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25.08.2016
BIA in the Senate session
(protocol No. 127)

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*Developed
according to the
first part of Article 15 and Article 20 of the Law on Higher Education Institutions,
the second part of Article 4 of the Library Law*

Baltic International Academies Scientific Library Systems REGULATIONS (STATUTES)

Article 1. Library functions

1.1. The Scientific Library System of the Baltic International Academy (hereinafter - BIA) (hereinafter - SLS) is a scientific, cultural, educational and information institution, which collects, systematizes, catalogs, bibliographically describes and preserves the world's cultural heritage - printed works, electronic editions and other documents, and also ensures the public availability of the information contained therein and its use, as well as the provision of services to users.

Article 2. Legal status of the Library

2.1. BIA SLS is the BIA scientific Library of a private university, hereinafter - the Library.

2.2. The founders of BIA SLS are the founders of BIA - private persons.

2.3. The BIA Library is a legal entity under private law, which owns or possesses the Library's collection. The legal status of the Library is determined by the BIA founder.

2.4. BIA SLS is registered in the Ministry of Culture of the Republic of Latvia in the Library Register with no. BLB0530, for which the Library registration certificate no. 2271, the Library has been granted the status: "*scientific Library of local importance*".

2.5. BIA SLS is a BIA structural unit that provides Library services to users at study locations (Riga and BIA branches).

Article 3. General principles of Library operation

3.1. The Library collects and systematizes printed works, ensures public availability and use of information in the Library's collection, as well as the provision of other Library services.

3.2. The printed works, electronic editions, manuscripts and other documents in the Library's collections are available to everyone, regardless of the political, ideological, religious or other

orientation of their authors or the information contained in them, in accordance with the procedures specified in the Library's rules of use.

3.3. The Library is independent in terms of collection. It must not be limited by political, ideological or religious motives. Restrictions on the creation of the Library's collection can only be set by law.

3.4. User service of the Library, use of its information systems and other services are defined in the Rules of use of the Library, developed on the basis of these Statutes.

Article 4. Library duties

BIA SLS responsibilities are:

4.1. To comply with the laws and regulations governing the operation of the Library, the Statute of its operation;

4.2. Ensure the collection of printed materials and other documents necessary for the Library;

4.3. Organize (systematization, cataloging and bibliographic description) and addition of the Library's collection in accordance with BIA's study directions and programs, scientific research work directions, observing the framework of BIA's financial resources;

4.4. To ensure the preservation and renewal of the Library's common collection;

4.5. Carry out an inventory of the Library collection, select information resources for writing off, re-cataloging or transfer to other libraries;

4.6. List the collection received and excluded by the Library;

4.7. Review and evaluate the new and changed literature lists of study course programs and inform study course and program leaders about the availability of literature in the Library's collection for the proper provision of the study process;

4.8. Ensure free access to the Library collection and information systems in Riga and BIA branches for the ongoing implementation of study and research processes;

4.9. Ensure prompt and high-quality provision of Library services to Library users in Riga and BIA branches;

4.10. To provide BIA academic and general staff, researchers, students and Library readers with the Library's information resources and services;

4.11. To carry out high-quality informative and bibliographic service for Library users, as well as to teach how to use electronic resources;

4.12. Carry out regular training of Library employees in BIA, National Library of Latvia and the Latvian Academic Libraries Association scientific methodical seminars;

4.13. Promote users' information literacy about the Library's services, resources and databases;

4.14. Provide the necessary information about the Library's collection to the National General Catalogue;

4.15. Create an opportunity for Library users to use Library services regardless of their gender, age, race, nationality, physical condition, place of residence and location and other factors, as well as create appropriate Library use equipment for persons with mobility and vision impairments;

4.16. Participate in the national interlibrary subscription system;

4.17. To introduce Library users to the Library's terms of use;

4.18. Take care of the preservation of the rare books in the Library's collection;

4.19. Take care of the introduction of new information technologies in the Library;

4.20. Carry out the Library's work processes in accordance with the requirements of the national standards of Library work developed by the Latvian National Center for Standardization and Metrology;

4.21. Perform other tasks of similar content.

Article 5. Library rights

BIA SLS has the right to:

5.1. Independently carry out the activity provided for in the Statutes, determine the directions of this activity and the procedure for using the Library;

5.2. to create the structure of the Library in accordance with the procedures specified in the Statute of the Library;

5.3. receive the necessary financial, material and technical support for the successful operation of the Library, including donations and gifts from legal and natural persons;

5.4. To provide paid services to Library users in accordance with the procedure specified in the Library Statutes and to participate in the discussion of paid services and the determination of fees for the services provided;

5.5. In accordance with the procedures specified in the Library's rules of use, to determine the late fee, assess the damages and receive compensation for damaged, printed works and other documents issued to the Library's readers that are not returned within the specified time or at all;

5.6. turned off;

5.7. turned off;

5.6. Participate in associations, unions, societies and other public organizations; cooperate with libraries in foreign countries;

5.7. Reproduce copies of publications in accordance with the requirements of the Copyright Law;

5.8. Maintain interlibrary subscription connections, exchange printing and other documents with the libraries of the Republic of Latvia;

5.9. Submit proposals for the improvement of operations to the management of the BIA on issues within the competence of the Library;

5.10. To request and receive from BIA structural units, other state and local government institutions, as well as from other persons in the cases specified in the regulatory acts, documents and information necessary for the successful operation of the Library.

5.11. Perform other tasks of similar content.

Article 6. Material and technical basis of the Library

The material and technical basis of the Library consists of printed works (textbooks, magazines), Library premises, equipment, security systems and other property. The material and technical basis is created and provided by the founders of BIA.

Article 7. Terms of use of the Library

7.1. The rules of use of the Library regulate the order in which Library services are performed, in which printed works and other documents are handed over to users and can be used, determine the types of free and paid services of the Library, the range of Library users, their rights and obligations,

the value of printed works or other documents, the determination of damages and fines for late payment and reimbursement procedures and other issues related to the use of the Library;

7.2. The rules of use of the Library are developed in accordance with the Library Law, other external and internal regulatory acts and are approved by the BIA Senate.

7.3. Every user of the B Library will be introduced to the terms of use of the Library. They can be placed in the premises of the Library accessible to Library users and can be found on the BIA website: www.BIA.edu.lv, in the [LIBRARY section](#).

Article 8. Library users

8.1. Library users are Library readers, students of BIA that are members of [the Latvian Academic Libraries Association](#), as well as any legal or natural person who uses the Library's services intended for users .

8.2. students and lecture listeners, BIA graduates, academic and general staff of BIA, students of universities that are members [of the Latvian Academic Libraries Association](#) can become Library readers .

8.3. The rights and obligations of BIA SLS users and readers are defined in the Library's Terms of Use.

Article 9. turned off;

Article 10. turned off;

Article 11. Library staff

11.1. The work of the Library is managed and the Library Director is responsible for the Library's activities.

11.2. The Director of the Library, without a separate authorization, represents the Library in matters of its competence and is responsible for the work of the Library.

11.3. The number of employees required for Library work is determined by the founders of BIA.

11.4. The Library staff work under the guidance of the BIA Board, in cooperation with the vice-rector of BIA Scientific Work. BIA branch Library employees work under the guidance of the Library Director and branch directors.