

The Republic of Serbia
THE ACADEMY OF CRIMINALISTIC
AND POLICE STUDIES
015 No. 121/1 of January 1, 2008
15 No. 339/1 of April 24, 2008
Belgrade

Pursuant to the authorization of the Council of the Academy granted at the meeting held on April 24, 2008, the Council lays down the following

ACADEMY OF CRIMINALISTIC AND POLICE STUDIES LIBRARY
RULES AND REGULATIONS
(consolidated text)

This consolidated text contains the provisions of the Academy of Criminalistic and Police Studies Library Rules and Regulations (015 No. 121/1 of January 30, 2008) and the Rulebook on amendments to the Academy of Criminalistic and Police Studies Library Rules and Regulations (15 No. 339/1 of April 24, 2008).

I GENERAL PROVISIONS

Article 1

The Rules and Regulations herein, in accordance with the law and other regulations governing library activities, shall regulate the manner of acquisition, processing, preservation, storage, use, and handling of books and other library materials, as well as work with users of the Library of the Academy of Criminalistic and Police Studies (hereinafter: the Library).

Article 2

The Library shall be of a special type and in its work shall be guided by the applicable library regulations, professional library standards that apply to this type of library and the provisions of the Rules and Regulations herein.

The manner of operation and organization of work in the Library shall be subordinated to the needs of the teaching and educational process and scientific research work at the Academy of Criminalistic and Police Studies (hereinafter: the Academy).

Article 3

The work plan of the Library shall be prepared annually and shall be an integral part of the annual work plan of the Academy, as well as of the relevant reports of the Academy of which it constitutes a part.

Article 4

The Library shall have its own seals:

- Round seal with Cyrillic text: Library of Academy of Criminalistic and Police Studies, Belgrade,
- Square seal with Cyrillic text: ACPS Library, Inv. No.
- Square seal with Cyrillic text: ACPS Library, No.

Article 5

The Library Committee shall take special care of the work and the improvement of the

Library's operations.

Article 6

Supervision over the professional work of the Library shall be performed in accordance with legal regulations.

Article 7

The Library shall cooperate with the libraries of other higher education institutions, and with other libraries in the country and abroad on the basis of a cooperation agreement.

II LIBRARY OPERATIONS

Article 8

Within its scope, the Library shall:

1. Collect, process, store and make available for use books and other library materials from the Library's collection;
2. Conduct cataloguing and bibliographic processing of materials;
3. Provide bibliographic information;
4. Systematically train users for efficient use of information sources;
5. Provide access to electronic sources of information;
6. Implement the acquisition policy in accordance with the study programmes and scientific research work at the Academy;
7. Keep as mandatory the copies of the graduation, specialist, master's and doctoral theses defended at the Academy and the Academy's publications (legal deposit);
8. Arrange and keep written and other materials of importance for the establishment and work of the Academy;
9. Arrange, keep and preserve books and other library materials from the Library's collection marked with a certain degree of secrecy;
10. Keep and especially preserve books and other library materials from the Library's collection that represent a cultural property;
11. Perform interlibrary loan and exchange of publications;
12. Cooperate with the main library, university libraries, the National Library of Serbia and libraries of other higher education institutions, and with other libraries in the country and abroad;
13. Undertake and propose measures for the improvement of its activity;
14. Issue, when needed, information bulletins on added publications, as well as other information publications referring to the Library's collection;
15. Keep library materials in accordance with the relevant regulations;
16. Participate in planning the technical and technological development of the Library;
17. Perform other tasks provided by law, as well as by the plan and programme of the Library.

Article 9

The Library shall perform the acquisition, reception, inventorying, cataloguing, classification and other activities related to the Library's collection in accordance with the applicable library regulations and standards.

Article 10

Library staff shall be obliged to keep inventory books for each type of library material, as the most important material document of the Library, in accordance with the regulations on

the records of library materials.

The Library shall also keep a group inventory of added books.

Article 11

A library staff who inventories the library materials shall be obliged to fill in all sections in accordance with the regulations: ordinal number, date of inventory, data on the author, title, place, publisher and year of publication, type of binding, dimensions, method of acquisition, price, call number, etc.

A library staff member who keeps the inventory book shall be obliged to literally enter the name of the procurer, the number of the invoice or accompanying document, or the data on the donor and the date of its issuance in the section reserved for the method of acquisition.

In the inventory book, deleting and crossing out with the correction fluid shall be forbidden.

Article 12

Regardless of whether it is a purchase, gift or exchange, a library staff shall be obliged to enter each unit in the confirmation of receipt, in the order as stated in the accompanying document, and to submit the confirmation of receipt of goods with inventory numbers of each unit to the Financial Affairs Office.

Library staff members who keep inventory books shall be obliged to close them at the end of each calendar year, in accordance with the regulations.

Article 13

All library staff shall have material responsibility in relation to the book collection of the Library.

Article 14

Under no circumstances shall library materials be given for use until they are entered in the inventory book.

Article 15

A library staff shall be obliged to enter the name of each user who borrows library material in the users' book and in the book card.

The user shall be recorded by entering the date of the loan, the number of the membership card, and the signature of the user in the book card.

Each library staff member shall be responsible for improper loan. When a user is returning a book, the library staff shall be obliged to enter the date of the return and to sign it.

Article 16

The classification of library materials from the Library's collection shall be performed according to the Universal Decimal Classification system (UDC), while the use other classification systems shall also be possible.

The Library shall maintain an alphabetical, professional or subject catalogue.

The catalogue in the Library shall be electronic.

Article 17

Library staff shall have the right and duty to:

1. Request from a user a document proving their identity;
2. Respect copyright and license agreements when using library materials and other sources of information;

3. Not issue library material to users or members who have violated the provisions of the Rules and Regulations herein;
4. Close the Library in emergencies;
5. Act in accordance with the Rules and Regulations herein.

Article 18

The regulations and decisions that apply to the Academy shall also apply to the working hours of the Library.

III ACQUISITION OF LIBRARY MATERIAL

Article 19

The acquisition policy of the Library shall be in line with the needs of teaching and scientific work at the Academy.

Acquisition of library materials shall be done by purchase, exchange, gift, bequest and legal deposit.

Article 20

Acquisition of library materials shall be done on the basis of individual acquisition proposals (desiderata) of teachers, associates and students, proposals of departments and proposals of the Head of the Library, which shall be submitted to the Library.

Article 21

The Library Committee shall review desiderata and compile a list of acquisition proposals, which shall then be submitted to the Dean of the Academy for approval on a quarterly basis. The list shall also contain information on the required financial resources.

The Head of the Library shall be in charge of the list of proposals and its implementation referred to in paragraph 1 of this Article.

Notwithstanding the provisions of paragraph 1 of this Article, acquisition of books and other library materials for the Library collection may be performed on the basis of individual desiderata which the user personally submits for approval to the Dean of the Academy.

Article 22

The exchange of publications can be done with related institutions in the country and abroad, based on the proposals of the Head of the Library and Vice-Dean for Science and Research, with the prior consent of the Dean of the Academy.

Article 23

Gifts and bequests shall be accepted in accordance with the Library's acquisition policy.

The Library shall have the right not to accept or to selectively accept the offered library material referred to in paragraph 1 of this Article, if it finds that its content does not correspond to the acquisition policy of the Library.

In this case, the library staff shall be obliged to acquaint the donors with the provision of this Article when receiving gifts.

Article 24

The mandatory copy (legal deposit) shall include graduate, specialist, master's and doctoral theses defended at the Academy.

The Library shall be a depository for publications issued by the Academy.

Article 25

The assessment of the value of publications that arrived in the Library collection without a fixed price: donated, found, exchanged or otherwise added publications for which there is no price in the accompanying document (invoice, bill of sale, gift statement, takeover minutes, etc.), shall be performed by the library staff, based on a special decision of the Dean of the Academy passed in accordance with the regulations governing the library activities.

IV USE OF THE LIBRARY COLLECTION

Article 26

The Library's collection shall be used in the premises of the Library and by loan outside the Library.

Article 27

Teaching staff, other employees, students of the Academy, retired employees of the Academy, as well as employees of the Ministry of Interior of the Republic of Serbia (hereinafter: users), shall have the right to use the Library's collection.

Other persons shall have the status of a temporary member and can use the Library collection only in the Library premises, with the obligation to leave an ID card.

Article 28

Users shall acquire the right to use the Library's collection and the status of users by registering in the Library for each calendar year.

Registering in the Library shall be done on the basis of an ID card, while students shall also bring the student's booklet when registering.

By registering in the Library, the user shall acquire the rights and accept the obligations regulated by the Rules and Regulations herein.

Article 29

A library staff member who registers users shall be obliged to legibly enter complete user data in the registry book and on the user's card. The student's membership card number shall be entered in the student's booklet.

Article 30

When entering the Library, the user shall be obliged to show the library staff member a membership card or student's booklet and to address the library staff for each service in the Library.

Article 31

The user shall be obliged to leave their personal things (backpacks, bags) before entering the Library and to report publications that they bring in with them to the library staff at the circulation desk.

The rules of order and silence must be respected in the Library's premises.

Users must switch off their mobile phones in the Library's premises.

Otherwise, the Head of the Library shall have the right to warn the user for disturbing the order and silence and to immediately deny him/her the use of the Library.

Article 32

A Library user cannot borrow a publication for another person, cannot borrow more

publications of the same title, nor assign them to another person.

Article 33

The teaching staff of the Academy can borrow up to five books with a 60 days loan period.

Other users can borrow up to two books with a 15 days loan period.

In exceptionally justified cases, the number of books and the deadline referred to in paragraphs 1 and 2 of this Article may be increased or renewed, respectively, with the approval of the Head of the Library, with appropriate recording.

Article 34

Within the interlibrary loan, up to three books can be borrowed from the same library at the same time, with a one month loan period.

Article 35

If certain publications are especially sought after, the Head of the Library may shorten the loan period.

Article 36

The following shall not be taken out from the Library's premises:

- General informative works (encyclopaedias, dictionaries, lexicons, bibliographies, etc.)
- Serial publications
- Graduate, specialist, master's theses and doctoral dissertations
- Luxury editions with illustrations
- Valuable books in only one copy
- Old and rare books
- Library material that represents a cultural property
- Publications from bequests
- Publications obtained by interlibrary loan
- Electronic publications.

Article 37

A Library staff shall be obliged to record the use of manuals from free access, by leaving a check-out slip with a membership card, student's booklet or ID card.

When using handwritten doctoral dissertations, master's, specialist and graduation theses in the Library, the user shall fill in the appropriate statement in addition to the check-out slip.

Article 38

The user shall be obliged to protect the borrowed publication from any damage. It shall be forbidden to tear, underline the text and write in the margins.

Article 39

When borrowing publications, the user shall be obliged to inspect them, since otherwise he/she shall be responsible for the damage.

When loaning a publication and when users are returning the borrowed publication, the Library staff shall be obliged to inspect the library material, determine its condition and note any damage to the publication.

Article 40

The user shall be obliged to return the borrowed publication within the set loan period.

After the expiration of the specified deadline, if the publication is not returned, nor is the deadline renewed, the user shall be given a reminder within 7 days from the date of expiration of the deadline for returning the publication.

Until the return of the publication, the user shall be denied further use of the Library's collection.

If the user does not return the borrowed publication even after the repeated warning, the Academy shall seek the return of the publication in court, i.e. compensation for the damage and costs caused.

Article 41

The user who loses or damages the publication shall be obliged to provide the Library with another copy of the same publication at his/her own expense.

If the user, for objective reasons, cannot perform the purchase referred to in paragraph 1 of this Article, the Library shall make the purchase at his/her expense.

In the event that another copy of the same publication cannot be provided, the Library Committee shall decide on the manner of compensation for the damage caused: purchase of another publication of appropriate value or monetary compensation at the Committee's discretion.

Damage to the publication, in terms of paragraph 1 of this Article, shall mean writing on the publication, underlining, cutting or tearing of sheets, or other damage to the publication.

A user who is not satisfied with the decision of the Committee referred to in paragraph 2 of this Article may file an objection to that decision to the Dean of the Academy.

The decision of the Dean of the Academy shall be final.

Article 42

A student of the Academy cannot be issued a diploma of completed studies without a certificate of return of all publications from the Library's collection.

Teachers, associates and other employees of the Academy, whose employment or temporary employment contract at the Academy is terminated, shall have the same obligation.

Article 43

The user, with a special request, can use the interlibrary loan service, if he/she needs library material that the Library does not possess.

The user shall be obliged to reimburse the Library for any costs incurred by the interlibrary loan.

Article 44

Information about the Library's collection shall be provided on the basis of an electronic catalogue. Users shall not be allowed to access collections that are not intended for free access.

V USING COMPUTERS

Article 45

Computers – workstations in the Library for Internet access shall be used to search for information for teaching and scientific purposes exclusively.

Article 46

The Library shall systematically train the users for using electronic publications and create menus on the computer that shall lead the users to the source of information.

Article 47

The Internet service in the Library shall be used for:

- Search of electronic catalogues online;
- Access to electronic databases and search of electronic journals with full text;
- Access to electronic reference literature (electronic encyclopaedias, dictionaries, manuals, citation indexes, bibliographies);
- Reading and downloading electronically available books and articles;
- Finding information for seminary and other papers.

In the event that the Internet service is not used in accordance with paragraph 1 of this Article, the Head of the Library may deny the user the right to use computers in the Library.

Article 48

The user who uses the Internet in the Library shall be obliged to respect the copyright standards of the downloaded electronic works, as well as the licenses.

Article 49

In case of greater interest of users, the time for using the workstation shall be limited to 30 minutes.

Article 50

The user shall be responsible for unauthorized use of the service, as well as in case of intentional damage to the network.

Article 51

In order to use the computer, the user shall be obliged to check in with the Library staff and register in the Internet use records, with information on the time of use.

Article 52

Computers – workstations for data entry in the Library can be used only by the Library staff professionally trained to use the Library software package.

VI LIBRARY COMMITTEE

Article 53

The Library Committee shall consist of Vice-Dean for Science and Research, Head of the Library, and one teacher appointed by the Dean of the Academy, for a two-year term.

Vice-Dean for Science and Research shall be the President of the Library Committee.

Article 54

The Library Committee shall:

1. Establish the acquisition policy and quarterly acquisition proposals based on users' desiderata;
2. Consider the implementation of acquisition proposals, plans, programmes and other documents related to the activities of the Library;
3. Monitor the professional work of the Library and encourage professional development of library staff;
4. Represent the Library before the bodies of the Academy;

5. If necessary, appoint a working group to perform certain tasks;
6. Decide, with the consent of the Dean of the Academy, on the acceptance of bequests (legacies) for the Library;
7. Initiate or consider proposals for improving the work of the Library;
8. Determine the value of a lost or damaged publication that can no longer be found on the market;
9. Consider proposals and petitions related to the work of the Library,
10. Monitor the application of the Rules and Regulations herein and propose their amendments,
11. Perform other tasks determined by the Rules and Regulations herein.

VII FINAL PROVISION

Article 55

The Rules and Regulations herein shall enter into force on the eighth day from the day of its announcement on the bulletin board of the Academy.

DEPUTY CHAIRMAN OF THE COUNCIL
Milorad Todorovic