



LIBRARY REGULATION

APPROVED: At the Council meeting of the College of Law of 14 March 2002, Minutes No. 2, amendments to the Council meeting of the College of Law of 19 January 2006, Minutes No. 1, amendments to the Council meeting of the College of Law of 2 March 2017, Minutes No.3-01/46

Issued in accordance with
Clause 15(6) of the Regulation of
the College of Law and Section IV
of the Study Regulation

1. General Terms and Conditions

- 1.1. The Library of the College of Law (hereafter referred to as the Library) is part of the College of Law that ensures the access to literature, databases and information necessary for the study process and research at the College of Law.
- 1.2. The library is part of the state library system and participates in the development of national bibliographic information resources.
- 1.3. The operation of the Library is governed by the Library Law, other existing laws and regulations, this Regulation, as well as statutes of the College of Law, Council decisions, decisions of the administration of the College of Law, the regulations for the use of the library.
- 1.4. The legal status of the Library is determined by its founder. The Library may be reorganised or liquidated on the basis of a decision of the founder of the College of Law.
- 1.5. The Library has a stamp to mark the property owned by the Library.
- 1.6. The regulations for the use of the Library as well as the rights and obligations of readers are set forth in the Terms of Use of the Library.
- 1.7. The official name of the Library is the Library of the College of Law.
- 1.8. The Library shall be registered at the Ministry of Culture and accredited according to the provisions of the Library Law.

2. Tasks and Functions of the Library

- 2.1. To accumulate and systematise printed and electronic resources of universal content as well as content relevant to study programmes and research areas, which meet the academic needs of lecturers and students, researchers of the College of Law and other readers of the Library.
- 2.2. To provide prompt and high quality library, bibliographic and information services.
- 2.3. To devote special attention to improving the quality of the Library collection and using the latest advances in information technology in the operation of the Library.
- 2.4. To ensure the organisation of the library collection (systemisation, cataloguing and bibliographic classification), use and preservation of the Library collection in accordance with the general national rules on library operation;
- 2.5. To perform the work processes of the Library in compliance with the national standards for library work developed by the Latvian National Centre of Standardisation and Metrology.
- 2.6. To cooperate with the academic staff of the College of Law on the issues of the Library collection supplementation.
- 2.7. To create and preserve the collection of research papers for the academic staff and students of the College of Law.
- 2.8. To inform readers about the Terms of Use of the Library at the College of Law.
- 2.9. To provide the Unified National Catalogue with the necessary information regarding the Library collection.

3. Library Rights

- 3.1. To dispose of the funds allocated to the Library of the College of Law in order to purchase the necessary library supplies.
- 3.2. To receive donations and endowments from natural and legal entities and use these funds in compliance with the regulations of the benefactor or donor.

- 3.3. To provide paid services as well as ensure pricing for these services in compliance with the Tuition Fee Regulation of the College of Law.
- 3.4. To impose penalties for non-returned printed materials within the set time limits, to assess damage and to obtain compensation for damaged, lost, and untimely returned materials provided to the Library readers in compliance with the procedure set forth in the Terms of Use of the Library.
- 3.5. To train the academic staff and students of the College of Law to use the Library's electronic catalogue and other sources of information.
- 3.6. To use interlibrary loan services, to exchange printed and other publications with libraries of the Republic of Latvia and those of other countries.
- 3.7. To cooperate with other libraries in the Republic of Latvia and abroad, to join international library organisations, associations and participate in their operation.

4. Library Collection

- 4.1. The Library resources are the property of the College of Law.
- 4.2. The employees and students of the College of Law have access to the Library collection, databases and information system.
- 4.3. The general public has access to the Library collection, databases and information system, but restrictions may be imposed on the circulation of materials outside the Library.
- 4.4. Readers shall be liable for any losses incurred by the Library in compliance with the procedure and to the extent specified in the Terms of Use of the Library.
- 4.5. The Library staff members are responsible for preservation of the Library collection.
- 4.6. The Library shall exchange printed and other documents with libraries of the Republic of Latvia and those of other countries, as well as with natural or legal entities.
- 4.7. The Library shall regularly write off outdated editions.