



APPROVED BY
The Rector of the
Stockholm School of
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STOCKHOLM SCHOOL OF ECONOMICS IN RIGA

LIBRARY REGULATIONS

The library of the Stockholm School of Economics in Riga (hereafter referred to as “the library”) provides the following regulations in order to familiarize students, faculty, administrative staff, and other persons (hereafter referred to as “users”) 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, as well as other conditions.

1. General Provisions

- 1.1. The library is a resource facility of the Stockholm School of Economics in Riga (hereafter 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.
- 1.4. The library’s collection and inventory are the property of SSE Riga. Study materials are the property of SSE Riga and are lent out to students during their studies.
- 1.5. 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.

2. Admission

- 2.1. Users are divided into two main categories:

- 1. SSE Riga students, faculty, and administrative staff**



2. External users

SSE Riga students:

- 2.2. All SSE Riga students enrolled in the bachelor's and master's degree programme are automatically registered in the library user's database.
- 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.
- 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 dues.

External users:

- 2.5. Library items are only loaned to citizens or residents of the Republic of Latvia. Other users are not allowed to borrow materials. In exceptional cases, the library has the right to ask for a security deposit in exchange for loaning materials.
- 2.6. Visitors who want to borrow materials must acquaint themselves with library regulations, fill out the registration form, present a valid proof of identity (a passport, student card or driver's licence), and pay the registration fee (see: Appendix).
- 2.7. Users must assume responsibility for the validity of personal data submitted and for the authenticity of the signature on the registration form.
- 2.8. Borrowers are registered in the library database and receive a library card.
- 2.9. The library card is valid for one year.
- 2.10. If a user has lost a library card or has changed his or her name or surname, the library card will be replaced after the user presents valid proof of identification. There is a charge for replacing a library card (see: Appendix).
- 2.11. It is forbidden for any person to use a library card that has not been officially issued in his or her name.
- 2.12. Users who have not used the library for one year and whose library cards have expired are deleted from the users' database. In order to renew borrowing rights, the users must register again, but they may keep their previous library cards.



3. Circulation

- 3.1. Users can access the electronic catalogue WebOPAC and/or other available information sources in order to find necessary materials. They may use these resources themselves or request a librarian's assistance.
- 3.2. The library catalogue is internet-based and can be accessed outside the library using the following internet address : <http://www.sseriga.edu.lv> → Library → *Library Catalog* .
- 3.3. Users cannot borrow reference materials (dictionaries, encyclopedias) or the latest issues of periodicals. External users cannot borrow statistics publications, SSE Riga student reports, or theses.
- 3.4. The loan period and number of materials that can be borrowed depends on the type of publication:
 - 3.4.1. Textbooks can be loaned to SSE Riga students until the end of the respective course, as well as for the re-exam period, but they cannot be loaned for any longer than 3 months.
 - 3.4.2. Monographs can be borrowed for 14 days (external users can check-out 5 items, SSE Riga students can check-out maximum 15 items).
 - 3.4.3. Journals and newspapers can be borrowed for 5 days (except for the latest issue).
 - 3.4.4. Statistics publications can be borrowed for 3 days; SSE Riga students' theses can be borrowed for 7 days, but only by SSE Riga students, faculty, and staff.
- 3.5. In order to borrow publications, SSE Riga students must present their student card, and external users must present their library card.
- 3.6. Library items, both loaned and returned, are registered by the librarian.
- 3.7. SSE Riga students must return all borrowed study materials after they have taken examination of the respective study course. Otherwise they cannot receive study materials for the next study course.
- 3.8. In accordance with the decision taken on February 24, 2004 by the Advisory Board, preference to borrow study materials for the respective course belongs to the students who take the course for the first time.
- 3.9. Students may borrow study materials one week before they have to take re-exam in the respective subject.
- 3.10. Registered users may access the electronic catalogue to put a hold on checked-out items. Librarians can inform users about the availability of a requested item by telephone or e-



mail. If the user does not borrow the reserved item in three days, the item will be re-shelved.

3.11. Registered users may request books electronically. Such requests are valid for 3 days.

3.12. If necessary, 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.

3.13. SSE Riga students, faculty, and administrative staff may order books or articles that are not available in the library by using the Interlibrary Loan service.

4. User rights and duties

4.1. Users must acquaint themselves with and abide by the library regulations enforced at the time in question.

4.2. Ignorance, negligence or violation of the regulations do not exempt users from fulfilling material and financial charges.

4.3. Users may obtain access to the library collection, electronic catalogues, and databases in the reading rooms.

4.4. Users must leave any books they remove from shelves on reading tables.

4.5. Users are forbidden to remove books or other library items from the library premises without the librarian's permission.

4.6. Users cannot borrow items on another person's behalf without written permission from the person in question.

4.7. Users are responsible for returning borrowed items on time and for their renewal. Users can regularly check the due date of borrowed materials (using My Account in the electronic catalogue), and they can extend the loan period by telephone or electronic mail.

4.8. Outstanding overdue fines must be paid even if the borrowing period has been extended or an item has been returned.

4.9. Users must return borrowed items on time. The borrowing period may be prolonged maximum 10 times (personally, by phone, or e-mail) if the item has not been requested by another user.

4.10. Users may borrow items only when they have returned previously borrowed items, paid outstanding fines, and paid the annual fee.



- 4.11. Users are responsible for the materials they borrow. Users cannot deface library materials by marking, underlining, removing pages, or vandalizing them in any other ways.
- 4.12. Lost or defaced library materials must be replaced or repaired with the consent of the library. If it is not possible to replace or repair lost library materials, their value must be compensated for (see: Appendix).
- 4.13. Users should inform the library about any changes in their name, place of study or work, telephone number, and electronic mail address.
- 4.14. Users are forbidden to damage library inventory and equipment or to act in any way that would incur any other material losses to the library.
- 4.15. Conversation, noise, or other forms of disturbances are prohibited in the reading rooms.
- 4.16. Eating, drinking, and talking over mobile phones is forbidden in the reading rooms.
- 4.17. Outdoor clothes, umbrellas and large bags should be left in the cloak room.
- 4.18. Borrowers are responsible for any penalties, financial or otherwise, which may occur if library mailings are returned or have failed to be delivered on account of an invalid address.

5. The library's rights and duties

- 5.1. Librarian's duty is to inform users about library regulations and any additional changes concerning the information sources available and the library's working hours.
- 5.2. Librarians assist users in finding information and teach users how to use the electronic catalogue.
- 5.3. In accordance with "The Law on Defence of Personal Data," librarians are not to expose library users' personal data to third parties.
- 5.4. The library uses personal data to inform users about overdue items, the arrival of requested publications, and the presence of new information.
- 5.5. Librarians charge users a fee for overdue, defaced, or lost items (see: Appendix).
- 5.6. Once a week the library sends electronic reminder to those library users who have violated the borrowing period.
- 5.7. In the case of a violation of library regulations, librarians may terminate the user's borrowing rights for an indefinite period of time.
- 5.8. Librarians do not disclose information about the requested information and borrowed materials to third parties.



- 5.9. Librarians are not responsible for users' personal belongings that are left unattended in the reading rooms.
- 5.10. If a library visitor behavior is inconsistent with these rules or violate the general rules of conduct, the library staff have the right to expel that person from the library premises.

6. Fines and charges

- 6.1. In accordance with the order issued by the SSE Riga rector Anders Paalzow and the financial director Inese Kļaviņa on September 1, 2010, the library charges the following fees for users of different categories (see: Appendix).
- 6.2. The library charges for the following services:
 - 6.2.1. Borrowing rights for external users.
 - 6.2.2. Copying of library materials.
 - 6.2.3. Printing.
 - 6.2.4. Usage of separate databases (see: Appendix).



APPENDIX

Registration fee (external readers)	Per year	10.00 LVL
Replacement fee for a lost or damaged reader's card		2.00 LVL
Overdue fine	Per day	0.20 LVL
Copying A4 format SSE Riga students	Single-sided	0.06 LVL
	Double-sided	0.10 LVL
Visitors	Viena puse	0.08 LVL
	Divas puses	0.14 LVL
Printing A4 format SSE Riga students	Single-sided	0.05 LVL
	Double-sided	0.10 LVL
Visitors	Single-sided	0.08 LVL
	Double-sided	0.16 LVL
Replacement of lost publications		Publication replacement costs
Use of "Lursoft" database SSE Riga students		50% of the listed price
External readers		Full price