

APPROVED BY  
Order No. 01-07-63  
of the Rector  
of ISM University of Management and Economics  
dated 23 July 2018

## **THE RULES FOR PROVISION OF ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS LIBRARY SUBSCRIPTION SERVICES**

### **CHAPTER I GENERAL PROVISIONS**

1. The Rules for provision of ISM University of Management and Economics Library Subscription Services regulate the fees, the procedure of purchase, the method and conditions of payment for the Library subscription services (hereinafter - **LSS**) at ISM University of Management and Economics (hereinafter - **ISM**).
2. ISM library is responsible for drawing up a list of fee-based services, their provision and quality assurance.

### **CHAPTER II REGISTRATION OF USERS OF THE LIBRARY SUBSCRIPTION SERVICES**

3. LSS is provided to all natural persons, who want to use the resources and services of ISM Library.
4. The following data shall be provided upon registration:
  - 4.1. name, surname;
  - 4.2. personal identity code;
  - 4.3. email, telephone number;
  - 4.4. address of the place of residence.
5. Upon registration, a person, who is registering shall sign a registration form confirming that:
  - 5.1. they have acquainted themselves with the Rules of Use of ISM University of Management and Economics Library Services;
  - 5.2. they agree that their personal data is processed by the Library;
  - 5.3. the provided personal data is accurate and correct.
6. The LSS fee is paid.

### **CHAPTER III THE FEE FOR THE LIBRARY SUBSCRIPTION, ITS PAYMENT AND CONDITIONS**

7. The Library Subscription Service can be purchased for the following duration:
  - 7.1. two weeks - 10 EUR;

- 7.2. one month - 15 EUR;
  - 7.3. six months - 70 EUR;
  - 7.4. one year - 110 EUR.
8. Services provided to the user of the Library Subscription Services:
  - 8.1. lending of books, periodicals, CD, and DVD home;
  - 8.2. access to the databases from the Library's premises;
  - 8.3. possibility to use the Library's equipment (headsets, tablets, workstations, terminals);
  - 8.4. consultation on the search of information.
9. The User of LSS shall borrow not more than 5 documents at one time.
10. The User of LSS must return borrowed documents on time or extend their deadline of return.
11. Penalty fee of 0,15 EUR for every day of delay shall apply in case the document is not returned on time.
12. The right to lend shall be restricted when the penalty amount for late returns reaches 3 EUR or more.
13. LSS shall not be transferred to another person.
14. The user has the right to extend their LSS, when current LSS expires.
15. In case the conditions of the Rules of Use of ISM University of Management and Economics Library Services are violated, the LSS is suspended without possibility to extend it. The fee for LSS is not refunded.
16. The following persons have the right to use the LSS free of charge:
  - 16.1. Members of ISM Master's Alumni Club;
  - 16.2. Members of ISM Business Council;
  - 16.3. Supporters of the *Excellent 100* programme, implemented by the public body "ISM Fund", providing 4 or more scholarships.
17. The following persons are entitled for 50% discount on the LSS fee:
  - 18.1 ISM Alumni;
  - 18.2 former ISM employees;
  - 18.3 ISM strategic partners.