



KOLEGJI DARDANIA

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Pursuant to the provisions of the Statute of "DARDANIA" College, the Steering Council of the College, in its meeting held on 20.09.2023, approves the following:

REGULATION ON THE LIBRARY OF "DARDANIA" COLLEGE, PRISTINA

GENERAL PROVISIONS

Dardania College was established on 01.12.2004 to offer academic education, practical work and research. The college has established a library to facilitate students' study work with texts, electronic links, computers connected to the Internet, etc. The library has the following goals:

- To act as an organizational unit within the College;
- To create resources for covering study courses with necessary literature in physical and electronic form;
- Update the literature on the areas it covers according to standards that coincide with scientific knowledge;
- To create optimal conditions for providing services to all students;
- The literature ensured to be adapted to the provision of European standards of higher education;

THE RIGHT TO FREQUENCY

Article 1

This regulation of the library's work regulates: the organization of the library's work, the conditions for the use of space and material and technical resources, the working hours in the library, the procedures for borrowing and returning borrowed materials, and other measures in case of damage or non-return of borrowed materials.

Article 2

Space, book resources and other materials, including electronic ones, in the library are freely used by:

- BA and MA level students of the College;
- The academic staff of the College;
- The administrative staff of the College, and
- Visiting students and staff.

Space, book resources and other electronic materials in the library are used free of charge and under equal conditions and without discrimination for all its users.

SERVICES

Article 3

The College Library offers the following services to its users:

- Borrowing texts, according to the needs of users for reading in the hall;
- Borrowing of texts and literature recommended by course designers for reading at home;
- provision of computers for searching and browsing of electronic materials;
- Providing the opportunity to print seminar materials/papers, student presentations in the Power Point Presentation (ppt) program.
- Provision of space for students who bring their materials from home;
- Providing the possibility of using the reading room before or after lectures for students.
- Providing the possibility of using electronic links to which Dardania College has a subscription or has been provided by donors.

Article 4

- Users have the possibility to borrow books and other materials that are in more than one copy for reading at home. When borrowing books and other reading materials outside the library premises, users must submit an identification document (letter of identification or Dardania College ID or travel document - passport). The submitted document is returned when the book or other borrowed materials are returned.
- When borrowing materials, each user is informed of the conditions for the use of borrowed materials, which are summarized as follows:
- Borrowed books must be returned within 5 to 15 days;
- The extension of the term up to three times the borrowing term is allowed as long as the extension is made within the term, respectively as long as there are no requests for these books;
- The library official in special cases when the requests for any text or other necessary material are enormous has the right:
- Set a shorter loan term,
- To prohibit the borrowing of certain materials,
- To request the return of the material before the deadline.

Article 5

RULES OF CONDUCT AND LIMITATIONS

While staying in the library and using the services, users must demonstrate ethical and academic behavior.

In the Dardania College library, users must:

To maintain the space and property of the library;

Use resources carefully and rationally;

Have intellectual behavior;
To read silently,
Do not hinder others;
To be served with mobile phones, only in cases where they use electronic learning links;
Not to consume food items.

Article 6

Personnel authorized to work in the library are responsible for services and maintenance of order in the library.

Users must respect the reasonable requests of the personnel;

Users must take care of order and peace;

Users must take care of the security of library resources.

Library staff has the right to request:

The student must have an ID card of Dardania College;

The student must present the ID card, if necessary.

Article 7

Users of library services must adhere to the provisions of the Law on copyright and related rights, which include:

- Piracy and unauthorized use of electronic materials;
- Downloading, publishing and distributing materials that are prohibited by law;
- The use of materials whose value requires special security measures;
- Avoiding the use of unethical portals;

Article 8

LIMITATION IN BORROWING

Excluded from borrowing:

- Materials which are exposed to open funds or that are constantly needed in the library;
- Materials of special value and importance;
- Special media materials like the multimedia ones or similar.

Article 9

LATE RETURN OF BORROWED MATERIALS

Users of borrowed materials are obliged to respect the return deadlines set by this regulation. In case of non-return of the borrowed material, the library official must take the following actions:

- The user is contacted to remind him of the deadline for returning the material and to learn the reasons for the delay.
- The warning is given by email, post and telephone;
- Within 7 days after the notification deadline, if the user does not return the borrowed materials, then the initiation of the disciplinary procedure is required.

Disciplinary procedures are also initiated in cases where:

- Texts or borrowed materials are seriously damaged or lost, then the user must provide the same text or material, or compensate the loss in monetary value;
- Texts or borrowed materials may not be appropriated or alienated by the user.

Article 10

VIOLATION OF REGULATIONS

The regulation is violated if the acquisition, destruction, or intentional damage of the book fund by the reader occurs, or during the purchase of books for personal needs, when it is known that they belong to the library fund. In these cases, the user lost the right to use library services and resources for a period of three months;

The repetition of the above action by the user is considered a violation of the regulation and is sanctioned with the limitation of the right to use the library and resources for a period of six months.

Article 11

OBLIGATIONS TO THE LIBRARY

The academic staff must submit to the library a physical and electronic copy of the master's thesis, dissertation, published books, monographs, scientific works, etc., which serve the prosperity of the academic scientific archive at the College.

The central administration of the College is obliged to submit a copy of the thesis of the BA and MA diploma to the book fund of the library.

Article 12

This regulation enters into force on the day of approval by the Governing Council and repeals the previous regulation.

CHAIRMAN OF THE STEERING COUNCIL

Prof. Dr. Haki Demolli

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