

On the basis of the Article 90 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; hereinafter: the UP Statute), Librarianship Act (Official Gazette of the RS, No. 87/2001, No. 96/2002 - ZUJIK, No. 92/2015), Regulations on Basic Library Services (Uradni list RS, št. 29/2003), Rules on the Conditions for Performing Library Activities as a Public Service (Official Gazette of the RS, No. 28/23), Professional standards and recommendations for academic libraries (for the period from 1 June 2021 to 31 May 2030; National Council for Librarianship, 31 May 2021) and Rules on General Terms and Conditions of Operations of the University of Primorska University Library (Expert Council of the University of Primorska University Library, 22 June 2023) Expert Council of the University of Primorska University Library on its 4th remote meeting on 13 December 2024 and its 12th correspondence meeting on 4 March 2025 accepted

RULES ON THE BORROWING AND USE OF INFORMATION AND COMMUNICATION TECHNOLOGY EQUIPMENT

I. GENERAL

Article 1 (Subject Matter)

The Rules (hereinafter: the Rules) on the lending and use of information and communication technology equipment (hereinafter: ICT) of the University of Primorska University Library (hereinafter: UP UK) define:

1. the scope of the service and those eligible to borrow ICT of the UP UK,
2. the location and procedure for borrowing and returning ICT of the UP UK,
3. rules for the use of ICT at UP UK, and
4. user obligations regarding the use of ICT at UP UK.

Article 2 (Use of Terms)

Terms written in the masculine grammatical form are considered and used as neutral for both the masculine and feminine genders.

II. SCOPE OF SERVICE AND ELIGIBLE PERSONS

Article 3 (Scope and Place of Service)

The UP UK lends ICT equipment to specific user groups to support study, research, and artistic activities, as well as lifelong learning at UP.

The ICT units (e.g., laptops) are numbered and marked with an inventory number and an anti-theft security system.

A list of ICT units available for loan, including their technical specifications, is published on the UP University Library website and is regularly updated.

The ICT units are listed in the library catalogue as non-book materials, which also indicates their current availability status.

Use of the borrowed ICT is free of charge.

Use of the ICT is monitored for security reasons and to ensure compliance with borrowing rules.

Article 4 (Beneficiaries)

UP UK lends ICT mainly to full-time UP students.

ICT can be loaned to other groups of users, if there is no interest in loaning among the regular students of UP.

III. IMPLEMENTATION OF BORROWING ICT

Article 5 (Borrowing)

The loan period is limited to a maximum of 8 days.

If the ICT unit is available (i.e., not reserved by another user), the loan may be extended up to two times, provided the total duration does not exceed 16 days.

If the eighth day of the loan period falls on a non-working day (weekend or public holiday), the user must return the ICT unit on the first working day following that period.

ICT reservations are made via the COBISS system.

Reservations can be made up to 12 hours prior to pickup.

Computers may be collected during the office hours of the UP UK Kolosej Lending and Information Department: Monday through Friday, 8:00–15:45.

Loan procedure:

1. The UP UK user collects the ICT device from a library staff member at the UP UK Kolosej circulation desk.
2. Upon collection, the library staff member activates the ICT and demonstrates it to the user to verify its functionality.
3. Upon collecting the ICT device, the user signs a statement acknowledging financial and legal liability to pay full compensation in the event of improper handling, damage, loss, or theft of the ICT. This statement is archived at the circulation desk.
4. Upon collection, the user receives the ICT device (unit and power adapter).

The lending process chart (Appendix 1) and the user declaration (Appendix 2) are integral parts of the rules.

Article 6 (Return)

By signing the loan agreement prior to borrowing, the user undertakes, under full material and criminal liability, to return the ICT:

1. *switched off,*
2. *in perfect working order,*
3. *undamaged,*
4. *with no usage history (browser, etc.),*

5. *clean, and*
6. *with a charged battery (laptops).*

The user must return the ICT exclusively to a library professional at the UP UK Kolosej circulation desk.

The library professional verifies whether the ICT has been returned in accordance with Paragraph 1 of this Article.

IV. RULES FOR USING ICT AT UP UK

Article 7 (User Obligations)

Before using the ICT, the user is required to familiarize themselves with the terms of use set out in this policy.

The user is required to use the ICT whether it belongs to them or to the UP/UP UK within the premises of the UP UK in accordance with the following, without exception:

1. in accordance with all applicable legislation of the Republic of Slovenia,
2. solely for the purpose of carrying out study, research, and/or artistic activities and/or lifelong learning activities,
3. use of ICT only in a manner that does not disturb other users of the UP UK library premises and/or cause material or non-material damage to UP/UP UK.

It is prohibited to carry out activities on ICT equipment within UP UK premises that constitute impermissible use of such equipment and the UP/UP UK computer network.

Examples of such violations of the rules for using ICT equipment on UP UK premises include:

1. Unauthorized acquisition and/or use of network access.
2. Sending promotional emails and chain letters.
3. Using network access for the purpose of conducting profit-generating activities.
4. Intentionally disrupting and/or preventing the work of other network users.
5. Destroying and/or altering data owned by other users.
6. Violating the confidentiality of, or publishing, data owned by other users.
7. Acquiring, sending, and/or publishing content that infringes upon copyright.
8. Creating, sending, or publishing data containing offensive or pornographic material.
9. Providing false or misleading personal information to network services that require such data for use.
10. Using services not intended for public use.
11. Engaging in activities that violate the Criminal Code of the Republic of Slovenia.
12. Using programs or procedures intended to compromise, or resulting in the compromise of, the integrity and stable operation of a computer, computer system, or network.
13. Bulk or mass harvesting of electronic information resources (e.g., articles from international publishers, etc.) using programs or algorithms that are not an integral part of the ICT at the time of access.

It is prohibited:

1. consumption of food and/or beverages in the vicinity of the ICT UP UK;

2. removal of the inventory number label and/or the anti-theft system label from the ICT UP UK;
3. unauthorized removal of the ICT UP UK from UP UK Kolosej.

Every user is required to immediately notify a library staff member if they observe any use of the ICT that is inconsistent with these regulations.

Article 8 (Ensuring the Sustainable Use of ICT)

The sustainable use of ICT UP UK is mutually ensured by the users and the professionals of UP UK. The user is obliged to report any malfunction that he discovers at ICT UP UK immediately to a professional librarian at UP UK.

Delay in returning the ICT at the end of the loan is considered a minor disciplinary violation according to the Rules on Disciplinary Responsibility of UP Students.

A user who is late in returning the ICT loses the right to borrow the ICT UP UK for one month, and for one calendar year if the return deadline is violated again.

All violations from Article 7 of these regulations are considered serious disciplinary violations according to the Rules on Disciplinary Responsibility of UP Students.

Article 9 (Validity)

The text of the document is adopted by the UP UK Expert Council and enters into force on the day following its adoption.

An integral part of the text is a declaration in which the user, subject to civil and criminal liability, undertakes to pay full compensation in the event of improper handling, damage, loss, or misappropriation of ICT materials.

The adopted document is added to the UP UK's fundamental documents approved at the 3rd remote session of the UP UK Expert Council on 22 June 2023 specifically preceding the Instructions for the Withdrawal and Writeoff of Library Materials.

Date: 13 December 2024

Number: 24-241-1/2024

Amendments to Articles 3 and 4–8 and Annex 1

Date: 4 March 2025

Number: 24-241-1/2025

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Appendix 1: ICT Borrowing and Returning Process Flow Chart

Appendix 2: Receipt/Acknowledgment Document