

MYKOLAS ROMERIS UNIVERSITY LIBRARY RULES DURING THE EXTENDED WORKING HOURS

I. GENERAL RULES

1. Mykolas Romeris University Library (*hereinafter – Library*) Rules during the extended working hours (*hereinafter – Rules*) regulates using the Library from 7 p.m. till 10 p.m. from Monday to Friday.
2. Working hours of the Library are indicated in the Acts of the Rector and announced on the Library website.
3. At the extended working hours, from 7 p.m. till 10 p.m. Monday - Friday, users are able to use the Library (Ateities st. 20, Vilnius) Grand and Longish Reading Rooms and Lending Department.
4. Library is open at the extended hours from 10 September till 24 June every year.
5. Library work during the extended working hours is supervised by the Library employee and the University watcher.
6. Mykolas Romeris University (*hereinafter – MRU*) community members has the right to use the Library during the extended working hours. MRU community member who is willing to use the Library at the extended working time, must provide a document (student ID, MRU employee card, reader ticket or other faculty issued document) which proves his/her right to use the service.
7. The Library can be used for research and studies purposes only at the extended working hours.
8. No consultations are provided during the extended working hours.
9. Library's extended working hours can be cancelled due to some unexpected conditions (technical issues and etc.). The extended hours do not apply on the eves of public holidays and on public holidays. The information about the changes of Library working hours is provided on the Library website.

II. RULES OF USING THE LIBRARY AT NIGHT HOURS AND DUTIES OF THE USERS

10. Before using the Library during the extended working hours, users have to get acquainted with the Library rules.
11. Users are allowed to enter the University building till 9.30 p.m. They are let in by the University watcher.
12. Users are allowed to enter the First and Ground floor of the University Central Building only at the extended working hours of the Library.
13. Users have to leave their jackets, coats and bags in the special lockers before entering the Library.
14. When coming to the Library at the extended working time, users have to show valid document to the employee of the Library.
15. Users are allowed to use: publications that are in the Library, computers and other equipment located in the Library, subscribed databases and other electronic resources.
16. The user should maintain and protect the publications and equipment of the Library, do not turn on more lights than necessary for working at the Library.
17. The user must:
 - 17.1. Use Library publications only in the Reading rooms, do not change the order of the books on the shelves, return books to the place dedicated for this;

- 17.2. To keep silence at the Library and do not disturb the others;
- 17.3. Not watch films, play games or do other things not connected to studies or research activities;
- 17.4. Not bring food and beverages, smoking is also prohibited at the Library;
- 17.5. Not allow strangers to come in;
- 17.6. Keep the rules of behavior in public places, be respectful to other users and the watcher;
- 17.7. Turn of the computer after finishing work.
18. If the book security alarm turns on when leaving the Library, the user has to show his personal items to the Library employee. The user has no right to take the books outside the Library if the books have not been checked out in the Library information system.
19. Users must leave the Library 15 minutes before the start of the extended working hours (7 p.m.).
20. The user is responsible for keeping these Rules and other internal acts of the University.
21. If the user damages the property of the Library or violates the Rules of the Library in other ways, he has to write an explanation. Deans of the faculties and directors of other structural divisions are informed about the inappropriate behavior.
22. Director of the Library temporarily suspends the right to use the Library according to the extent of the violation and (or) gives a suggestion to the Rector about applying disciplinary penalty.

III. RIGHTS AND DUTIES OF THE LIBRARY WATCHER

23. Librarian makes sure that all the users have left the Library, all the equipment is on site and leaves the supervision of the Library and equipment to the Library employee.
24. Library employee sits by the entrance to the Library: keeps the order in the Library, controls that the users do not take books home without checking them out, makes sure the Library property is safe.
25. Library employee asks all the users who comes at the extended working hours to present a valid document.
26. The employee observes the view of video cameras, enters the Reading Rooms periodically: keeps an eye on the users not to do things not connected with studying (watch films, play games, etc.), makes sure they keep the rules of behavior in public places and not disturb the other users.
27. The employee gives a warning to users who do not behave with the property of the Library properly or even asks them to leave the Library if necessary.
28. If some kind of material damage to University property is noticed or an incident with the user occurs, Library employee immediately informs the University watcher about this.
29. If the necessity to leave the post occurs, the Library employee informs University watcher about this.
30. When the working hours end, the watcher asks all the users to leave the Library, makes sure that all the equipment is in its place, turns the lights off and locks the Library.
31. While on duty, the Library employee shall comply to the Constitution of the Republic of Lithuania, University's internal acts, the Rules of using the Library and these Rules, and avoid all kinds of protectionism and corruption.