



RECTOR,
Prof. Gerard JIȚĂREANU, Ph.D.

REGULATIONS FOR THE FUNCTIONING OF THE LIBRARY OF "ION IONESCU DE LA BRAD" IAȘI UNIVERSITY OF LIFE SCIENCES

I. MISSION

1. The main objective of "Ion Ionescu de la Brad" Iași University of Life Sciences is to provide information and documentation opportunities to students, teachers and researchers of the university, offering unlimited access to its own documentary collection or to that of other specialised establishments.
2. The Library of "Ion Ionescu de la Brad" Iași University of Life Sciences contributes, through specific means, to the process of education, training and research taking place in the university.
3. The Library of "Ion Ionescu de la Brad" Iași University of Life Sciences assumes tasks concerning the implementation of the integrated system of libraries in Romania, the shared national catalogue and the virtual library.
4. The Library of "Ion Ionescu de la Brad" Iași University of Life Sciences participates in research activities in the field of bibliology and information science and is responsible for the training of its staff.
5. The publications collection of the Library of "Ion Ionescu de la Brad" Iași University of Life Sciences has a specific character determined by the field of the faculties and specializations of the University, and consists of valuable publications, acquired in full accordance with curricula.

II. HERITAGE

6. The documentary heritage of the Library of "Ion Ionescu de la Brad" Iași University of Life Sciences includes: books, serials, standards, audiovisual documents, electronic documents, other documents.
7. The collections of the Library of "Ion Ionescu de la Brad" Iași University of Life Sciences may include non-specific documents from donations.
8. The growth of the collections of the Library of "Ion Ionescu de la Brad" Iași University of Life Sciences is achieved through: acquisition, transfer, national and international interlibrary exchange, donations, sponsorships.
9. The status of publications, their recording, processing, conservation, recovery and disposal are carried out in accordance with the provisions of the Libraries Law No. 334/2002.
10. The library is equipped with furniture, computer technology, etc. from the funds allocated by the university or through donations, sponsorships. In accordance with the Education Act, donations and sponsorships from abroad are exempt from customs duties and VAT.



11. The Library of "Ion Ionescu de la Brad" Iași University of Life Sciences carries out its activity in accordance with strategies developed in line with the university strategies. On this basis, activity, collection growth and endowment programmes are prepared.

III. STRUCTURE

12. The Library of "Ion Ionescu de la Brad" Iași University of Life Sciences is a public law library, without legal personality, subordinated to the Senate of "Ion Ionescu de la Brad" Iași University of Life Sciences, financed from its budget.

13. The organization chart of the Library of "Ion Ionescu de la Brad" Iași University of Life Sciences is established in relation to the complexity and volume of the library's activity. The organisational chart is proposed by the library management and approved by the University Senate. The organisational chart provides the compartments, the flow of activity and the number of positions.

IV. ACTIVITIES AND SERVICES

14. In the Library of "Ion Ionescu de la Brad" Iași University of Life Sciences the following activities are carried out: completion of collections, collection record and organization, collection preservation, cataloguing, indexing, collection communication and public relations, documentary information, scientific references, professional development, computerization, management, cooperation actions.

15. The Library of "Ion Ionescu de la Brad" Iași University of Life Sciences offers the following services: loans of library items to be taken home, access to reading rooms for books, periodicals, reference material, Internet access, domestic and international loans, bibliographic information, photocopying of materials in the library, typesetting, translations, documentary research, user guidance (users' rights and obligations are attached).

V. RESOURCES

16. The resources of the Library of "Ion Ionescu de la Brad" Iași University of Life Sciences consist of: budget allocations and own income allocated by the Senate of "Ion Ionescu de la Brad" Iași University of Life Sciences, income from services (registration fees, photocopying, etc.) and penalties. The amount of fees and penalties is set by the IULS Senate on the basis of proposals from the library management.

VI. STAFF AND MANAGEMENT

17. The specialized staff of the Library of "Ion Ionescu de la Brad" Iași University of Life Sciences carries out specific tasks of: librarian, bibliographer.

18. The specialist staff of the Library of "Ion Ionescu de la Brad" Iași University of Life Sciences has the status of auxiliary teaching staff (according to Article 44 (3) of the Libraries Law No. 334/2002.

19. The appointment, promotion, sanctioning and dismissal of the staff of the Library of "Ion Ionescu de la Brad" Iași University of Life Sciences is made by the library management with the approval of the Rector of IULS.

20. The management of the library is ensured, according to the framework organization chart for university libraries, without legal personality, by a manager and of the services by coordinators or heads of services.

21. The duties of the library staff shall be laid down in Job Descriptions.



22. The rights and obligations of the staff of the Library of "Ion Ionescu de la Brad" Iași University of Life Sciences are established in accordance with the provisions of the Labour Code, the Libraries Law No. 334/2002, the Education Law No. 84/1995, the Law on the Status of Teaching Staff No. 128/1997 and other regulations in force (see the annex).

VII. SYSTEM AND INTEGRATION ISSUES

23. The Library of "Ion Ionescu de la Brad" Iași University of Life Sciences participates in actions aimed at creating a national information and documentation system, as well as in various specific national and international programmes and projects.

VIII. FINAL PROVISIONS

24. These Regulations have been approved by the IULS Senate Bureau. on 26/10/2017, amended and supplemented in edition IV, I of 27/10/ 2020.

ANNEX

OBLIGATIONS OF LIBRARY STAFF

Managing Staff: Library Manager

1. To ensure that all staff are aware of and apply the rules and legislation specific to library work;
2. To ensure the rational use of material and human resources according to library tasks and objectives;
3. To inform the staff about their rights and obligations, to ensure conditions for the appropriation of the rules underlying the library activity;
4. To ensure the necessary conditions for the professional development of staff;
5. To be receptive to suggestions and proposals aimed at improving library work;
6. To respect the provisions in force concerning working time, leave, leave of absence, etc.;
7. To take measures to protect the heritage and preserve its integrity;
8. To control the observance and application of the regulations concerning the safety and proper functioning of installations, electronic equipment, other facilities;
9. To control the observance of the rules on occupational health and safety and fire protection.
10. To refer to the line manager all the measures required for a good functioning of the library and a proper use of library premises.

Operative Staff: Librarians

1. To know and strictly apply the rules and legal provisions relating to library work;
2. To know and actively participate in the implementation of the work plan and responsibilities of the department in which they work;
3. To show constant and effective concern for their professional and cultural improvement;
4. To participate actively and responsibly in the analysis of the professional problems of their sector;
5. To contribute to the creation of an optimal climate for the library's work;
6. To objectively and demandingly assess their professional conduct and that of the other members of the team;



7. To strictly adhere to the work schedule, make efficient use of working time, meet deadlines and commit to high quality work;
8. Not to leave the workplace during working hours except under reasonable circumstances and with the approval of library management

STAFF RIGHTS

Managing Staff

1. To be part of the hiring, promotion committees of library staff;
2. To evaluate, through annual qualifiers, the work of library staff;
3. To make proposals for the granting of material rewards to staff who meet the necessary conditions;
4. To request, in exceptional circumstances, the interruption of rest leave to deal with work-related matters;
5. To make proposals for sanctions against staff who fail to comply with their obligations. The sanctions that may be applied are: reprimand, warning, withdrawal of one or more ranks or reduction of basic salary by 5 to 10% for a period of 1 to 3 months, demotion for 1 to 3 months, transfer to another position, termination of employment;
6. To propose the retention in office of persons who are eligible for retirement but have outstanding professional qualities;
7. To propose promotion of subordinate staff where appropriate.

Operative Staff

1. To be employed or promoted in accordance with their professional training, the quality of their work and the appreciation of the library management;
2. To participate, in accordance with the law, in contests for operative or managerial positions;
3. To participate, with the agreement of the management, in professional training courses organised or recommended by the institution;
4. To receive material rewards (merit pay, prizes, ranks, etc.) or scholarships, exchanges of experience, participation in specialist scientific events, giving thanks, granting diplomas, titles in relation to the work performed;
5. To benefit from appropriate conditions for carrying out their work;
6. To be elected to professional organisations and bodies;
7. To benefit, according to the law, from all rights in force;
8. To challenge any sanctions (as provided for by law);
9. To ask for the sanction to be lifted (after 6 months of its application).

USERS' RIGHTS AND OBLIGATIONS

Library users can be:

- Specific users: students attending bachelor's, master's and doctoral studies (full-time and distance learning), teaching staff, IULS staff;
- External users.

Access to Library collections and reading rooms



- Collections may be consulted in reading rooms (in-house loan) or by home-loan;
- Home-loan and access to the reading rooms is only possible on the basis of a personal, non-transferable library card;
- All library services are free of charge for all specific users;
- External users have access to library services only on a fee-paying basis. The amount of the fees is set annually by the IULS Senate;
- External users have access to the library collections only in the reading rooms.

Documents required for registration:

- ID card
- One photograph of the ¾ type
- Student record card endorsed for the current year;

Documents required for re-registration:

- Clearance form
- Library card
- Student card endorsed for the current year

- It is forbidden to leave the reading rooms with publications from the library;
- Home-loan is possible only for existing publications in a number of at least three (3) copies (according to the Framework Regulation of Libraries in Higher Education, issued by the Ministry of Education);
- Doctoral theses, reference publications and single copy publications are not available for home loan (according to the Framework Regulation on Libraries in Higher Education, issued by the Ministry of Education);
- The loan period is 2 weeks but may be extended under certain conditions;
- **Failure to comply with the loan period is penalised by:**
 - **At the first misconduct – penalty according to the tariffs in force approved by the Senate Bureau;**
 - **Second misconduct – suspension of the right to consult the collections for a period determined in relation to the length of the delay;**
 - **The following misconducts – loss of right of access to the library.**
- **Lost or damaged publications shall be recovered in accordance with the law.**
- **The loss or damage of publications is punishable by a fine in accordance with the legal provisions in force.**
- The transfer of a library permit to a person who does not have this right shall be punishable by a fine the amount of which shall be determined in relation to the damage caused to the library's assets;
- Users are obliged to behave in a civilised manner in the reading rooms and in their relations with library staff, otherwise they are liable to penalties;
- Users are allowed to enter the library only decently dressed;
- No luggage (bag, backpack) is allowed in reading rooms. These must be deposited at the luggage desk; any publication brought into the reading room must be declared at the Reception Desk;
- No food or drink is allowed;
- Mobile phones are not allowed in reading rooms;



- Specific users who leave the University will get a clearance form only if they have no debts towards IULS Library;
- Unpaid fines are monitored until they are paid and are updated according to the calculation model laid down in the Order of the Ministry of Education No. 4626 of 21/07/2005 published in the Official Gazette No. 701 of 3/08/2005 on the approval of the **“Methodology for the recovery of lost, destroyed or damaged documents and charging for services and failure to comply with the deadlines for the return of borrowed publications”**, and the inflation coefficients are those established annually by the National Institute of Statistics.



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I, VERDEȘ ELENA ALINA, English and Italian sworn translator and interpreter, holder of the Licence no. 24515/2008 issued by the Romanian Ministry of Justice, hereby certify that this is a true and accurate translation of the document from ROMANIAN into ENGLISH submitted to me, that the text presented to me was translated completely, without omissions and, once translated, the document has not borne any change of its content and meaning.

SWORN TRANSLATOR AND INTERPRETER,
VERDEȘ ELENA ALINA
(SIGNATURE AND SEAL)

