home library documents in the lending rooms and consulting documents in the reading rooms, respecting the status of publications and the validity of the permit.

Interlibrary loan, postal charges for interlibrary loan will be paid by the requesting users.

Access to the library's collections through the library's electronic catalogue and request for bibliographic information.

Request (including by telephone) for reservation of documents in the library's collections that are not available at the desired time; the requested document is reserved for three days.

Allow access to reading rooms with personal computers and personal publications. The right to

make suggestions and suggestions regarding the library's work.

The right to make proposals for purchase.

To report to the library staff any irregularity observed that would be detrimental to the institution, staff and users.

Extending the loan period of publications from home;

User obligations

When registering in the library, the user is obliged to take note of the *Rules of organisation and functioning of the library.*

Users are required to present their pass upon entering the library and whenever requested by library staff.

Do not pass on your library pass to others.

When entering the reading room, users are required not to use mobile phones.

To respect library staff through appropriate behaviour and language in the university

environment. Respect the quiet and cleanliness of the reading room and library premises.

Food, alcoholic beverages and smoking are prohibited in the reading room and on library premises.

Carefully check the condition of the publications received, reporting any damage to the librarian.

Do not remove publications received for consultation from the reading room.

Keep borrowed publications in good condition, do not make notes, underlines or cause other damage. Failure to do so will result in a penalty according to the *Library Regulations.*

To respect the deadline for returning borrowed publications. Failure to do so is punishable according to the *Library Regulations*.

Return borrowed publications before the end of the loan period, at the librarian's request (in the case of publications in high demand).

To return to the library, in case of loss or damage of borrowed publications, a copy of the same edition. If the reader is unable to comply with the above, he/she shall pay the library the updated cost of the lost or damaged publication in accordance with the *Internal Regulations*.

To respect the opening hours of the library.

Do not bring dangerous substances into the library.

Follow evacuation instructions in case of unforeseen events.

Behave and dress appropriately. Persons who are intoxicated, unhygienic, indecent or violent, physically or verbally disruptive to the reading public or library staff are prohibited.

Not to steal goods from the library premises, damage or destroy them (computers, furniture, etc.). In case of theft or attempted theft, the user will have his/her access card permanently withdrawn and the police will be notified.

Not to access sites that are inappropriate for academic, social or entertainment purposes, or other sites with non-scientific subjects, except for scientific video tutorials.

Users will not change the configuration of computers, will not use computers as personal storage media and will report any malfunction of computers.

XI. CHAPTER PERSONAL DATA PROTECTION

In its relations with users, the Library Service of UMF "Iuliu Haţieganu" Cluj-Napoca applies the provisions of Regulation 679/2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) and Law 190/2018 on personal data.

The collection and processing of personal data of the users of UMF "Iuliu Haţieganu" Cluj-Napoca Library is carried out for the following purposes:

- Issuing the reader's permit;

- Identify the user in the database in order to serve them;

- The possibility to be contacted/notified, if necessary, about publications borrowed or reservations made.

The following personal data of users are collected, stored and processed by the Library: name and surname (as it appears in the identity document); gender; ID number; ID card/passport number; date of birth; password; home address; e-mail address; telephone number; year of study; specialisation.

Length of storage of personal data:

-For students - until the signing of the winding-up notice;

-For residents, doctoral students, doctors in the health network - for the period of their employment in this professional category, as long as they are a utility worker;

-For employees - as long as they are employees of UMF "Iuliu Haţieganu" Cluj-Napoca.

Upon termination of the collaboration with the University, i.e. the University Library, a Liquidation Notice will be issued and personal data will be deleted from the Library's database.

XII. SANCTIONS

Failure to comply with the provisions of this Regulation shall be sanctioned as follows:

1) by *verbal warning* for talking loudly, filming or photocopying documents without the librarian's permission, inappropriate behaviour and conduct, etc.
   Two verbal warnings, resulting in a temporary suspension of your licence.

2) by *temporary suspension* of the permit for 30 calendar days for consumption of food and alcoholic beverages on library premises, use of mobile phones, accessing Internet sites for purposes other than those established by the library management, misconduct towards library staff or other users, failure to observe the peace, order and cleanliness in the library, removing publications from library premises, regardless of duration, without the librarian's permission.

3) by *cancelling library user status* for repeated offences; use of the pass by other persons (in which case both persons involved will be penalised by cancellation of library user status); theft of documents from the library (in which case the police will also be notified); damage to borrowed documents by marking/underlining the text, removal of pages, improper handling; storing on the computer data that is not suitable for the educational process; damaging, through the users' fault, computer equipment and other facilities made available to them (in addition, these acts are penalised by the amount necessary to repair or replace them, and the user's licence is suspended until the damage caused to the library has been recovered). Material damage to the library's assets shall be recovered in accordance with the legal provisions in force.

Appeals against library sanctions and penalties shall be addressed to the library management and shall be resolved within 3 working days of receipt.

XIII. FINAL PROVISION

These Regulations shall be applied in compliance with the University Charter, the decisions of the University's Board of Directors, in accordance with the Law on Libraries no. 334/2002 as amended and supplemented, and the National Education Law no. 1/2011.