

RSGL LAW LIBRARY

REGULATIONS

1. GENERAL

- 1.1. The Library of the Riga Graduate School of Law (hereinafter referred to as the Library) is a structural unit of the RGSL, which provides the necessary literature, databases and information for the study process and research activities of the RGSL. The Library operates as an open institution and provides its services also to the general public, but in order to ensure access for RGSL students and faculty, the Library may limit access to its premises and services for other users.
- 1.2. The legal basis for the Library activity is the Library Law of Latvia, other normative acts in force in the territory of Latvia, RGSL Statutes and the Statutes of RGSL Law Library.
- 1.3. The Library is open from **8:30 till 20:00** on working days, from **10:00 till 17:00** on Saturdays and Sundays; however, there may be exceptions, which are announced before.
- 1.4. In the library system 'Library information system Aleph500' (hereinafter referred to as the System) personal data is processed in accordance with the Personal Data Protection Law and other normative acts in force in the territory of Latvia. The administrator of the System is the Culture Information Systems Centre, legal address Tērbatas iela 53-2, LV - 1011, Riga, Latvia; certificate of registration of the processing of personal data at the Data State Inspectorate No. 001276. The purpose of the processing of personal data is provision of services to the Library readers.

2. RIGHTS AND DUTIES OF THE READERS

- 2.1. The Library is mainly a research and reference library and much of the collection does not circulate to a general public; therefore, the Library provides an excellent reading place for all registered readers. A person may become a registered reader by filling out the "Law Library Reader" form and presenting a valid identity document (student card, passport, ID card, driver's license).
- 2.2. Every registered reader is assigned a reader's card. The reader's card is a personal document and cannot be lent out to anyone else.
- 2.3. Registered readers are divided into two main categories: local readers and guests. Local readers include students and staff (administration and faculty) of the RGSL, the University of Latvia, and the Stockholm School of Economics in Riga. Guests are: (1) academic researchers, including students of other higher education establishments; (2) general users, including practicing lawyers.

- 2.4. The Library has a registration fee for guests. The registration fee is different for academic researchers and general users, and must be paid once a year in order to use Library services.
- 2.5. Books and journals may be borrowed by local readers and by guests who have paid the registration fee for a limited period of time (max. two weeks and 10 books at one time). Textbooks (if available) may be borrowed for the period of the respective study course. No other Library materials may be borrowed. The term of usage of the library materials could be prolonged up to 6 weeks. Number of books borrowed from the Library could be limited by the Library staff depending on the readers' demands and availability of resources.
- 2.6. Using portable devices, wi-fi Internet access is granted to RGSL students and faculty with RGSL network login information. Guests who have paid registration fee can receive login information from the Library staff.
- 2.7. General rules of conduct in the Library are as follows and must be observed by every person entering the Library premises:
 - 2.7.1 conversation, noise and other forms of disturbance must be kept to a minimum;
 - 2.7.2. foods, drinks and smoking are not allowed;
 - 2.7.3. sound of mobile phones and other portable devices must be switched off;
 - 2.7.4. coats and umbrellas must be left in the wardrobe;
 - 2.7.5. none of the library materials can be removed from the Library until it has been checked by the Library staff;
 - 2.7.6. Library computers can be used only by registered Library readers and for the following purposes only:
 - Library electronic catalogue Aleph;
 - available data bases;
 - search for legal information on the Internet.Time for using computer facilities is limited to one hour in cases when someone else is waiting to use any of the library computers.
 - 2.7.7. use of any photocopying equipment that does not belong to the library is not allowed;
 - 2.7.8. books may not be reshelved and must be left on the tables;
 - 2.7.9. all borrowed materials must be returned in the same condition as when borrowed and in due time; each overdue item is fined (0,30 € per every overdue calendar day);
 - 2.7.10. fine for each overdue item borrowed overnight - 3,00 € per an hour.
- 2.8. Readers must peruse the Library Regulations and abide by them. By using the Library or carrying out any activities in the System, the particular reader is presumed to have read the Library Regulations in force, published on the RGSL homepage, and to have agreed to abide by the Library Regulations.
- 2.9. The Library has the right to restrict access to the Library and its services for a one month period for users who seriously disturb the work of other Library users. In case of repeated disruptions, the Library has the right to restrict such access indefinitely.
- 2.10. If any of the borrowed Library possessions has been lost, the reader has an obligation to replace it with an identical or equivalent item. If that is not possible, the reader must recompense the current market value of the item and besides that cover administrative expenses in amount of 7 € per item.

3. USING THE LIBRARY SYSTEM

- 3.1. Readers may use the System as it is provided at the moment of usage.
- 3.2. The System's public interface <https://lira.lanet.lv> and functionality are available to any person. The System's extended functionality is available to registered readers only.
- 3.3. Due to maintenance, service and enhancement work temporary interruptions in the availability of the System are possible.
- 3.4. When registering a reader in the System, the Library creates a user account and assigns the reader authorization data (user ID and password). In order to create the user account, the Library records and processes personal data in the System. The following personal data are processed in the System:
 - 3.4.1. IP address of the reader's device (computer);
 - 3.4.2. Reader's name, surname, personal code, official and actual place of residence, services the reader is using in the System and the Library, contact information, reader's place of studies and/or work place.
- 3.5. The IP address of the reader's device (computer) is processed for the purpose of preventing and terminating security risks in the operation of the System.
- 3.6. Personal data is processed for the purpose of ensuring automatized performance of functions, rights and duties stipulated in the Library Law of Latvia and the Library Statutes.
- 3.7. In case of need, information in the user account can be used to communicate with the reader. The reader is responsible for updating his/her contact information.
- 3.8. Readers must immediately inform the Library about losing the authorization data or any other security incidents as well as request the Library to provide new authorization data.
- 3.9. The System's 'Help' section contains explanatory information on the System's functionality. Queries on usage, error reports or unavailability of the System can be clarified at the Library.
- 3.10. The authorization data must be sufficiently secure to preclude guessing and unauthorized use of the data. The length of the password must be at least 8 (eight) characters. The password must consist of a string of letters and numbers.
- 3.11. Readers must not:
 - 3.11.1. hand over authorization data to third persons; the authorization data may be used only by the reader to whom they have been assigned;
 - 3.11.2. store authorization data in a way that makes them visible or accessible to other persons;
 - 3.11.3. carry out actions that are directed at circumventing or damaging the security mechanisms of the System, or any other illegal actions.
- 3.12. The reader may request the Library to delete his/her user account and personal data recorded therein if the reader has fulfilled all his/her obligations towards all libraries in the Aleph500 network in which the reader has received library services.

4. RIGHTS AND DUTIES OF THE LIBRARY

- 4.1. The Library staff has a duty to inform library users of the library usage regulations.
- 4.2. Library has to follow the set terms for using the books and send reminders about overdue items.
- 4.3. The Library has a right to invite all persons entering the Library premises to observe the Statutes of RGSL Law Library and these Library Regulations. In case of serious disturbance the Library staff has a right to banish a reader from the Library premises.
- 4.4. The Library accepts no responsibility for personal possessions brought into the Library premises.
- 4.5. The Library provides pay services. The pricelist of pay services is included as appendix, which is part of the Library Regulations.

PRICE LIST

1. Paid services vary for different categories of readers. Access to printing and copy devices is possible only by RGS� Student cards or smart cards which can be borrowed from the Library staff and used only for one (current) visit.

2. Registration fee:

academic researchers (including students)	20 € per year 7 € per month
general users (including practicing lawyers)	40 € per year 20 € per month
collective users (private companies)	100 € per year
collective users (public institutions)	50 € per year

3. All materials may be copied according to copyright laws in force in the territory of Latvia. Prices are as follows:

	Local readers	Guests
A4 format	0,10 €	0,15 €
A3 format	0,20 €	0,30 €

4. Print-out prices are as follows:

	Local readers	Guests
b/w (single-sided)	0,07 €	0,10 €
color (single-sided)	0,40 €	0,60 €

5. Scanning (per activity)	0,07 €	0,07 €
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