



**APPROVED BY**  
**The Rector of the**  
**Stockholm School of**  
**Economics in Riga**  
**Anders Paalzow**  
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## **STOCKHOLM SCHOOL OF ECONOMICS IN RIGA**

### **LIBRARY REGULATIONS**

The Library of the Stockholm School of Economics in Riga (hereafter “the Library”) provides the following regulations („Library Regulations”) to familiarize students, faculty, staff and other persons (hereafter “Patrons”) with Library service policies, access to information sources and systems, types of charges, types of users, user rights, the library code of conduct, replacement charges, Library rights, and other conditions.

#### **1. General Provisions**

- 1.1. The Library is a resource facility of the Stockholm School of Economics in Riga (hereinafter referred to as “SSE Riga”), and its main aim is to provide SSE Riga students, faculty, and administrative staff with the literature, databases, and information necessary for engaging successfully in the study process and in research activities.
- 1.2. The Library functions as an archive for SSE Riga student examinations, reports, and Bachelor’s and Master's degree theses.
- 1.3. The Library is open to the general public subject to the terms of these Regulations.
- 1.4. The Library’s collection and inventory are the property of SSE Riga.
- 1.5. Study materials are the property of SSE Riga and are lent out to students during their studies.
- 1.6. The Library is open on weekdays from 8 a.m. until 8 p.m. On Saturdays and Sundays, it is open from 10 a.m. until 4 p.m. The Library is closed during summer holidays. Exceptions to these hours are announced separately. The Library shall endeavor to keep regular hours, but opening hours may change without prior notice.

#### **2. Library Access**

- 2.1. The Library is located on the 6<sup>th</sup> floor of the Wallenberg building. The Library space begins immediately after the security area in the foyer and includes the front desk and reception space, reading rooms, copy area and restrooms.
- 2.2. Library Patrons are all those who are registered users („Users”) and those who are unregistered visitors („Visitors”).
- 2.3. The Library Regulations are equally binding on all Library Patrons and at all times, whether or not the Library is operating.

### 3. Library Code of Conduct

- 3.1. By accessing the Library, all Patrons agree to be fully bound by the Library Regulations. Failure to observe these Regulations may lead to revocation of access privileges and / or compensation for damages.
- 3.2. Patrons may access the Library collection, electronic catalogues, and databases in the reading rooms during Library opening hours. Access to certain databases is limited by contract to SSE Riga students, staff and faculty.
- 3.3. Patrons may access the electronic catalogue WebOPAC and/or other available information sources to find necessary materials. They may use these resources themselves or request a librarian's assistance
- 3.4. Patrons are requested to leave any books they remove from shelves on reading tables.
- 3.5. No Library books or items may be removed from the Library without the permission of Library staff.
- 3.6. Patrons may not deface Library materials by marking, underlining, removing pages, or vandalizing them in any other way. Patrons are fully responsible for any damage caused to the Library, its collection and equipment.
- 3.7. Lost or defaced library materials or equipment must be replaced or repaired at the request of the Library. If it is not possible to replace or repair lost Library materials, their value must be compensated at a rate to be determined by the library.
- 3.8. Loud conversation, noise, other forms of disturbances, eating, drinking, and talking over mobile phones are forbidden in the reading rooms.
- 3.9. Outdoor clothes, umbrellas and large bags should be left in the cloak room.
- 3.10. All Patrons are required to abide by the SSE Riga policy on internet use. Patrons may not visit websites with violent or unlawful content or use the Library computers and/or SSE Riga networks for illegal downloading, uploading and/or file-sharing of any works.
- 3.11. During periods when the Library is in high demand by SSE Riga students, due to space constraints, the Library staff may limit the access of Visitors to the Library and its collections.
- 3.12. At no time may the Library be used by more than five students from another institution without prior authorization by a member of Library staff.
- 3.13. **Patrons' access to the Library and /or borrowing privileges may be revoked at any time without prior notice by Library staff for violation of these Regulations and / or for conduct that is unsafe, violent or disruptive to other Patrons or Library staff, or that is harmful to the Library and its collections.**

### 4. Library Users

- 4.1. Users of the Library are:
  - 4.1.1. SSE Riga students, faculty, and staff
  - 4.1.2. External Users (all registered Users who are not SSE Riga students, faculty or administrative staff).

#### **4.2. SSE Riga students, faculty and staff**

- 4.2.1. All SSE Riga students currently enrolled in the bachelor's and master's degree programme, faculty and staff are automatically registered in the Library user database.
- 4.2.2. The SSE Riga student identity card serves as a Library card.
- 4.2.3. SSE Riga students are to use the Library's resources and services as stipulated by SSE Riga's policy of rights and obligations and decisions taken by the Advisory Board, and as stated in these Library Regulations.
- 4.2.4. All materials borrowed from the Library must be returned, and all due charges must be paid, in order for a student to graduate from SSE Riga. Likewise, if a student's studies are suspended, the student must return borrowed materials and pay all fines due.

#### **4.3. External Users**

- 4.3.1. Any Patron may apply to become a registered External User.
- 4.3.2. To register and receive a Library card, External Users must acquaint themselves with Library Regulations, fill out the registration form, present valid proof of identity (a passport, identity card, student card or driver's licence), and pay the registration fee (see Appendix 1).
- 4.3.3. The Library card is valid for one year and may be renewed upon payment of a fee.
- 4.3.4. External Users assume responsibility for the validity of personal data submitted and for the authenticity of the signature on the registration form. Users must inform the Library about any changes in their name, place of study or work, telephone number, or e-mail address.
- 4.3.5. No person may use a Library card that is issued to another person.
- 4.3.6. A lost or invalid Library card will be replaced upon valid proof of identification and payment of a fee (see: Appendix 1).
- 4.3.7. External Users who have not used the Library for one year, and those whose library cards have expired, are deleted from the library database. To renew borrowing privileges, External Users may register again with their previous Library cards.
- 4.3.8. Upon informing the Library staff in writing and surrendering the Library card, External Users have the right to terminate registration and have their records deleted.
- 4.3.9. The Library staff may terminate the account and Library access of any External User for persistent violation of these Regulations.

### **5. Circulation and Access to Library Materials**

- 5.1. Circulating Library items may be loaned to Users with a current Library card and a valid local address.
- 5.2. The following materials do not circulate to any Users: reference materials (dictionaries, encyclopedias) and the latest issues of periodicals.
- 5.3. External Users may not borrow statistics publications, SSE Riga student reports, or theses.
- 5.4. The loan period depends on the type of publication:

- 5.4.1. **Textbooks** may be borrowed by SSE Riga students, faculty and staff for the duration of the respective course and the re-exam period, for up to 3 months. Textbooks do not circulate to External Users.
- 5.4.2. **SSE Riga student theses** may be borrowed by SSE Riga students, faculty and staff for 7 days. They do not circulate to External Users.
- 5.4.3. **Books in the general collection** may be borrowed by all Users for 14 days.
- 5.4.4. **Journals and newspapers** may be borrowed all Users for 5 days (except for the latest issue, which does not circulate).
- 5.5. External Users may check out a total of five items.
- 5.6. SSE Riga students may check out up to ten items.
- 5.7. In order to borrow materials, SSE Riga students present their student card, and External Users present their library card. The Library staff member on duty registers all materials loaned and returned.
- 5.8. Users may not borrow items on another person's behalf without written permission.
- 5.9. Users are responsible for promptly returning borrowed items or for their renewal. The due date of borrowed materials may be verified using *My Account* in the electronic catalogue.
- 5.10. The loan period may be extended by telephone or e-mail or in person for a maximum of one additional loan period. The loan period may not be extended if the item has been requested by another User.
- 5.11. Outstanding overdue fines must be paid even if the loan period has been extended or an item has been returned.
- 5.12. Users may borrow items only when they have returned previously borrowed items, paid outstanding fines, and are up to date with the Library User fee.
- 5.13. Users are responsible for the materials they borrow.
- 5.14. The Library staff will make reasonable efforts to warn Users about upcoming due dates, but Users are responsible for any penalties, financial or otherwise, regardless of whether library e-mail notifications are received or not.

## 6. Study Materials

- 6.1. In accordance with the 24 February 2004 decision taken by the Advisory Board, preference to borrow study materials belongs to students taking a course for the first time.
- 6.2. SSE Riga Students may borrow study materials one week prior to the re-exam in the respective subject.

## 7. Reserving Materials and Interlibrary Loan

- 7.1. Registered Users may put a hold on checked-out items through the electronic catalogue. When the items become available, Library staff notify Users by telephone or e-mail. If the User does not borrow the reserved item in three days, the item will be re-shelved.
- 7.2. Registered Users may request books electronically. Such requests are valid for three days.

- 7.3. Registered Users may reserve books to be used in the reading room for three days. If the books are not used in three days, they will be re-shelved.
- 7.4. SSE Riga students, faculty, and staff may order books or articles that are not available in the library by using the Interlibrary Loan service.

## **8. The Library's Rights and Duties**

- 8.1. The Library makes available information about the Library and its collection, the Library Regulations and the Library's working hours.
- 8.2. Library staff assist Patrons in finding information.
- 8.3. Library staff assist Patrons as needed with copying and printing, and collect fees for such services as defined in these Regulations.
- 8.4. Library staff and SSE Riga bear no responsibility for Patrons' personal belongings in the Library premises.
- 8.5. The Library processes personal data as defined in the Appendix 2 to these Library Regulations.
- 8.6. The Library charges users a fee for overdue, defaced, or lost items (see: Appendix 1). Library staff is authorized to assess and collect such fees.

## **9. Fees and Charges**

- 9.1. In accordance with the 1 January, 2014 Order issued by SSE Riga Rector Anders Paalzow, the Library charges fees as defined in the Appendix 1 to these Library Regulations.
- 9.2. The Library charges fees for the following services:
  - 9.2.1. Issuing library cards.
  - 9.2.2. Copying.
  - 9.2.3. Printing.



Fees and Charges:

<b>Registration fee</b> <i>(others, visitors)</i>	<b>15.00 EUR</b>	
	Per year	
<b>Replacement fee</b> for a lost or damaged reader's card	<b>3.00 EUR</b>	
<b>Overdue fine</b>	<b>0.30 EUR</b>	
	Per item per day or per hour for library reserve books	
<b>Copying</b> A4 format <i>SSE Riga students</i>	b/w	color
	<b>0.05 / 0.07 EUR</b>	<b>0.50 / 1.00 EUR</b>
	Single -sided / double-sided	
<i>Others, visitors</i>	b/w	color
	<b>0.10 / 0.15 EUR</b>	<b>0.80 / 1.60 EUR</b>
	Single -sided / double-sided	
<b>Printing</b> A4 format <i>SSE Riga students</i>	b/w	color
	<b>0.05 / 0.07 EUR</b>	<b>0.50 / 1.00 EUR</b>
	Single -sided / double-sided	
<i>Others, visitors</i>	b/w	color
	<b>0.10 / 0.15 EUR</b>	<b>0.80 / 1.60 EUR</b>
	Single -sided / double-sided	

## Data Protection Privacy Notice for Library Users

### About this notice

1. This privacy notice explains how Stockholm School of Economics in Riga (hereinafter referred to as “SSE Riga”) collects and uses [personal data](#) of Library Users. It is in addition to SSE Riga Data Protection Policy.
2. SSE Riga is a [data controller](#) in terms of Article 4 of the General Data Protection Regulation.
3. In order to provide library services, it is necessary to collect and hold personal data about Library Users in electronic and paper format. This information includes basic details such as name and such contact details as personal codes, telephone numbers, email addresses, school affiliation, as well as SSE Riga study status, records of items Users have borrowed or requested and any charges incurred.

### Collection of personal data

4. SSE Riga collects most personal information about Library Users:
  - 4.1. through automatic data feeds from Library systems;
  - 4.2. via online forms;
  - 4.3. in person in the Library;
  - 4.4. in the course of providing Library services (e.g. usage history) or after the Library has provided services (e.g. feedback responses).

### Use of personal data

5. The information Library Users provide when registering to use Library facilities, received by other means or generated during the course of use of the Library services may be used for:
  - 5.1. setting up and administration of User account and provision of Library services;
  - 5.2. responding to enquiries;
  - 5.3. managing academic reading lists;
  - 5.4. facilitating the deposit of publications and research data.

### The basis for processing of personal data

6. Processing is necessary for performance of Library and educational services or a task carried out in the public interest. Users’ contact information is required in order to be able to contact Users about loans and other use of the Library services.

### Duration of personal data storage

7. Personal data will be held for as long as it is still used for the purpose stated when originally requested.