

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, 122/22, 100/23, 34/24, 3/25 and 84/25; hereinafter: the UP Statute), Librarianship Act (Official Gazette of the RS, No. 87/2001, No. 96/2002 - ZUJIK, No. 92/2015), Public Use of the Slovene Language Act (Official Gazette of the RS, No. 86/04, 8/10 and 32/24), Restriction on the Use of Tobacco Products and Related Products Act (Official Gazette of the RS, No. 9/17, 29/17 and 31/24), Regulations on Basic Library Services (Official Gazette of the RS, No. 29/2003), Rules on the Conditions for Performing Library Activities as a Public Service (Official Gazette of the RS, No. 28/23, 141/26), Professional standards and recommendations for academic libraries (for the period from 1 June 2021 to 31 May 2030; National Council for Library Activities, 31. 5. 2021), Code of Ethics of the University of Primorska (Senate of the University of Primorska, 16. 11. 2011) and the Code of Ethics for Slovenian Librarians (Assembly ZBDS, 8. 11. 1995) the Expert Council of the University of Primorska University Library on 7th remote meeting on July 16, 2026 accepted

RULES ON GENERAL TERMS AND CONDITIONS OF OPERATIONS OF THE UNIVERSITY OF PRIMORSKA UNIVERSITY LIBRARY

I. GENERAL

Article 1 (Subject Matter)

The Rules (hereinafter: the Rules) on the General Terms and Conditions of the Operations of the University of Primorska University Library (hereinafter: UP UK) govern the operating procedures of the UP UK and the relationships between the UP UK and the users of its services.

The Rules establish:

- rights and obligations of the UP UK regarding users and members,
- rights and obligations of users and members regarding the UP UK,
- sanctions for violations of obligations by users and/or members towards the UP UK,
- accessibility and conditions for using the library and library materials,
- use of library premises and equipment,
- professional conduct,
- other matters.

By becoming members of UP UK, users accept all provisions of these regulations and commit in writing to abide by them when using UP UK services and premises.

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.

Article 3 (Authorized UP UK Employees)

Under these rules, authorized UP UK staff members are those library employees who provide specific library services and, in doing so, come into contact with users. When performing their duties, authorized UP UK staff members identify themselves by their full names displayed on name tags or in another appropriate manner. The Director determines the list of authorized UP UK staff members by means of a formal decision.

Article 4 (Language of Operations)

The library operates in the official languages of the Republic of Slovenia, as determined by the Constitution of the Republic of Slovenia.

II. MISSION, TASKS, AND BASIC LIBRARY SERVICES

Article 5 (Mission and Tasks)

UP UK performs the functions of a university library and is the sole library of the University of Primorska.

UP UK carries out its activities at the Central University Library unit (UP UK Kolosej) and at two satellite units. These are:

- Dislocated Unit Library UP FTŠ – Turistica and
- Dislocated Unit Library UP FTPO.

The fundamental mission and function of the UP University Library (UP UK) are to collect, preserve, safeguard, and present information resources and services—and to facilitate their use—to meet the needs of users in their studies, teaching, scientific research, artistic and professional work, and lifelong learning.

It carries out library activities primarily for the students, academic staff, researchers, and professional staff of the University of Primorska (hereinafter: UP), thereby supporting UP's study, teaching, research, and artistic creation processes, as well as lifelong learning.

Article 6 (Public Service)

UP UK carries out library activities as a public service. It provides library services primarily to users from UP, but they are also accessible to all others who:

- register with the UP UK,
- accept in writing the terms of this and other regulations governing the relationship between users and the UP UK,
- pay the membership fee or are exempt from doing so,
- wish to use the services, and in doing so
- consistently comply with the provisions of these regulations.

Article 7 (Basic Services)

UP UK provides the following basic services or activities:

- provision of library materials;
- information services;
- user education in information and digital literacy and lifelong learning;
- support for the scientific research activities of UP and its member institutions;
- bibliographic activities to record the results of the scientific research, professional, and artistic work of UP staff for the purposes of the research information system and the evaluation of scientific and professional performance;
- support for open science;
- development of in-house electronic collections and collaboration on the creation of institutional repositories for final theses and publications by UP staff;
- presentation and promotion of the library's activities and services;
- organisation of events and exhibitions.

Article 8 (Basic Services for Members)

UP UK makes certain basic services available only to members. These are services that entail additional costs for UP UK due to record-keeping, the issuance of cards and certificates, ensuring the traceability of borrowed materials, the restoration of damaged materials, the fulfillment of contractual obligations regarding the use of specific types of materials, compliance with obligations related to copyright and related rights, and the like.

The services referred to in the preceding paragraph include, among others:

- reserving and ordering library materials;
- borrowing library materials for home use;
- interlibrary loan and document delivery;
- reproduction of library materials owned by the library;
- advanced information services, such as bibliometric analyses, the preparation of thematic information searches upon a member's request, and information consultancy and research services;
- use of premises and equipment designated exclusively for library members in accordance with the Rules.

Article 9 (Paid Services)

UP UK provides most basic services to users free of charge. The following library services are subject to a fee:

- interlibrary loan and document delivery;
- reproduction and digitization of library materials owned by the library;
- printing of electronic documents;
- thematic inquiries, training, and consulting (except for UP students and employees);
- bibliographic processing of materials (except for UP employees).

Payment is calculated in accordance with the price list for library services (hereinafter: the price list), which forms part of the UP price list as adopted by the UP Administrative Board.

Article 10 (Price List)

The price list is aligned with the UP schedule of service charges. It is approved annually by the Administrative Board of the University of Primorska, upon the proposal of the Director of UP UK, and is published among the documents on the UP and UP UK websites.

III. RIGHTS AND OBLIGATIONS OF THE UP UK TOWARDS USERS

Article 11 (Rights and Duties of UP UK Library Staff)

An authorized UP UK employee has rights and obligations regarding the user.

These are that:

- upon registration and membership renewal, UP UK requires the user to present a valid personal identification document containing a photograph and permanent address that allows for identity verification;
- prior to providing a service reserved for members, UP UK requires the user to present their membership card or a valid personal identification document containing a photograph and permanent address that allows for identity verification;
- stores and processes users' personal data in accordance with the law governing librarianship, regulations on personal data protection, and the membership application form accepted by the user upon registration at UP, upon signing an employment contract with UP, or upon joining UP UK;
- ensures compliance with, and draws attention to the need to observe, copyright legislation and license agreements regarding the use of library materials and other information resources;
- reserves the right to waive overdue notice fees if the user demonstrates that the failure to fulfill an obligation was due to force majeure or other justifiable reasons;
- reserves the right to exceptionally authorize a user to borrow a larger number of items or to borrow items for a longer period than stipulated in these rules;
- reserves the right to exceptionally authorize a user to borrow reference materials (materials designated for use in the reading room) and to remove them from the UP UK premises; –
in the event of a detected violation of these rules by a user, requires the user to present their membership card or the relevant web application (for students) and a photo ID showing their permanent address that allows for identity verification;
- refuses to lend materials or provide other UP UK services to a user who has violated the provisions of these rules and/or the Rules on the Disciplinary Responsibility of UP Students;
- immediately removes the user from the library in cases of violations of these rules and/or the Rules on the Disciplinary Responsibility of UP Students;
- reserves the discretionary right to deny entry to the library premises to a user showing signs of opiate use;
- reserves the right to deny entry to the library premises, without further explanation, to a user entering in swimwear or clothing that may cause offense to other users (e.g., clothing displaying symbols or slogans associated with political parties, totalitarian regimes, intolerance, hatred, obscenity, etc.);
- closes the library in exceptional circumstances, such as prolonged power or computer system outages, natural disasters, or other emergencies.

Article 12 (Handling of Personal and Other Data Concerning Members)

UP UK collects and processes personal data regarding members and their use of library services. Data is collected exclusively for the purpose of conducting its operations, safeguarding library materials and other information resources, and providing special benefits to specific categories of members.

The types of personal data collected by the library are determined by the legislation governing librarianship.

In addition to the personal data mentioned in the preceding paragraph, UP UK may collect other personal data from its members—based on their personal consent—for the purpose of modernizing operations or providing services to specific categories of users. A member confirms their consent by personally signing the registration form or a separate declaration.

UP UK collects and processes data in accordance with personal data protection regulations.

Personal data concerning members is retained in the personal data database for a maximum of one year following the expiration of their library membership. Thereafter, the data is deleted or anonymized. If a member has outstanding obligations to UP UK during this period, their personal data is deleted or anonymized once those obligations have been settled.

Authorized UP UK staff may disclose data regarding individual transactions performed by members at UP UK (such as information on borrowed materials, overdue notices, outstanding library obligations, etc.) only to the members themselves, upon submission of a written request. In the case of minors, UP UK may also disclose such data to parents or legal guardians. Data is printed in a single copy.

In cases prescribed by law, UP UK may disclose personal data regarding members and their library activities to authorized persons or law enforcement agencies (the police, the public prosecutor's office) for the performance of their statutory duties. Such data may be disclosed by the responsible person at the University of Primorska or their authorized representative.

IV. RIGHTS AND OBLIGATIONS OF UP UK USERS

Article 13 (Types of Users)

UP UK users are natural or legal persons who use UP UK library materials, services, premises, and/or equipment. UP UK users comprise library members and other users.

Users are required to handle library materials, equipment, and premises with care and to strictly observe all provisions of these rules..

Article 14 (Library Member)

A member of the UP UK is a user who joins the library in order to use services made available by the UP UK exclusively to members. Membership is evidenced by the membership card referred to in Article 21 of these Rules.

A member of the UP UK may be a natural or legal person.

Article 15 (Conditions for Membership)

Citizens of the Republic of Slovenia and foreign nationals aged 15 (fifteen) or older may join the UP UK as individual members, provided they hold permanent or temporary residence in the Republic of Slovenia, work in Slovenia, or are enrolled at one of the UP member institutions. Membership is open to secondary school students, university students, employees, freelancers, self-employed individuals, the unemployed, retirees, and foreign nationals.

Foreign nationals without permanent residence in the Republic of Slovenia may join if accompanied by a guarantor who undertakes to guarantee the return of borrowed library materials and the settlement of any debts the member may incur towards the library. The guarantor may be an adult with permanent residence in the Republic of Slovenia who is also a member of the UP UK. A legal entity registered in the Republic of Slovenia may also act as a guarantor.

Legal entities are users of interlibrary loan services and are recorded as partners in the COBISS software. These may include business entities, public institutions, foundations, local communities, societies, and associations. The terms of membership for a legal entity may be further defined by a contract between UP, UP UK, and the legal entity.

Article 16 (Library Registration)

A user wishing to become a member of the UP UK must register in person by approaching a library staff member at the Central Unit University Library (Trubarjeva 1, 6000 Koper), the Library UP FTŠ – Turistica (Portorož), or the Library UP FTPO (Slovenj Gradec).

Students enrolled at UP automatically become library members upon university enrollment. By enrolling, students automatically accept the operating terms and relevant regulations of the UP UK in writing and assume legal responsibility accordingly.

Teaching staff and researchers employed at UP automatically become UP UK members upon the conclusion of their employment contract and remain members for the duration of that contract.

Membership for UP employees is automatically renewed.

Article 17 (In-Person Library Registration)

Upon registering in person, the user must present a valid photo ID showing their permanent address. Individuals without a permanent address in the Republic of Slovenia must present proof of temporary residence. Students must present a student ID card or proof of enrollment; secondary school students must present a student ID card or proof of enrollment.

Users claiming an exemption from the membership fee or a reduced fee as specified in the price list upon registration must provide appropriate supporting documentation.

Members must also present all the aforementioned documents when renewing their membership.

Upon registering with UP UK, the prospective member signs an enrollment form and a declaration of accession, confirming that they are familiar with the relevant operating regulations and accept the terms of service. The signature is provided electronically using a signature pad.

Article 18 (Change of Member Details)

Members are required to notify UP UK of any change of residential address or other personal data within 30 (thirty) days of the change occurring. Failure to do so makes the member liable for any consequences resulting from incorrect personal data.

Article 19 (Membership Fee)

UP UK has a uniform membership fee, determined annually in the price list set out in Article 10 of these Rules.

Upon registering with UP UK, the user generally pays the membership fee in accordance with the applicable price list. The following are exempt from paying the membership fee:

- persons under the age of 18 (eighteen);
- unemployed persons with proof from the Employment Service of Slovenia issued within the last 90 days;
- persons with disabilities and recipients of social assistance benefits, with proof;
- students (first, second, and third cycle; full-time and part-time) of the University of Primorska (UP);
- employees of the University of Primorska (UP).

The following are eligible for a reduction in the membership fee:

- secondary school students of legal age with a valid student ID card or proof of enrollment,
- students of Slovenian higher education institutions that are not members of the University of Primorska (with proof of student status), and
- retirees with a retiree card.

Article 20 (Duration and Termination of Membership)

Membership for individuals is valid for one year (12 months) from the date of registration. For UP students, the one-year membership is valid until September 31st. Membership may be renewed upon expiration. For UP students, membership is renewed automatically for as long as they hold the status of a full-time UP student.

Membership in the UP UK may also be terminated early—either upon the member's written request or through expulsion and deregistration due to violations of the provisions of these Rules and/or the Rules on the Disciplinary Responsibility of Students of the University of Primorska. A member who has been deregistered cannot claim a refund of the membership fee from the UP UK. Membership for legal entities is generally not time-limited; it may be terminated upon the member's written request, due to the cessation of the legal entity's operations, or due to violations of the provisions of these Rules.

Article 21 (Membership Card)

The membership card for using services at UP UK can be physical or electronic.

The membership card grants access to UP UK services and serves to verify the holder's identity as a library member. Members must present their membership card if requested to do so by an authorized library staff member.

Members can order a physical membership card upon registration or during their first visit to the library by completing the card issuance form and submitting a personal photograph. The cost of producing the card is borne by the member in accordance with the price list.

Upon registering with the library, UP students use their student ID card, which also serves as the unified library card for both UP UK units.

Upon registering with the library, secondary school students use their student ID card.

After registering with the library, members can set up an electronic membership card within the mCOBISS application.

Article 22 (Responsibility for the Membership Card and Sanctions for its Misuse)

The membership card is non-transferable and may be used only by its holder or their authorized representative in accordance with these rules.

It is prohibited to:

- loaning the UP UK membership card and/or
- sharing the UP member's digital identity (electronic membership card, e.g., a barcode in the Studo app), by any mechanical or electronic means whatsoever.

Lending a membership card and/or sharing a digital identity with a third party constitutes a violation of the terms of use for UP UK services and premises and is treated as a serious breach of the relevant regulations, resulting in the immediate and permanent expulsion of the member concerned from UP UK. No appeal against such expulsion is permitted.

A UP UK member is personally responsible for the use, misuse, destruction, or loss of their membership card. They are also responsible for all library materials borrowed in their name. Parents or legal guardians are responsible for the membership cards of minor members and for library materials borrowed by them. A guarantor is responsible for library materials borrowed by foreign nationals who do not have permanent residence in the Republic of Slovenia.

Members are required to notify UP UK as soon as possible regarding the theft, loss, or potential misuse of their membership card; otherwise, they bear personal responsibility for any misuse that may occur.

If a membership card is lost or damaged to the extent that it can no longer be used, the member must obtain a replacement card. The member shall pay the cost of producing the replacement card in accordance with the price list.

Article 23 (User Commendations, Suggestions, and Comments)

UP UK users may express their satisfaction or dissatisfaction regarding library services or staff by making an entry in the book for compliments, suggestions, and comments, which is available at the circulation desk.

Users may also submit their opinions on UP UK services and staff, as well as suggestions, electronically to the email address uk@upr.si.

UP UK guarantees user anonymity when such compliments, suggestions, and comments are submitted.

Article 24 (User Proposals for Ordering Library Materials)

Users may also submit a proposal for the ordering and/or purchase of library materials by emailing knjiznica@upr.si.

The proposal must include basic bibliographic details (author, title, year, and publisher) and specify whether the proposed material is required for study, research, artistic, or professional activities at UP. If so, the user must indicate the name of the accredited course, the research project, or the department requiring the material.

Article 25 (User Complaints)

A UP UK user may submit a complaint regarding the library's operations, services, staff, or activities. Complaints must be submitted in writing to the email address uk@upr.si.

The complaint must include the complainant's full name and the address to which the library should send its response.

The library will provide a response to the complaint as soon as possible, and no later than 30 (thirty) days after its receipt.

V. ACCESS TO AND CONDITIONS OF USE OF THE LIBRARY AND LIBRARY MATERIALS

Article 26 (Opening Hours)

The UP UK opening hours are the times when the library is open and providing services to users.

The opening hours are displayed prominently within the UP UK premises, on the library's website, and via other communication channels.

Article 27 (Conditions for the Provision of Materials)

When making library materials available to users, the UP UK consistently acts in accordance with the provisions of copyright legislation and the license agreements concluded at the time of the materials' acquisition.

Based on the material acquisition contract with the supplier, the UP UK may restrict access to the materials in question to specific user groups or individual users.

Article 28 (Borrowing of Materials)

Library materials may be borrowed for use in the reading room or for home use. Only UP UK members may borrow materials, upon presentation of their membership card or a valid photo ID showing their permanent address that allows for identity verification.

Parents or legal guardians may also borrow library materials for minor members upon presentation of their own personal identification document and the minor member's membership card.

Library materials may be issued by library staff, or the member may record the loan themselves at a self-service station Knjigomat.

The borrowing of information and communication technology at UP UK is governed by a specific set of rules, which UP UK publishes on the library's website.

Article 29 (Handling of Borrowed Materials)

Users must register or formally check out library materials intended for use on the premises or for borrowing.

Users are responsible for the library materials they have registered or borrowed and must return them in the same condition in which they were received. Users are liable for any damage to, loss of, or theft of the materials. Writing notes, comments, or other marks in the materials, underlining text, or causing any other form of damage is prohibited.

Library members are required to inspect library materials upon borrowing and to notify an authorized staff member of any damage or missing parts; otherwise, the member bears sole liability for the damage. The UP UK cannot accept subsequent claims regarding such issues.

Article 30 (Restrictions on Borrowing Materials)

Certain types of library materials may be borrowed by a member solely for use within the reading room (reading-room or on-site loan) and are marked accordingly. Exceptionally, an authorized library staff member may grant permission for home loans.

A UP UK member may have a maximum of 7 (seven) items of library material on loan for reading-room use and, likewise, 7 (seven) items for home loan at any one time. In certain cases (e.g., the writing of a seminar paper, final thesis, master's thesis, or doctoral dissertation), an authorized library staff member may permit a larger number of items or restrict the number of items borrowed simultaneously—such as in cases of high demand, insufficient copies of the requested material, or other justified circumstances.

A member may borrow only one copy of the same title and edition of a work at a time.

If a member has outstanding financial obligations to UP UK or has failed to return materials by the due date, they cannot borrow library materials until the obligations have been settled.

Article 31 (Searching, Ordering, and Reserving Materials)

Users locate open-shelf library materials themselves, whereas materials from the closed stacks must be requested in person at the library, via the "Moj COBISS" online service, or through the "mCOBISS" mobile app. Members may request available items for loan—either for use in the reading room or for home use—via the "Moj COBISS" online service, the "mCOBISS" mobile app, or in person at the library. Members may only request materials if they have settled all outstanding obligations to the UP UK. Members may place a reservation on materials that are currently on loan to another user, provided there are no restrictions or prohibitions on lending them. Reservations can be made via the "Moj COBISS" online service, the "mCOBISS" mobile app, or in person at the library. A member may reserve a maximum of 5 (five) titles at a time. Once the material is ready for pickup, the member is notified via the method they selected upon registration or within the "Moj COBISS" online service. Requested or reserved materials are held for pickup for a maximum of 3 (three) working days following the notification that the desired item is available for loan. Before the pickup deadline expires, a member may cancel the request or reservation by telephone or email, or request an extension. If the request or reservation is not cancelled and the material is not collected, the member will be charged a fee for the uncollected reservation in accordance with the library's current price list. UP UK also offers other methods for ordering and receiving

available materials: ordering items for loan via mail and ordering copies of articles from serial publications for secure delivery via email. The cost of these services is charged in accordance with the current library service price list.

Article 32 (Loan Period and Extension of the Loan Period)

The standard loan period for borrowing library materials (both books and non-book items) for home use is 21 (twenty-one) days. The library may set a shorter loan period for specific types or categories of library materials.

It is the member's responsibility to renew the loan period. The loan period may be extended up to three times, but only for materials that have not been reserved by other members and for which the loan period has not yet expired. After the loan period has been extended three times, the member must present the materials to an authorized library staff member for inspection; the items may then be borrowed again, provided they have not been reserved by other members.

Loan periods can be extended in person, at a self-service station, by telephone, via the "Moj COBISS" online service, or through the "mCOBISS" mobile application.

Materials borrowed for use in the reading room must be returned within 24 (twenty-four) hours.

Article 33 (Return of Borrowed Materials)

Members may return borrowed materials in person at the library, via the self-service return kiosk, or by registered mail.

If a member returns materials using the self-service kiosk, they must subsequently place the items on the return trolley located next to the kiosk.

If, for any reason, a member is unable to process the return of the materials, they must deposit them in the designated return drop-box.

Members are prohibited from independently returning materials to the library shelves.

Article 34 (List of Borrowed Materials)

Upon the borrowing of materials, the UP UK issues a printout specifically in electronic format sent to the member's email address listing the borrowed items. The member is required to verify the accuracy of the information on the printout regarding the borrowed materials, due dates, and any details concerning reserved items or outstanding financial obligations, and to alert library staff to any discrepancies.

If a member borrows materials using a self-service kiosk, the transaction receipt or the list of borrowed materials is sent to them via email.

Article 35 (Reminders for Unreturned Material and Recovery)

Members must return borrowed library materials within the prescribed loan period. If the deadline is exceeded, UP UK sends the first (1st) reminder on the seventh working day following the expiration of the loan period, a second (2nd) reminder after another seven working days, and a third (3rd) reminder after a further seven working days.

UP UK sends the first and second reminders via email, while the third—or final—reminder is sent by mail with a return receipt. If a member fails to settle their obligations to UP UK even after receiving the final reminder, UP UK restricts their access to services and, fourteen working days after the third reminder, initiates debt collection proceedings.

UP UK may designate one or more days during the year when members can return overdue materials without incurring reminder fees.

Article 36 (Damaged or Lost Material)

In agreement with an authorized library staff member, the member must replace damaged or lost library material with an identical or suitable substitute and cover the costs of re-processing and preparing the material in accordance with the current price list. If the material cannot be replaced, the member must pay compensation for the material as well as the costs of re-processing and preparing it, in accordance with the current price list.

Article 37 (Interlibrary Loan and Document Delivery)

UP UK orders library materials or documents not held in its own collections from other libraries and material suppliers (hereinafter: suppliers). It provides this service to members and other users. Users may only order materials via interlibrary loan from suppliers located outside the town where the library is based.

UP UK also supplies materials from its own collections via interlibrary loan, but only to legal entities registered as partners in the COBISS software. As a general rule, it lends only materials intended for home loan from its own collection. It produces and supplies copies of documents in accordance with copyright legislation.

Users may place interlibrary loan requests in person, via email, or through the "Moj COBISS" online service.

Upon placing an interlibrary loan request, the requester agrees to:

- consistently respect copyright and related rights when using the material;
- settle all costs incurred through interlibrary loan or document delivery services;
- settle all incurred costs even if the material is not collected;
- return the borrowed material on time and undamaged;
- settle all incurred costs in the event of an overdue return;
- settle all incurred costs in the event of damage to or loss of the borrowed material.

The UP University Library notifies the user of the arrival of interlibrary loan materials using the method selected by the user when placing the request.

UP UK can obtain materials for the requester either free of charge or for a fee. Interlibrary loan costs depend on the type of service and the supplier's pricing, as specified in the current price list.

Users with outstanding overdue obligations to the library generally cannot use the interlibrary loan service until those obligations have been settled.

Requests that UP UK has already forwarded to a foreign supplier generally cannot be cancelled. Cancellation of a request placed with a Slovenian library is possible only if the supplying library has not yet dispatched the materials.

Article 38 (Data for Interlibrary Loan and Document Delivery Requests)

A patron requesting interlibrary loan or document delivery services must provide UP UK with the most complete bibliographic details possible regarding the material they wish to obtain from other libraries or suppliers.

UP UK may reject a request if it cannot locate or verify the bibliographic details for the requested material in accessible bibliographic databases.

UP UK will submit a request for interlibrary loan or document delivery from abroad—with the patron's consent—only after verifying, via the national shared bibliographic database and other information sources, that the requested material is not available in any library in Slovenia.

When multiple methods for obtaining specific material are available, UP UK selects the option most advantageous to the patron.

Article 39 (Conditions for the Use of Material Obtained through Interlibrary Loan)

As a general rule, a member may borrow library materials in their original format for home use for a specified period. If the supplier stipulates otherwise, the materials may only be used within the UP UK premises.

The lending procedures and the possibility of extending the loan period are determined by the suppliers lending the materials. Copies of materials in their original format—or parts thereof—for which the requester pays a fee become the requester's property and need not be returned to the library.

Materials intended for loan may be collected by the requester in person or, by agreement, received via registered mail. Borrowed materials may be returned in person, via registered mail, or by courier service.

In accordance with copyright regulations, the library may provide the requester with copies of materials (or parts thereof) in the form of photocopies, electronic files, or documents printed from an electronic format. Photocopies or printed documents may be collected in person or, by agreement, received via registered mail. Documents in electronic format may be received via email or downloaded from a web address.

Article 40 (Reproduction of UP UK Materials, Data Output and Transfer)

Reproduction of library materials (photocopying, scanning, photographing, printing, etc.) is available to UP UK users for a fee, in accordance with copyright legislation and the terms of license agreements concluded by UP UK upon the acquisition of the materials. Service charges are set out in the current price list.

As a general rule, library materials not available for home loan may only be reproduced on library premises using library equipment, or in facilities where material reproduction for library purposes is carried out.

The reproduction of valuable, rare, or damaged library materials is prohibited, except where authorized by a designated library staff member.

When publicly communicating reproduced library materials, the user is required to cite the library as the owner.

Article 41 (Accessibility and Use of Electronic Resources and the Internet)

UP UK provides users with access to electronic resources and the Internet via library computer workstations and the wireless network. In doing so, users undertake not to attempt to gain unauthorized access to data, software, services, or user accounts on computers or networks for which they lack the appropriate authorization.

Users may access and use publicly available electronic resources within the library. When accessing and using databases and other licensed electronic resources, they are required to comply with copyright laws and the license agreements entered into by UP UK upon the acquisition of these resources. Misuse of databases and other information resources is a punishable offense.

Users of the library's databases and other licensed electronic resources undertake to:

- will use the data in accordance with the provisions of copyright legislation and license agreements;
- will use the data solely for their own non-profit purposes within the scope of educational, research, artistic, or professional activities and/or lifelong learning;
- will not harvest data using software or code not approved in writing by UP UK;
- will not copy, distribute, or sell the data, nor use it to build their own databases;
- will make only a single copy of search results—in electronic or printed form—for their own use;
- will safeguard the confidentiality of assigned membership passwords (where required for service access) and will not disclose them to other persons.

UP students and staff can access subscribed electronic resources at the UP University Library (UP UK), as well as from remote locations, provided they meet certain conditions (valid student or staff status at UP).

Users access the Internet or the World Wide Web at their own risk.

The UP University Library is not responsible for information obtained via the Internet or the World Wide Web that might be offensive or harmful to the user.

VI. USE OF LIBRARY PREMISES AND EQUIPMENT

Article 42 (Use of Premises)

Users are required to enter the library individually and must register at the entrance upon each entry.

Group entry and the registration of only one user when a group arrives at the library are prohibited and constitute a violation. An exception is made for larger groups accompanied by a professional library staff member.

During opening hours, UP UK premises may be used solely for library activities and in accordance with the library's mission and relevant library legislation.

The Director of UP UK decides on the use of premises for secondary purposes (e.g., events, exhibitions, and/or concerts) that align with the development documents of UP and UP UK.

Authorized library staff or security personnel have the right and the duty to immediately halt and prevent any use of the premises by users that is inconsistent with their intended purpose.

This is done by issuing a warning to the offender. If the individual does not cease the inappropriate use, they are to be removed from the UP UK library premises immediately and without further explanation.

Appropriate conditions for uninterrupted user activity and the conduct of library operations are ensured by library staff (and security personnel, if necessary) while staff are present, and by security personnel alone outside those hours, if required.

It is the duty of every library user to immediately report any observed misuse or inappropriate use of library premises and/or equipment to a library staff member or, if none is available, to security personnel. Users are responsible for their own property left in the reading rooms or other areas of the library.

The UP UK is not liable for the theft or loss of users' personal property.

Bringing in large personal items (suitcases, bags, scooters, bicycles, etc.) and/or leaving or storing them in the library is prohibited.

Article 43 (Use of Lockers)

Use of the lockers is available only to members who possess appropriate identification (a library card or, for students, the app), hold a valid UP UK membership, and have settled all outstanding obligations.

Members may temporarily store personal outerwear, borrowed or personal study materials, and personal items in the lockers, but do so at their own risk.

Use of the lockers is limited to a period of twenty-four (24) hours.

Lockers at the UP UK Central Unit open automatically every day at 3:00 AM.

UP UK accepts no liability for the contents of the lockers or for the theft of items from them.

UP UK monitors locker occupancy, the duration of use, and any instances of forced opening. For safety and security reasons, UP UK reserves the right to open, inspect, and, if necessary, empty a locker at any time. In such cases, UP UK will notify the member that the locker has been opened.

Article 44 (Use and Reservation of Reading Room Seats)

Reading areas at the UP UK are intended for users to read, search for information, engage in educational and research work, and study either silently or aloud (depending on the type of reading room).

These spaces are tailored to different types of users based on their study styles and needs (independent silent study, group study, etc.).

At the UP UK Central Unit, these include:

- Prešeren Hall: spaces intended for 24-hour consultation of materials and independent study; verbal communication between users is permitted, provided it does not disturb others;
- Trubar Hall: intended for 24-hour study by UP UK members; verbal communication between users is permitted, provided it does not disturb other users of the reading room;
- Vega Hall: intended exclusively for 24-hour silent study; verbal communication and sounds from electronic devices are prohibited;
- Valvasor Room (top floor): intended for users requiring space for collaborative work; verbal communication is permitted, provided it does not disturb users in other reading rooms;
- other reading room spaces: intended for individual 24-hour work; verbal communication at these workstations is permitted, provided it does not disturb other library users.

At the Dislocated Unit UP FTPO, these are:

- Reading areas in the UP FTPO Library: these allow for quiet communication between users that does not disturb others.
- The Innovative SKAZA Study Room is designed for collaborative work where verbal communication is permitted.
- The Computer Room allows for quiet communication between users that does not disturb others.

Reserving reading room seats—for instance, by leaving personal items on the tables—is prohibited. Library staff will remove such items.

If a user is absent from a reading room seat for more than 30 minutes, library staff will make the seat available to another user by removing the absent user's personal items. The University Library (UK) stores these items for 5 working days. They can be collected at the circulation desk from Monday to Friday, between 8:00 and 16:00.

Article 45 (Use of Library Computer Workstations)

Computer workstations at UP UK are intended exclusively for study, research, artistic, and professional purposes. Any other use (e.g., gaming, watching television or streaming services such as Netflix, Amazon, etc.) is prohibited.

Such use constitutes a violation of the terms of use for UP UK services and facilities and is treated as a serious breach of the relevant regulations, resulting in the immediate suspension of the member's access to UP UK for a period of 30 working days. No appeal against such a suspension is permitted.

Users may not alter computer workstation settings; only the use of pre-installed software is permitted. Users are liable for any misuse and/or abuse involving illegal or morally objectionable activities.

Users are financially liable for any intentional damage to hardware or software caused while using the UP UK computer workstations.

If a user disturbs others while using a computer workstation, the library reserves the right to:

- immediately stops the user from further use of the computer workstation, and
- immediately directs the user to leave the library premises.

Article 46 (Behavior on Library Premises)

Talking on mobile phones or using other audio devices within the UP UK is strictly prohibited, without exception.

In the event of a violation, library staff or security personnel will immediately escort the offender from the library premises.

Sounds emitted by laptops and other electronic devices must be silenced while inside the UP UK.

Assistance dogs and guide dogs are permitted to enter the UP UK. Other pets are also permitted when accompanied by their owners. Owners are responsible for ensuring that their animals do not endanger or disturb other users and do not damage library furnishings or premises.

Entry to the UP UK is prohibited for individuals under the influence of intoxicants (alcohol, drugs, etc.).

Entry to the UP UK is prohibited for users wearing inline skates or using scooters and/or similar equipment.

Entry to the UP UK is prohibited for individuals wearing swimwear or clothing that disturbs or offends other users of the UP UK premises (e.g., clothing featuring elements that insult third parties, or displaying symbols or slogans associated with political parties, totalitarian regimes, intolerance, hatred, obscenity, etc.).

Article 47 (Consumption of Food and Drink in the Library)

1: Food

Consuming food within the UP UK is permitted only near the coffee and snack vending machines on the ground floor of the UP UK Central Unit and in the Innovative SKAZA-style Study Room of the UP FTPO Dislocated Unit.

Elsewhere (specifically in the reading areas: Prešeren Hall, Trubar Hall, Vegova Hall, and Valvasor Room), the consumption of food is strictly prohibited.

Violation of this rule constitutes a serious breach of the regulations. In such cases, the UP UK reserves the right to temporarily or—in the event of repeated violations—permanently exclude the member from the UP UK.

An exception to the food consumption rule applies to events that are part of the UP UK's event program.

2: Drinks

Only non-alcoholic beverages in sealed containers may be consumed within the UP UK.

Drinking beverages (e.g., coffee) from open containers is permitted only near the coffee and snack vending machines on the ground floor. Elsewhere (specifically in the reading areas: Prešeren Hall, Trubar Hall, Vegova Hall, and Valvasor Room), it is strictly prohibited. An exception is the Innovative SKAZA-style Study Room of the UP FTPO Dislocated Unit, where the consumption of beverages is permitted.

Violation of this rule constitutes a serious breach of the regulations. In such cases, the UP UK reserves the right to temporarily or—in the event of repeated violations—permanently exclude the member from the UP UK.

An exception to the drink consumption rule applies to events that are part of the UP UK's event program.

Article 48 (Restriction on the Use of Tobacco and Tobacco Products in the Library and Associated Premises)

In accordance with the Restriction on the Use of Tobacco Products and Related Products Act, the use of tobacco, tobacco products, and similar products (such as electronic cigarettes) is prohibited within the UP UK premises and in the adjacent area in front of and surrounding the library.

Violation of the relevant article constitutes a serious breach of the regulations. In such cases, UP UK reserves the right to temporarily or in the event of repeated violations permanently exclude the member from UP UK.

Article 49 (Conduct in Reading Room Areas)

Reading room areas are intended primarily for study and research; consequently, consuming food or disturbing other users in any way is prohibited.

As a general rule, materials borrowed for use within the reading room may not be taken to other areas of the library. Users may also utilize their own materials in the reading rooms.

Moving furniture or equipment (e.g., chairs, beanbags, sofa sections, tables, etc.) within UP UK premises is prohibited and constitutes a serious violation of the regulations. In such instances, UP UK reserves the right to suspend the member's access temporarily or in the event of repeated violations permanently exclude them from UP UK.

Article 50 (Use of Library Premises and Services by Persons with Disabilities and Users with Special Needs)

The UP University Library offers assistance to persons with disabilities and users with special needs in accessing library premises and using library services.

Access to and movement within the library are specifically designated and marked for the blind and visually impaired. These users have a dedicated workstation in the Trubar Hall equipped with specialized hardware and software tailored to their needs. This workstation is clearly marked, and other users may not occupy it.

Article 51 (Maintaining Order in the Library)

An authorized library staff member shall immediately remove from the premises any user who disrupts order and peace within the library—or disturbs other users or staff—by failing to observe the relevant regulations, resisting their enforcement, engaging in inappropriate behavior (e.g.,

loud talking that disturbs other library users), causing a disturbance, or acting in a disorderly manner.

If the individual refuses to leave the UP UK premises or engages in verbal or other forms of violent behavior, the authorized library staff member shall immediately notify the security service and the Director of UP UK.

Any form of verbal or other violent behavior, or the intentional damaging of persons, library materials, inventory, equipment, and/or library premises, is prohibited within the library.

UP UK considers any verbal or other offensive and/or violent behavior a serious violation of the relevant regulations. In such cases, UP UK reserves the right to immediately and permanently exclude the member from UP UK.

When professional library staff are not present, any user who observes a violation of the relevant regulations (indecent behavior, disorderly conduct, rowdiness, disruption of order and peace, disturbance of other users, being under the influence of substances, damage to library materials, equipment, or premises, etc.) is required to immediately report the observed incident to the security service.

Article 51 (Other Conditions for Library Use)

In the event of danger or a fire alarm, users are required to follow the appropriate signage within the UP UK premises and the instructions of security personnel or authorized library staff, and to leave the UP UK immediately.

Organized gatherings of people for political, religious, or ideological purposes are not permitted within the UP UK. Likewise, displaying, selling, or advertising products for commercial purposes within the UP UK premises is prohibited. By way of exception, the Library Director may authorize the promotion and sale of products and services intended for library, academic, scientific-research, artistic, or professional activities, or those aligned with the mission of the UP UK and the UP.

Filming and photographing library premises and materials is permitted only upon prior arrangement and with the written approval of the UP UK Director.

Users are liable for any damage caused whether intentionally or unintentionally to the UP UK or to third parties.

The UP UK reserves the right to immediately and permanently ban any user caught stealing or intentionally damaging library materials or equipment from using the library, and to file a criminal complaint against them. The decision to do so is made by the Library Director.

VII. LIBRARY OPERATION ETHICS

Article 51 (Ethical Principles of Library Operations)

The operations of UP UK and the attitude of its staff towards users are based on the UP UK mission, the Code of Ethics of the University of Primorska, the Code of Ethics for Slovenian Librarians, and the Code of Conduct for Public Servants.

In accordance with its mission, objectives, and capabilities, UP UK ensures the highest possible level of service for its users:

- accessibility,

- quality,
- consistency,
- predictability,
- efficiency and diversity of services, and
- a user-oriented, pleasant living and study experience at UP UK.

The attitude of UP UK staff towards users is based on;

- zero tolerance to violence and discrimination,
- honesty,
- excellence,
- equality,
- impartiality,
- responsibilities,
- intellectual freedom,
- personal dignity of UP UK employees and users,
- respect and
- openness,
- on friendly and polite communication and
- quick and efficient solution to users' needs.

UP UK expects the same from its users.

UP UK protects the personal data of its members, as well as data regarding the searching of library materials and the provision of information.

It advocates for the free flow of materials and information and opposes any attempts to introduce censorship or other professionally unjustified restrictions on the acquisition and dissemination of materials and information.

VIII. SPECIAL PROVISIONS

Article 52 (Violations of the Rules)

Depending on the severity of the violation, the Director of UP UK may impose any of the following sanctions on a user who fails to comply with the provisions of these Rules and the Rules on the Disciplinary Responsibility of Students of the University of Primorska:

- a ban on the use of any library services for a specified period;
- a ban on the use of UP UK library premises and services for a specified period;
- removal from UP UK premises;
- suspension or permanent revocation of membership;
- a proposal to the UP Rector for the imposition of sanctions under the Rules on Student Disciplinary Responsibility at the University of Primorska, specifically for serious violations of said rules;

- reporting the matter to law enforcement authorities.

Article 53 (Expulsion from Membership)

A member may be suspended or permanently excluded from membership if they fail to settle outstanding obligations to the UP UK within the time limit prescribed by the library, or if they commit a serious violation of the provisions of these Rules and/or the Rules on the Disciplinary Responsibility of Students of the University of Primorska (in the case of a student).

Serious violations are deemed to include, in particular, instances where the member:

- commits a criminal offense punishable by law on the UP UK premises;
- verbally and/or physically opposes the implementation of the relevant regulations;
- engages in any form of verbal and/or physical violence within the library;
- intentionally damages and/or destroys library materials, furnishings, equipment, and/or the premises;
- causes damage;
- enters the library under the influence of alcohol and/or opiates;
- uses library premises and/or services in a manner that hinders or prevents other users from making normal use of the library, or endangers them (e.g., by moving furnishings and equipment);
- commits repeated violations.

In the event of expulsion from membership, UP UK does not refund the membership fee paid.

The member is notified of the expulsion in writing.

During the period of expulsion, UP UK denies the member access to the library premises and services.

Article 54 (Sound Safety System)

To ensure the security of library materials, premises, and equipment, the UP UK employs an audible alarm system. If the alarm is triggered, library visitors must comply with the instructions given by authorized library staff or security personnel.

An alarm sounds if an attempt is made to remove library materials from the library without having them properly checked out; the entrance doors lock until the materials are correctly registered at the circulation desk or self-checkout station.

To ensure security, a warning signal is used at the entrance doors of the UP UK Central Unit: the alarm triggers if the doors remain open for more than 15 seconds. Upon hearing this signal, the person entering or exiting must close the doors immediately.

Article 55 (Video Surveillance)

To ensure the security of library materials, premises, and equipment, UP UK employs video surveillance. It stores, protects, and uses the personal data collected through video surveillance in accordance with legal regulations regarding personal data protection.

Article 56 (Security Service)

Monitoring of UP UK premises and equipment may be carried out by an authorized security service.

Article 57 (Competent Court)

Any disputes that the library and its users fail to resolve amicably shall be settled by the competent court in Koper.

IX. TRANSITIONAL AND FINAL PROVISIONS

Article 57 (Accessibility and Familiarisation with Regulations)

The rules are available on the library's website.

Users are obliged to familiarise themselves with the regulations upon joining the library.

Article 58 (Validity)

This Rulebook is adopted by the UP UK Expert Council and enters into force on the day following its adoption.

Upon the entry into force of this Rules, the Rules on General Terms and Conditions of Operation of UP UK (No. 24-241-3/2023, dated 22 June 2023) ceases to be in effect.

Date: 18. 9. 2026

Number: 24-241-2/2027

Prof. Dr. Jonatan Vinkler,

Chair of the Expert Council of UP UK

ANNEX

Purpose and Use of UP UK Reading Rooms

The primary purpose of the UP UK reading rooms is to facilitate activities that support the educational, scientific research, and artistic work of the University of Primorska. They are intended primarily for individual or group study, research, education, or general learning activities undertaken by members of the University of Primorska.

A secondary purpose of the reading rooms is to host events. Thus, the reading rooms also serve as venues for events and related activities that align with the missions of UP UK and the University of Primorska. The aim of hosting events—as a secondary function of the reading rooms—is to expand the range of such offerings and to foster connections between UP UK, the University of Primorska, and the wider community.

Access to the reading rooms is restricted to UP UK members, except during events, when the reading room is open to all users for the duration of the event.