

On the basis of the Librarianship Act (87/01, 96/02 – ZUJIK and 92/15), Public Use of the Slovene Language Act (Official Gazette of the RS, No. 86/04, 8/10 and 32/24), Higher Education Act (Official Gazette of the RS, No. 56/25 – ZVIS-1), Scientific Research and Innovation Activity Act (Official Gazette of the RS, No. 186/21 and 40/23), Decree on the Implementation of Scientific Research in Accordance with the Principles of Open Science (Official Gazette of the RS, No. 59/23), Decree on the Establishment of the University of Primorska (Official Gazette of the RS, No. 13/03, 79/04, 36/06, 137/06, 67/08, 85/11, 17/15, 9/17, 26/17, 8/19, 44/21, 186/21, 71/23 and 12/26) and Article 90-o of the Statute of the University of Primorska (Official Gazette of the RS, No. 51/15 – official consolidated text, 88/15, 63/16, 2/17, 31/17, 31/17, 77/18, 75/19, 28/21, 115/21 and 122/22, 84/25, 704/26, 748/26 and 1011/26) the Academic Council of the University of Primorska University Library on its 7th remote session on 16 July 2026 accepted

RULES ON THE OPERATION AND ORGANISATION OF THE UNIVERSITY OF PRIMORSKA UNIVERSITY LIBRARY

I. GENERAL PROVISIONS

Article 1 (Subject Matter)

The University of Primorska University Library (hereinafter: UP UK) is a member of the University of Primorska (hereinafter: UP).

These rules define the internal organisation, operations, and business activities, as well as other provisions for the smooth functioning of the UP UK.

Article 2 (Official Title)

Official name: Univerza na Primorskem Univerzitetna knjižnica.

Abbreviated name: UP UK.

Name in Italian language: Università del Litorale, Biblioteca Universitaria.

Name in English language: University of Primorska, University Library.

Address: Titov trg 5, 6000 Koper.

Article 3 (Seal and Emblem)

The UP UK seal is circular, featuring the name of the UP (University of Primorska) in Slovenian and Italian along the outer edge, and the name of the UP UK (University Library) in Slovenian and Italian along the inner edge. The coat of arms of the Republic of Slovenia appears in the center of the seal.

The UP UK has its own emblem (logo), which is used alongside the UP emblem on library documents; the emblems appear in the sequence of the UP emblem followed by the UP UK emblem, from left to right.

Article 4 (Use of Terms)

Terms used in these rules in the masculine grammatical form are used in a gender-neutral manner, applying to both men and women.

II. ACTIVITY

Article 5 (Mission)

The fundamental mission of UP UK is:

- collecting, organising, storing, disseminating, and presenting various information resources, and providing information services necessary for carrying out educational, research, artistic, and professional activities;
- supporting users in utilizing these resources to achieve the educational, scientific research, pedagogical, artistic, and professional goals of the UP and the broader academic community;
- supporting open science;
- supporting lifelong learning.

UP UK takes the stated mission into account when formulating goals and planning and developing its library collection and programs.

Article 6 (Implementation of the National Higher Education Programme)

To implement the national higher education programme, UP UK obtains funding via the UP account, in accordance with applicable regulations and within the framework of the adopted UP financial plan.

UP UK also carries out activities for other clients to the extent and in the manner specified in the annual work programme.

Article 7 (Performance of other Activities)

In accordance with the Regulation on the Public Financing of Higher Education Institutions and Other Institutions and Article 24 of the UP Statute, UP UK may, with the consent of UP, also carry out other activities defined in the annex to the UP Statute.

Article 8 (Sub-Account)

UP UK has its own sub-account.

UP UK receives funds generated through the activities referred to in Article 7 and the provision of services not funded by the Republic of Slovenia directly into its sub-account.

III. LEGAL CAPACITY

Article 9 (Acting in Legal Transactions)

UP UK acts in legal transactions in the name and on behalf of UP when carrying out activities within the framework of the national higher education program funded by the Republic of Slovenia.

When UP UK carries out activities referred to in Article 24, Paragraph 2 of the UP Statute or Article 7 of these Rules, it acts independently in legal transactions, in its own name and on its own behalf.

UP UK is liable for obligations arising from the performance of activities referred to in Article 24, Paragraph 2 of the UP Statute using its own assets.

UP UK performs the activities referred to in Paragraph 2 of this Article in a manner that does not hinder public service activities.

IV. AUTHORITY

Article 10 (Bodies of UP UK)

The bodies of the UP UK university member are:

- director and
- Expert Council

Article 11 (Director)

The Director of UP UK member is the professional head of that member; they perform their duties pursuant to the law, the decree establishing the university, this Statute, and the powers delegated to them by the Rector. The Director of a member institution is appointed by the Rector for a four-year term following a public call for applications and the receipt of a preliminary opinion from the professional council; they are eligible for reappointment upon the expiration of this term.

Article 12 (Conditions for the Appointment of the Director)

A person may be appointed Director of UP UK if they possess:

- at least level 7 education,
- completed librarianship exam,
- leadership and organisational skills,
- at least five years of work experience in leadership positions, including at least three years in librarianship or another information-related field,
- proficiency in at least one major world language at an advanced level.

Article 13 (Competencies and Duties of the Director)

The Director represents UP UK, manages and coordinates its work processes and operations, and ensures and bears responsibility for the legality of the member institution's activities.

The Director organises and provides administrative and professional leadership for the library's information services and is responsible for its development and annual work plans, as well as its financial and staffing plans.

The Director reports on operations once a year to the Professional Council, the University Senate, and the University Rector.

The Director also serves as the executive body of UP UK when it operates within the scope of the activities defined in Article 24, Paragraph 2 of the UP Statute.

Article 14 (Termination of the Director's Term of Office)

The term of office of the Director of UP UK terminates, or the Director may be dismissed, prior to the expiration of the period for which they were appointed:

- if he/she requests to be relieved of the position,
- if any ground arises that constitutes a reason for the termination of the employment contract under labor regulations,
- if, in the performance of his/her work, he/she fails to comply with the regulations and general acts of the member institution or the university, or unjustifiably fails to implement—or acts contrary to—decisions of the expert council,
- if, through negligent or improper conduct, the director causes significant damage to the member institution, or neglects or negligently performs his/her duties in a manner that causes—or could cause—serious disruption to the member institution's operations,
- if his/her term of office expires for other reasons pursuant to the law.

The dismissal of the director is carried out in accordance with the procedure used for their appointment.

Article 15 (Composition of the Expert Council)

The UP UK Expert Council is the highest body of UP UK.

It consists of 7 (seven) members, namely:

- two (2) representatives of professional library workers of UP UK,
- three (3) representatives of UP,
- one (1) representative of UP students.

The Director of the UP UK is a member of the Expert Council and serves as its chair. The term of office for members drawn from UP staff is four years, while the term for the student member is two years.

The representative of the member institution's professional staff is elected by the professional staff from among their own ranks at a staff meeting; university representatives are appointed by the Rector; and the student representative is elected by the Student Council of the University of Primorska.

Article 16 (Competencies and tasks of the Expert Council)

UP UK Expert Council:

- adopts rules and/or amendments to the rules governing the operations of UP UK;
- adopts the medium-term development strategy document and/or amendments thereto;
- adopts the regulations and/or amendments to the regulations on general terms of operation;

- adopts the document and/or amendments to the document concerning the management, development, and expansion of the library collection;
- adopts rules and/or amendments to the rules on the weeding and withdrawal of library materials;
- adopts the regulations and/or amendments to the regulations on the lending and use of information and communication technology equipment;
- adopts the annual work programme and financial plan, as well as the annual report on the operations of UP UK;
- monitors the implementation of the work programme and financial plan;
- provides opinions and proposals regarding work organisation and conditions for the development of activities;
- provides an opinion to the Rector of UP regarding the candidate for the position of Director;
- performs other tasks determined by law, the UP Statute, or these rules of operation.

The Expert Council of the UP UK also makes decisions regarding activities referred to in Article 24, Paragraph 2 of the UP Statute and ensures the smooth operation of the member unit when it engages in legal transactions in its own name and on its own behalf.

Article 17 (Operation of the Expert Council)

The members of the UP UK Expert Council elect a deputy chair from among themselves to deputize for the chair during their absence.

The Council conducts its business at meetings convened and chaired by the Director.

The UP UK Expert Council may validly pass resolutions if a majority of its members are present at the meeting, and it adopts decisions by a majority of the members present, unless otherwise stipulated by the rules of procedure or by law.

V. INTERNAL ORGANISATION

Article 18 (Organisation and Library Information System of the UP)

UP UK is a centrally organised university library.

UP UK:

- coordinates and carries out all library activities at UP;
- coordinates and carries out the acquisition and provision of library materials within UP;
- organises and coordinates the interlibrary loan system;
- coordinates and carries out the depositing and weeding of materials at UP;
- coordinates and carries out the compilation of bibliographies for UP academic staff, researchers, and higher education associates;
- acquires and processes mandatory copies of materials produced and published within UP, including bachelor's, master's, and doctoral theses, as well as publications by the University of Primorska Press;

- coordinates the preparation and implementation of user education programs at UP;
- conducts user education programs at UP;
- provides professional assistance to library staff within UP;
- provides support to UP academic staff and researchers regarding open science practices (in collaboration with the University of Primorska Press);
- may engage in local history/regional studies activities; and
- may perform other tasks delegated to it by the national library.

In supporting UP academic staff and researchers in their work within the framework of open science, all organisational units of the UP University Library collaborate with one another, with the University of Primorska Press, and with other stakeholders at the University of Primorska.

Article 19 (Departments)

The departments of UP UK are:

- Administration Office;
- Procurement and Processing Department;
- Lending and Information Department;
- Digital Resources Department;
- Open Science Department.

Article 20 (Tasks of the Procurement and Processing Department)

The organisational unit of the Procurement and Processing Department takes care of:

- procurement and processing of library materials (individual items: physical or digital materials);
- shelving of physical library materials at the Central Unit University Library, Library UP FTŠ – Turistica, and Library UP FTPO (in collaboration with the Lending and Information Department);
- regular weeding and withdrawal of library materials, as well as inventory taking (in collaboration with the Lending and Information Department);
- compilation of bibliographies for academic staff, researchers, and other users;
- assistance to library professionals in working with users on bibliographical matters;
- coordination of the UP library system with the national library information system.

Article 21 (Tasks of the Lending and Information Department)

The Lending and Information Department organisational unit is responsible for:

- creation of a reference database of users;
- uninterrupted borrowing of UP UK material by users;
- uninterrupted interlibrary loan;
- quality and comprehensive information about and from the material;
- high-quality reproduction of physical and digital material of UP UK;
- high-quality and continuous user education;
- event and exhibition activities that support the mission of UP and UP UK in the pedagogical, scientific, artistic and wider social spheres;
- comprehensive and timely information to users about UP UK activities and programs (together with the Administration Office);

- the sale of publications through the university bookstore at the Central Unit University Library.

Article 22 (Tasks of the Digital Resources Department)

The Digital Resources Department organisational unit is responsible for:

- coordination and acquisition of digital library materials (collections, consortium materials);
- access to electronic information resources;
- accessibility of electronic materials produced and published within the university, including bachelor's, master's, and doctoral theses;
- development of new products regarding digital content for users;
- statistical analyses and reports in compliance with UP UK's statutory reporting obligations to funders and the National and University Library (in collaboration with other UP UK departments).

Article 23 (Tasks of the Open Science Department)

The Open Science Department organisational unit is responsible for:

- coordinating UP's activities in the field of open science;
- planning, coordinating, and delivering training on open science for UP, the Slovenian open science community, and other interested audiences;
- coordinating, managing, and/or implementing open science activities carried out by UP/UP UK under national schemes, programmes, and/or projects.

Article 24 (Breakdown by Unit)

The UP UK units are:

- Central Unit University Library;
- Dislocated Unit Library UP FTŠ – Turistica;
- Dislocated Unit Library UP FTPO.

Article 25 (procurement of library materials)

The procurement of library materials is adjusted or follows the needs of pedagogical, scientific research, artistic and/or professional work at UP.

UP UK implements and coordinates the procurement of library materials at the suggestion of UP members and/or users and in accordance with the publicly published document on the management, construction and development of the library collection.

Article 26 (Internal Organisation and Systematisation)

The internal organisation and systematisation of UP UK, including the scope of work within individual organisational units, are determined by the Director through an act on the organisation and systematisation of the library, in accordance with the act on the organisation and systematisation of UP.

Article 27 (Rights of an UP Associate Member)

An associated member of UP is entitled to use the university's library information system.

The type and scope of services, as well as the use of the library information system, are agreed upon by the associated member, UP UK, and UP in a separate agreement.

VI. FUNDING

Article 28 (Sources of Funding for Operations)

The library acquires resources for its operations:

- directly from the state budget;
- from the UP budget;
- from payments for services;
- from project funding; and
- from other sources (donations, sponsorships, bequests, etc.).

Article 29 (Purpose of Funding)

To ensure the smooth operation of UP UK, financial resources are provided for:

- labor costs;
- procurement, processing, storage and forwarding of library materials and provision of other library information resources and services;
- accessibility and use of information resources located outside the library (registration fees, subscriptions, fees, license fees, etc.);
- building own information resources;
- reimbursement costs for the use of copyrighted library material for purposes that the legislation does not include among the exceptions in the case of libraries (e.g. digitization and construction of digital collections of materials originally in analog form and making them available to the public);
- programs for the development of new services for users;
- other costs (binding, copying of materials, postal costs, depreciation, etc.);
- costs of professional development or education of library employees;
- technological updating (purchase of information and communication technology) and maintenance of computer and communication equipment and services;
- overhead and investment costs.

Article 30 (Public Service)

UP UK performs a public library service and provides publicly funded services in the field of open science. UP UK ensures public access to these services in accordance with the scope of public funding.

Article 31 (Reporting)

UP UK regularly reports to the activity funders on the financial resources used and the results of its work or, in other words, its financial performance.

VII. ASSETS

Article 32 (Demarcation)

UP UK is the user of assets designated by the UP UK University Governing Board in accordance with the criteria for the demarcation of assets acquired from public and other funds. These criteria are adopted by the UP Governing Board.

Article 33 (Independent Disposal of Assets)

UP UK independently manages assets acquired through the activities referred to in Article 7 of these Rules, as well as assets acquired through inheritance, gifts, or bequests.

UP UK manages the assets referred to in the preceding paragraph in accordance with applicable regulations and with the diligence of a prudent manager.

VIII. COLLECTION AND PERSONAL DATA PROTECTION

Article 34 (Collection and Personal Data Protection)

The collection and protection of personal data of UP UK users are governed by the relevant legislation of the Republic of Slovenia and UP regulations.

IX. TRANSITIONAL AND FINAL PROVISIONS

Article 35 (Adoption of Specific Implementing Acts)

If these rules do not provide for a more detailed or sufficiently precise regulation of relationships or matters in a specific implementing act of the library (such as a rulebook, rules of procedure, resolution, or other instrument) for a particular case, and the adoption of such an act would be appropriate due to the need for specific regulation of relationships, content, and procedures, the Director of UP UK may propose to the UP UK Expert Council the adoption of a special implementing legal act.

Article 36 (Adoption of Amendments and Supplements)

Amendments and supplements to these rules shall be adopted in the same procedure and manner as these rules themselves.

Article 37 (Entry Into Force)

These rules enter into force on the day of their adoption by the Expert Council of the University of Primorska University Library (UP UK).

Upon the entry into force of these rules, the Rules on the Operation and Organisation of the University of Primorska University Library, dated 12 December 2025, cease to be in effect.

UP UK shall adopt all new acts required by the adopted rules no later than eight (8) months after the entry into force of the rules in question.

Date: 16 July 2026

Number: 24-241-1/2026

Prof. Dr. Jonatan Vinkler,

Chair of the Expert Council of UP UK