

**Vysoká škola manažmentu v Trenčíne,
CITY UNIVERSITY of Seattle in Slovak Republic**

LIBRARY CODE

Trenčín
2016

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1 Basic Regulation

1.1 The VŠM/CU Library

The Library is an information department of the Vysoká škola manažmentu v Trenčíne (VŠM) / City University of Seattle (CU). The Library's primary purpose is to provide faculty and students with the sources necessary to support research activities and coursework leading to U.S. and Slovak Bachelor and Master Degrees. The library is also open to the public.

The majority of the collection is located in the central library in Trenčín. A branch is situated in Bratislava.

A special collection of test banks and instructors manuals (Faculty Resource Centre) is available for teachers in Trenčín and Bratislava.

1.2 Library Courtesy

Vysoká škola manažmentu is the proprietor of the library collections and of equipment on the library premises. Each user and visitor should protect them from damages.

Users and visitors are obliged to comply with the Library Code and other directions given by library staff and must keep noise to a minimum while on library premises. Food, drink and the use of mobile phones are prohibited. For those users who repeatedly ignore library regulations, the library may revoke access to library services.

1.3 Access to Information

Information services provided by the library for registered students and faculty are free of charge. Community members are charged according the current price list. Services as making printed copies are charged for all users.

1.4 User Groups (Categories)

The library maintains an open access to its collections. Though it serves mainly faculty and students, it is also open to the community for a fee. Community users have access to the collections under special conditions.

Users are divided according to their status and information needs into the following categories:

A. Faculty and staff

B. CU and VŠM students

C. **Community members:** Alumni of CU and VŠM, other individuals and groups

1.5 Access to Library Premises

Access to the library is permitted with the student identity card only. A student is provided with the VŠM ID card by the first registration for a school year or trimester respectively. The validity of VŠM ID card has to be renewed each school year/trimester.

All changes of personal data should be announced at the admissions office and at the library.

2 Circulation and Loan Rules

2.1 Borrowing

Users may borrow library documents after submitting their valid student card.

Community users may borrow books after signing a Community User Agreement and paying the fee under the Price List. (See appendix A)

Users may request items from libraries in Trenčín and Bratislava. Materials from the distant site will be brought as soon as possible (usually within 3 working days).

Faculty and students are obliged to return all borrowed documents and information sources after the end of each trimester. Students may register for the next trimester or graduate only when all documents are returned and charges have been reconciled.

During vacation/academic holiday students can borrow library documents only after registration and all fees have been paid. Students who are not registered for next term, either their fees haven't been paid yet, can borrow library documents after paying deposit of 20 €.

2.2 Circulation of Collections

The VSM/CU library Slovakia strives to circulate as many items as possible. Books, periodicals, CD ROMs, videocassettes, audiocassettes, company annual reports and pamphlets may be checked out.

- Current issues of periodicals may not be borrowed.
- Materials from the Faculty Resource Center are accessible only by instructors
- Loans from the Academic Reserve collection are limited and determined by the instructor.
- Loans from Archive are provided under special conditions.
- Items from the reference collection may be used in the library (study room) only.

2.3 Circulation Periods

Library users may borrow up to:

- 5 titles of books for 3 weeks**
- 3 titles of videos for 3 weeks**
- 5 periodical issues for 4 days**

Materials from the Faculty Resource Center may be borrowed for the entire trimester and are renewable. Faculty can keep 10 other items from other collections for 3 weeks. If materials are needed for teaching, the lending period can be prolonged and depends on the agreement with the library.

One-shot visitors are not allowed to check the library materials out of the Library.

Books, periodicals, videos and annual reports may be checked out and *mailed* to student. The loan period for these books and annual reports is 4 weeks. The loan period for periodicals and videos is 2 weeks.

The loan duration for Academic Reserve materials is determined by the instructor.

The library is authorized to set a shorter circulation period and may ask users for returning documents without delay.

2.4 Returning and Overdue

Users may return library materials to the libraries in Trenčín or in Bratislava.

Items may be returned also by mail.

If a user does not return checked out materials by the due date, overdue fine reaches amount 0,05 € per 1 item per 1day. Overdue notices are sent as a courtesy but the borrower is responsible for return or replacement of materials whether or not an overdue notice has been received.

An item is considered lost after the Director's Overdue Notice has been issued.

The user may choose to:

- return the lost item
- furnish the library with a copy, in good condition, of the exact item that was lost
- furnish a substitute, accepted by the Library Director as equivalent
- pay the replacement cost for the item

When a Library Materials Invoice is issued the borrower's privileges at the library are blocked until the item or its substitute is returned and the overdue charge is paid. The University may also hold school transcripts or diplomas or refuse to accept registration for future classes.

2.5 Renewals and Holds

Items may be renewed two times for another 7 days if there is no other request for them (they are not on holds).

If an invoice has been sent, the returned item may not be checked out by the same user until the invoice is satisfied. Academic reserves may not be renewed.

If a user needs an item which is already checked out he/she may place a hold on the item. Academic reserves cannot be held.

Requests for renewals or holds may be placed in person, by phone, fax or e-mail.

2.6 Responsibility for Borrowed Materials

The user must not lend the checked out materials to third persons. Users are responsible for all materials checked out in their name, knowing due dates and returning /renewing materials on time and in good condition.

If an item becomes damaged, a borrower may furnish a replacement copy that is suitable, or pay the replacement cost of it.

Students may check out new documents after all borrowed items from the previous term are returned.

3 Study Room Rules

3.1 Working in a Study Room

The study room is situated on the same premises as the library.

Visitors to the study room are obliged to put their bags/brief-cases to special boxes with locks situated near the entrance. Keys may be received from the librarian at the reference counter. Hangers for coats/jackets are available in the study room.

Bringing food and drinks to the study room is prohibited.

Visitors are obliged to keep quiet. Mobile phones cannot be used.

3.2 Using of Information Resources

Users are permitted to study all available library materials and use the PC workstations after submitting their valid student card. Community members are asked to submit their Community Member Cards.

Visitors should refrain from accumulating more documents on desks than is necessary. Documents must be returned to the shelves, or put on a stacking table after use.

Users may not take materials from the library without checking them out.

3.3 Using of Library Equipment

The videorecorder can't be used without a permission of the librarian. For using computers, see the rules for using of Internet.

Visitors should immediately report defective equipment to the librarian.

3.4 Internet

The library provides free internet access for faculty, students, staff and community courses' students.

Internet access for community members, alumni and former employees is limited to 60 minutes. Each additional hour is charged according to price list. One-shot visitors of the Library have no internet access.

It is prohibited to install any programs from the internet to hard disk. Using diskette or USB flash disk to save downloaded documents is allowed. Users may print the information they have selected. For print charges, see the Price List.

Wifi connection in the Library is allowed to use only for CU/VSM students, faculty and employees.

3.5 City University Online Databases

Online databases collection is a unique source of information available for faculty, staff and students. It is accessible via individual account created on City University portal. Only students registered for CU programs, faculty and staff are entitled to create the account, and are obliged to keep their login and password confidential. Searched information from online databases may be downloaded.

4 Library and Information Services

4.1 Bibliographic and Consultant Services

The library develops and maintains the online catalog of its collections. The catalog is accessible via internet.

The subject summary of Dewey classification may be obtained in the library.

The library develops an up-to-date list of subscribed periodicals in both sites.

Librarians provide advanced research and internet search assistance, custom-designed library tours and instruction sessions, workshops for City University online databases searching as well.

Students and faculty are provided with up-to-date handouts on library sources.

The Library doesn't provide a "recherché" (search) service for the students.

4.2 Making Copies and Printing

Information selected from online databases and other electronic sources may be printed on the printer in Trenčín and Bratislava. Copies from periodicals and other library sources may be made on the copy machine in Trenčín and Bratislava. Both services are for a fee.

Selected materials can be scanned and sent to a user via e-mail for free.

5 Final Regulation

5.1 Exceptions and User Feedback

Exceptions to the Library Code are permitted only by the Library Director.

Requests, proposals and complaints should be addressed to the Library Director personally or in written form.

5.2 Validation

The Library Code was approved by the Board of Directors of Vysoká škola manažmentu v Trenčíne

Appendix A

Price list

*First hour is free of charge

| Service | Students | Alumni, former employees | Others | Community courses' students | Future students | One visit |
|--------------------------------------|--------------------------------|--------------------------------|--------------------------------|-----------------------------------|-----------------------------|-----------------|
| Full services | free | 9 € | 20 € | 20 € deposit | - | 1 € |
| TOEFL materials | - | - | - | - | 3,5 € + 30 € deposit | - |
| Copy, print | 0,10 € | 0,10 € | 0,10 € | 0,10 € | 0,10 € | 0,10 € |
| Print in color | 0,20 € | 0,20 € | 0,20 € | 0,20 € | 0,20 € | 0,20 € |
| Scan | free | free | free | free | 0,10 € | 0,10 € |
| Print card - 30 copies (A4) | 2 € | - | - | - | - | - |
| Print card - 45 copies (A4) | 3 € | - | - | - | - | - |
| Binding #6 (2-25) | 0,60 € | 0,60 € | 0,60 € | 0,60 € | 0,60 € | 0,60 € |
| Binding #10 (26-55) | 0,80 € | 0,80 € | 0,80 € | 0,80 € | 0,80 € | 0,80 € |
| Binding #14 (56-100) | 1,00 € | 1,00 € | 1,00 € | 1,00 € | 1,00 € | 1,00 € |
| Binding #19 (101-150) | 1,20 € | 1,20 € | 1,20 € | 1,20 € | 1,20 € | 1,20 € |
| Binding #22 (151-180) | 1,40 € | 1,40 € | 1,40 € | 1,40 € | 1,40 € | 1,40 € |
| Internet | free | * 1 € / 1 hour | * 1 € / 1 hour | free | 1 € / 1 hour | 1 € / 1 hour |
| Search service | - | 10 € | 10 € | 10 € | - | 10 € |
| Overdue fines | 0,05 € per book per day | 0,05 € per book per day | 0,05 € per book per day | 0,05 € per book per day | 0,05 € per book per day | - |
| Reminder sent via regular mail | 0,45 € per each reminder | 0,45 € per each reminder | 0,45 € per each reminder | 0,45 € per each reminder | 0,45 € per each reminder | - |
| Replacement for lost materials | real costs | real costs | real costs | real costs | real costs | - |

Appendix B

Library locations

Trenčín

Vysoká škola manažmentu
Bezručova 64
911 01 Trenčín
Tel.: 032/6528 174

<http://www.vsm.sk>
e-mail: library@vsm.sk

Bratislava

Vysoká škola manažmentu
Panónska cesta 17
851 04 Bratislava
Tel.: 02/68204510

<http://www.vsm.sk>
e-mail: librba@vsm.sk