



REGULATIONS

on the Organization and Operation of Transilvania University Library

Preamble

These Regulations of Organization and Operation refer to the rules and standards of Transilvania University Library in its relations with the users. The duties and rights for the staff of Transilvania University Library are set out in its Rules of Procedure.

The Regulations of Organization and Operation rely on the following documents:

- Law of Higher Education no. 199/2023, published in the Official Gazette of Romania, Part I, no. 614/05.07.2023, with subsequent amendments;
- Law of Libraries, no. 334/31.05.2002, republished, with subsequent amendments;
- Law on the Legal Document Depository, no. 111/21.11.1995 (republished);
- Law on the Establishment of the Support Fund for Education-oriented Libraries, no. 205/2001 for the approval of the Government Ordinance no. 84/1998;
- Law on Copyright no. 8/1996, with subsequent amendments;
- Labour Code, Law no. 53/2003, republished, with subsequent amendments;
- Decision no. 1.546/2003 of Romania's Government for the approval of the Rules and Standards for the Preservation and Restoration of Classified Cultural Movables;
- Order of the Ministry of Education and Research no. 3944/01.05.2003 on the Framework-Regulations for the Operation of the University Libraries within the National System;
- Order of the Ministry of Education and Research no. 4626/21.07.2005 - Methodology on the Recovery of Lost, Destroyed or Damaged Documents, and on the Tollage for Services and Failure to Meet the Time Limits for Returning the Borrowed Publications (Appendix no. 1). Specification on the Value Calculation for the Documents that are Lost, Destroyed and Damaged, or Found Missing on the Inventory, according to the Data Transmitted by the National Institute of Statistics (Appendix no. 2);
- Order of the Ministry of Education and Research no. 3039/14.01.2004 on the approval of the Rules and Standards for Staffing the University Libraries with Experts (Appendix no. 2);
- Order of the Ministry of Education and Research no. 5.286/12.11.2004 on the approval of the Rules and Standards for Interlibrary Loan;
- Charter of Transilvania University of Braşov;
- Rules of Procedure for Transilvania University of Braşov.

General Provisions

Art.1 Transilvania University Library is a university library, which participates in the education and research process, primarily serving the students, as well as the academic teaching and research personnel within Transilvania University of Braşov, but also of other state and private universities in our county, country or abroad, according to the rightful principle of the free access to information.

Art. 2 Transilvania University Library operates under the public law, has no legal personality, and is a support structure subordinate to the Vice-Rector for Didactic Activities.

Art. 3 The Library fosters an education oriented towards values and creativity, towards cognitive, volitional and action skills, towards both fundamental and practical knowledge, skills and abilities, useful in one's profession and society alike.

Art. 4 The Library's development strategy is in line with the one of the National Council for University Libraries (CNBU), which periodically evaluates and coordinates the higher-education library system.

Art. 5 Transilvania University Library develops encyclopaedic collections on all categories of document-storage media, in line with the University's educational and research programmes, is tasked with valorising and communicating them, enables a diversified and rapid access to all categories of information sources, and organises appropriate services for the users.

Art. 6 Transilvania University Library maintains and develops relations of cooperation with libraries, with information and documentation hubs, as well as with institutions in the country and abroad, in order to develop specific library activities.

Art. 7 Transilvania University Library organises book exhibitions, meetings, exchanges of experience, symposia, sessions, and other activities specific to the liaison with the socio-cultural environment.

Art. 8 Public liability compels all libraries to comply with the applicable legislation, rules and standards.

Heritage and collection structure

Art. 9 The documentary heritage of Transilvania University Library includes: books, serial publications, manuscripts, cartographic documents, printed music documents, audio-visual documents, graphic documents, electronic documents, archival documents, and other document categories.

Art. 10 The collections of Transilvania University Library are established and developed through purchase, transfer, national and international interlibrary exchange, donations, sponsorships, etc.

Art. 11 The development of the library collections is financed through state-budget allocations approved by the University Senate, and through the University's own incomes from service fees and penalties, according to the applicable legislation.

Art. 12 The library collections are structured as follows:

- a) books;
- b) special collections;
- c) periodical publications.

Art. 13 As regards the Free Access Room, its collections, consisting of at least one copy of the book titles, special collections and periodical publications in the current library holdings, are intended for consultation only in its precincts (study in the library).

Art. 14 As for the Loan Centre, its collections, consisting of the current and retrospective holdings, are intended for home loan.

Art. 15 The collection-related rules for consultation and borrowing are established by the Management of the Library, through specific instructions and procedures.

Activities and services

Art. 16 The objectives of Transilvania University Library are:

- a) to continuously develop a documentary fund that most efficiently satisfies the information and documentation demands of the users, study programmes and research projects;
- b) to improve the current infrastructure;
- c) to ensure the library staff's continuing professional development;
- d) to optimise the library management and marketing;
- e) to improve and diversify the library services.

Art. 17 With a view to achieving these strategic objectives, Transilvania University Library conducts the following activities and services:

- a) it develops, organises, processes and preserves the collections of publications, depending on the users' type and demands;
- b) it keeps the global and individual records of the documents, in IT system, in compliance with the applicable rules and standards;
- c) it makes the bibliographical description of the publications, in IT system, with the observance of the rules and standards for cataloguing, classification and indexing;
- d) it makes available the consultation of the publications in the Free Access Room;
- e) it performs the home loan of publications, in compliance with their circulation regime;
- f) it makes notifications to the overdue book borrowers, as well as does the physical or value recovery of the documents damaged or lost by the users, under the law;
- g) it periodically removes the obsolete and battered publications from its collections;
- h) it restores the damaged publications of the loan fund;
- i) it monitors and evaluates the actions for the implementation of the informatization strategy, in accordance with the national standards, rules and methodologies;
- j) it develops and complies with the legal provisions on data publication, personal data protection and software use;
- k) it organises activities of marketing and promotion for the library services.

Art. 18 The Library is organised into services, offices and compartments.

The Library's management and staff

Art. 19 Transilvania University Library has expert staff.

Art. 20 Transilvania University Library's expert staff may include: librarians, bibliographers, researchers, documentarians, archivists, professional reference workers, conservators, restorers, system engineers, IT specialists, operators, analysts, custodians, book handlers, and other professional positions.

Art. 21 The Library's expert staff also has the status of auxiliary teaching personnel. The Library's auxiliary teaching personnel consists of:

- a) librarian, documentarist;
- b) IT specialist.

Art. 22 The Library's establishment plan and organizational chart are approved by the Senate of Transilvania University of Braşov.

Art. 23 The Library's expert staff is employed through competition organised by the Management of Transilvania University of Braşov. The competition committees must include the Library's representative with methodological coordination duties.

Art. 24 The occupation of auxiliary teaching positions requires the fulfilment of the following study conditions:

a) the positions of librarian and documentarist may be filled by the bachelors in library science of a higher-education institution, but also by the bachelors in other majors, by the graduates of (post-)high education institutions with the relevant degree in library science, but also of other majors, provided that they attended library science courses;

b) the position of IT specialist – the graduation, with the relevant bachelor's degree, of a higher or high education institution.

Art. 25 The library staff's duties and skills are set out in the job description, according to the organizational structure, activity programmes and job tasks, assigned and endorsed by the hierarchical superior and the Director of the Library.

Art. 26 The Management of the Library and of Transilvania University of Braşov provide the expert staff's lifelong professional education through refresher training and specialization courses, and other forms of professional training in various fields, such as: library management and marketing, sociology of reading, methodological training, library legislation, English language, and other library-specific ones.

Art. 27 The Library is subordinate to the Vice-Rector for Didactic Activities of Transilvania University of Braşov, who also approves the conduct of activities.

Art. 28 The Library is led by a Director, appointed by the Rector of the University, at the proposal of the Vice-Rector for Didactic Activities, and based on the approval of the Executive Board for a 4-year term of office. The Management of Transilvania University Library consists of the Director of the Library, along with the coordinators of compartments, offices or services, according to the legal provisions.

Art. 29 The Director of the Library plans, coordinates and monitors its scientific, operational and strategic activities, based on the organizational chart, establishment plan and internal regulations. The Director maintains the liaison with the University's faculties, chairs or research departments.

Art. 30 The Director of the Library is supported in his/her managerial activity by a Scientific Board, with advisory role. Its structure is the same as that of the Editorial Board, and consists of teaching personnel and specialists of national and international professional acknowledgement. The Scientific Board is tasked with endorsing the publication acquisition plans, the deaccessioning and disposal proposals, as well as with promoting the Library's activities within faculties and chairs.

Art. 31 (1) Each representative of the Library's Scientific Board conducts his/her activity in accordance with the fundamental field s/he represents at the level of the structure (department, faculty, compartment, office, directorate) within Transilvania University of Braşov.

(2) The Library's Scientific Board has the following structure:

a) chairperson: Vice-Rector for Didactic Activities;

b) Director of Transilvania University Library;

c) members: faculty representatives appointed according to the fundamental fields;

d) Coordinator of Transilvania University Press.

Art. 32 The Management of the Library may set up subsidiaries, at the proposal of the faculties, with the approval of the University's Executive Board.

Art. 33 The coordinators of compartments and offices are appointed by the Director of the Library, with the Scientific Council's advisory vote. They benefit from management allowance, according to the applicable legislation.

Art. 34 Staff members are evaluated on an annual basis by their hierarchical superior, based on a set of indicators proposed by the Management of the Library, and approved by the Executive Board. The indicators will be communicated to the employees in early year.

Art. 35 The Management of the Library must submit, in late calendar year, an annual report on the conducted activities, as well as briefings, whenever required by the Management of Transilvania University of Braşov. The report is made public on the University's website and sent to all stakeholders.

User access and services

Art. 36 Transilvania University Library grants access to the following categories of users:

- a) academic teaching personnel of Transilvania University of Braşov, of other higher education institutions, but also in pre-university education;
- b) students of Transilvania University of Braşov, as well as students of other higher education institutions, included in national and international programmes or projects which the University is a partner in;
- c) researchers of Transilvania University of Braşov, researchers of other higher education or research institutions;
- d) other categories of users, provided that the Managements of the Library and University have agreed thereto.

Art. 37 (1) The services offered by Transilvania University Library are accessed on the basis of the library pass issued in the Free Access Room and valid for all the Library's loan centres.

(2) As regards the external users, the library pass is issued after their paying the registration fee set in early academic year and approved by the University Senate.

(3) In early academic year, the pass visa is extended on the basis of the University's current lists. As for the external users, this service is paid according to the type of requested subscription.

(4) Before receiving the pass, the user is informed about the services offered by the library, the documentation method, the charged fees, and is presented with the user's rights and obligations.

(5) Upon receiving the pass, the user signs the agreement-commitment of compliance with the obligations incumbent on him/her as a library user.

(6) The library pass is not transferable to other persons.

(7) The loss of the pass must be reported to the Free Access Room, where the holder will be issued, for a fee, a duplicate.

(8) Upon termination of service in the University, the user shall return all borrowed publications and hand over the library pass to the Loan Centre ("Sergiu T. Chiriacescu" Conference Centre). The clearance form, to be obtained from the Loan Centre, should specify that the user is no longer in debt to the Library.

The publications that cannot be recovered from users for justified reasons (deaths, disasters, fires, etc.) will be taken out from the Library's records, with approval, based on documentary evidence.

Art. 38 In the Free Access Room, the users can benefit from the following services:

- a) consultation of the collections;
- b) accessing of databases and internet;
- c) methodological guidance on the access to collections;
- d) photocopying of certain publications, black and white printing, scanning, CD-ROM burning, copying/transfer of information on CD-ROM (for a fee).

Art. 39 The services offered by the Loan Centre ("Sergiu T. Chiriacescu" Conference Centre and subsidiaries) are:

- a) access to the alphabetical and systematic, traditional or online catalogues;
- b) home loan of publications;
- c) methodological guidance on the access to collections;
- d) national and international interlibrary loan.

Art. 40 The department libraries manage the strictly specialised publications, provide their consultation and return to the Library if there are no storekeepers or upon completion of the project under which they were purchased.

Art. 41 With a view to protecting the Library's collections, the following categories of publications are excluded from photocopying: albums, atlases, maps, boards, manuscripts, correspondence, ex-libris, bound newspapers, books of over 500 pages, or larger than the A3 format.

Art. 42 The working hours for the staff of the Free Access Room and Loan Centre are subject to modification, depending on the users' information demands and needs, and change accordingly during exam sessions and holidays. The library is closed on public holidays.

Art. 43 (1) The opening hours of the Free Access Room and Loan Centre, as well as the staff's working hours are established in early academic year by the Director of the Library, and approved by the University's Executive Board.

(2) The number of titles simultaneously borrowed and the loan period are set according to the number of copies for a title and the level of demand for that title.

(3) If a publication is in high demand, the coordinator of the Office for Library User Relations may decide for the removal of that book from loan and its consultation only in the Free Access Room.

(4) Documents belonging in special collections (manuscripts, incunabula, old and/or bibliophilic documents, cartographic materials, photographs, audio and video recordings), reference works, serial publications and publications with open access are exempt from loan.

Art. 44 The Library is open to visits for organised groups, provided that each visit is announced at least 48 hours in advance, in writing or via email (the number of people, the date and time of the visit, as well as the contact address must be mentioned).

Art. 45 Taking pictures or videos in the premises of the Library is only allowed with the approval of the University's Management. The solicitors will fill out an application at the secretariat of the institution, and will mention their reasons in this regard. During the photo and video sessions, the solicitors will be accompanied by a person appointed to this end by the Library's Management.

The users' rights and obligations

Art. 46 The users have the right to consult or request consultation, in the Free Access Room or Loan Centre, of the publications in the current or retrospective holdings of Transilvania University Library. As regards the publications in the core collection, the home loan is made on a short-term basis, depending on requests.

Art. 47 The users have the right to simultaneously ask for a maximum of five volumes, respectively ten volumes, in the academic teaching personnel's case, as home loan, out of the publications in the depository of the Loan Centre.

Art. 48 (1) The users have the right to consult both the databases, offered on an institutional-IP basis, on any PC unit of Transilvania University of Braşov, or via mobile access - outside the institution, logging in with their

account and password, and the information stored on CD-ROM or other media which the Library makes available.

(2) Upon receiving the publications requested for loan, the user should check their physical condition and report any damage to the librarian (torn pages, missing pages, underlining).

(3) The time-limit for the return of publications may be extended, at the library or online, for a period established by the Loan Centre.

(4) All library users may benefit from the interlibrary loan service, with the interlibrary loan and freight fees being incurred by the solicitors.

(5) The users may submit complaints and activity-improvement proposals to the Management of the Library. The latter will respond to the written complaints within five working days of receipt. The replies thereto can be picked up from the "Information–Access Control" point located in "Sergiu T. Chiriacescu" Conference Centre. Anonymous complaints will receive no answer.

Art. 49 User support:

- a) the users benefit, for free, from info–documentary assistance provided by the Library's expert staff;
- b) the info–documentary assistance refers to the supply of services (guidance on how to use the traditional and online catalogues, on how to access and browse the Internet, but also on how to consult the databases which the Library makes available; provision of answers to specific questions - on site or remotely, via email; creation of bibliographies upon request), documentary research in both internal and external collections or databases, supply of documentary products (annotated bibliographies, syntheses, abstracts, etc.);
- c) the training assistance involves informing and training the users on the Library's collections and services.

Art. 50 The users' obligations in the Free Access Room:

- a) to protect the consulted publications, not to make marks, underline or tear out pages, not to make notes on books, and to read only on the reading table;
- b) not to leave their seats in the Free Access Room for longer than 30 minutes and do so only by notifying the room custodian; otherwise, the librarians are entitled to assign those seats to other users;
- c) upon leaving the room, to leave the publications in good condition at the place of consultation;
- d) not to take the consulted publications out of the Free Access Room.

Art. 51 The users' obligations upon the consultation of databases, electronic resources and Internet sites:

- a) the databases to which the Library offers access and the online information are consulted in the specially equipped places and multimedia alveoli of the Free Access Room;
- b) the users may consult their USB sticks and CDs on the computers, after the former have been checked and devirused, if necessary, by the custodian;
- c) the users shall not access Internet sites of a doubtful nature.
- d) the users shall not modify the configuration of the computers in the Free Access Room, download and install programmes.

Art. 52 The users' obligations as regards the loan of publications:

- a) if needed (operations of verification or inventory), at the request of the Library, the user must return any borrowed publication before the due date;
- b) the users shall abide by the return time of the borrowed publications.

Art. 53 The users' obligations when making photocopies/reproductions:

- a) photocopying is allowed only under the provisions of Law no. 8/14.03.1996, updated in 2024, on copyright and related rights;
- b) the users must ask for the custodians' approval, in the Free Access Room, when seeking to get photocopies;

- c) Photocopying of publications may only be requested by the active users of the Library.

Art. 54 General user-access rules:

- a) the users must deposit their personal items (clothing, briefcase, bag, laptop case, folder, etc.) in the library cloakroom or in the luggage lockers, except for valuables (documents, jewellery, money, mobile phones, etc.), which they will keep on them;
- b) the Library assumes no liability for the valuables lost or damaged in its premises;
- c) the users must keep silence, order and cleanliness in the Library;
- d) smoking and food or beverage consumption are prohibited inside the Library, except in the spaces specially equipped for this purpose;
- e) upon entering the Library, the users must set their electronic devices (e.g. phone, laptop) on silent mode;
- f) the users shall avail themselves properly of the Library's furniture and other assets, without bringing any damage thereto.
- g) Transilvania University Library undertakes to ensure the confidentiality of the users' personal data and only resort thereto as provided for in these Regulations. Personal data will be kept for a 10-year period from the termination of the contractual obligations with the University.

Sanctions

Art. 55 (1) The users' failure to comply with the provisions of these Regulations is sanctioned as follows:

a) through **verbal warning**: talking loudly, sleeping in the reading rooms, bringing documents that are not part of the Library's holdings into the reading room without prior notice to the librarian, failure to deposit one's personal items in the cloakroom, etc.

b) through **temporary suspension of the library pass**:

- 1) the use of one's pass by other persons is sanctioned with the suspension of the right to access the Library, for both persons involved, over a 30-day period;
- 2) smoking, bringing and consuming food and beverages outside the specially designated spaces, as well as using the mobile phone are sanctioned, as regards the first offense, with the suspension of the pass for 3 days, and as regards the next offense, with the suspension of the pass for a 30-day period;
- 3) accessing the Internet sites for another purpose than the one established by the Library's Management is sanctioned, after the first warning, with the suspension of the pass for a 30-day period;
- 4) Improper conduct towards the Library's staff or other users is sanctioned with the suspension of the pass for a 30-day period;
- 5) extracting or damaging catalogue sheets is sanctioned with the suspension of the pass for a 30-day period;
- 6) failure to keep silence, order and cleanliness in the Library is sanctioned with the suspension of the pass for a 30-day period;
- 7) removing publications from the reading room, regardless of duration, without the librarian's approval, is sanctioned with the suspension of the pass for a 30-day period;
- 8) damaging the documents by marking/underlining the text, extracting pages, improper handling, etc. is sanctioned with the suspension of the pass for a 30-day period.

c) through **permanent suspension of the library pass**:

- 1) in case of repeated infringements of paragraph (b);
- 2) in the event of unauthorised withdrawal of documents from the Library, the measure of pass suspension will be accompanied by notification to the police;
- 3) in the event of material damage to the Library's heritage, the material damage will be recovered according to the applicable legal provisions.

d) **penalties** will be applied in the following situations:

1) the users' failure to return the borrowed documents on time is sanctioned with the payment of amounts, gradually applied, at the proposal of the Executive Board, with the approval of the University Senate;

2) the loss or destruction of documents is sanctioned with the physical recovery of identical documents or with the payment of the inventory value for those documents, updated by applying the current inflation coefficient, to which an amount equivalent to 1-5 times the price thus calculated adds (in accordance with the provisions in the Law of Libraries no. 334/2002, amended by the Law no. 593/2004), and the user's pass will be suspended until the damage caused to the Library is recovered;

(2) The transgressions are established by the library staff, who apply penalties, according to the Library's rules;

(3) As regards serious transgressions, the sanctioning decisions are proposed by the coordinators of the Library's departments, approved by the Director of the Library, and communicated in writing to the employing institution;

(4) The appeals against the sanctions and penalties applied by the Library are addressed to the Management of Transilvania University Library, and settled within three working days of receipt of the appeal.

Final provisions

Art. 56 The Regulations on the Organization and Operation of Transilvania University Library will be made known to the academic community, library employees and users, and may be amended where the organizational and managerial needs require it.

These Regulations were discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 26.06.2024.

Prof. Eng. Mircea Horia Țierean, PhD
President of the University Senate

