

# **RULES FOR THE USE OF THE FACULTY OF VETERINARY MEDICINE INFORMATION CENTRE**

## **1. General provisions**

- The Faculty of Veterinary Medicine Information Centre (hereinafter referred to as “IC”) provides support for study, research and professional development.
- These rules apply to all IC users: students, academic staff, researchers, staff and visitors.
- Silence, order and respect for other users must be observed on the IC premises.

## **2. Opening hours and access**

- The IC opening hours are set by the faculty; these may be subject to change during semesters, examination periods or public holidays.
- Access to the IC is granted with a valid student card, staff card or registered user identification.
- Visitors are granted access following prior registration and with the permission of staff.

## **3. Users’ responsibilities**

- Treat the IC collections, equipment and premises with care.
- Inform staff immediately of any damaged, lost or unreturned materials.
- Follow the instructions of IC staff and comply with the IC internal rules.
- Do not consume food or drink that may damage materials or cause a mess.

## **4. Use of the Collection**

### **4.1. On-site use**

- Encyclopaedias, dictionaries, rare editions and some specialist veterinary literature are available for use in the reading room only.
- Periodicals and the latest journals may only be consulted on-site.

### **4.2. Home loans**

- Books are lent out on request.
- A single user may have up to 10 items on loan at any one time.
- The loan period may be extended if there are no other reservations for the item.

## **5. Late returns, damage and loss**

- If an item is lost or not returned in good condition, the user must cover the cost of replacement or provide an identical copy.
- The user’s future borrowing privileges may be restricted if there are outstanding fines or unreturned items.

## **6. Use of computers and electronic resources**

- Computers are intended for study, research and academic work.
- It is prohibited to install software, alter system settings or use computers for unauthorised purposes.
- Access to licensed databases is restricted to faculty users and is for academic purposes only.

## **7. Behaviour in the IC**

- Mobile phones must be set to silent mode.
- Conversations must be kept to a minimum so as not to disturb other users.
- It is forbidden to make noise, disturb others’ work or use the IC for inappropriate activities.
- Animal are not permitted in the IC, with the exception of service animals.

## **8. Rights of IC staff**

- Staff may restrict access to certain materials if they are particularly valuable or in high demand.
- Breaking the rules will result in being asked to leave the premises by staff.

## **9. Safety and order**

- In the event of an evacuation, users must follow staff instructions.
- It is forbidden to move furniture or equipment without permission.
- It is forbidden to bring in items that may pose a risk to people or IC materials.

## **10. Data Protection and Privacy**

- The IC processes users' personal data solely for the purpose of providing services.
- Personal data is not disclosed to third parties, except in cases provided for by law.
- Users have the right to request information about their data and its processing.

## **11. Duties of IC staff**

- To provide users with courteous and professional service.
- To maintain order and security on the IC premises.
- To ensure the preservation, updating and accessibility of the collection.
- To inform users of any changes to the rules.

## **12. Final provisions**

- The IC reserves the right to amend these rules, informing users of any changes.
- By using the IC services, the user confirms that they have read and agree to these rules.