

APPROVED

by Resolution No. S-2017-7-7 of 13 June 2017
of the Senate of Vilnius University

VILNIUS UNIVERSITY LIBRARY REGULATIONS

CHAPTER I GENERAL PROVISIONS

1. These regulations regulate the legal status of Vilnius University Library (hereinafter the 'Library'), the objectives of its activities, tasks, functions, responsibilities, rights, procedures for the organisation of activities, and structure.

2. According to the Statute of Vilnius University (hereinafter the 'Statute'), the Library is an internal organisational *sui generis* structure (unit) of Vilnius University (hereinafter the 'University'), which has its own template, logo, and seal. The Library is directly subordinate to the Pro-Rector for Research of the University (hereinafter the 'Pro-Rector') and administratively subordinate to the Chancellor of the University (hereinafter the 'Chancellor').

3. The models of the Library's template, logo, and seal shall be approved by the Senate of Vilnius University (hereinafter the 'Senate') (Annexes 1, 2, and 3). The template and seal of the Library shall be used to approve the documents of organisation of the Library's activities, when issuing certificates, in correspondence of the Library, and in other cases according to its competency and powers granted. The template and seal of the Library shall not be used to approve financial documents.

4. In its activities, the Library shall be guided by the Constitution of the Republic of Lithuania, the Republic of Lithuania Law on Higher Education and Research, the Statute, the Republic of Lithuania Law on Libraries, the Republic of Lithuania Law on Copyright and Related Rights, the Republic of Lithuania Law on Documents and Archives, other laws regulating the areas of activities administered by the Library and their implementing legislation, resolutions of the Senate and the Council of the University (hereinafter the 'Council'), orders and decrees of the Rector of the University (hereinafter the 'Rector') and the Chancellor, these regulations, and other legal acts of the University.

5. The Library is a scientific library of national significance and a centre for activity coordination of and methodological support for the libraries of higher education institutions.

6. The Library collections are an integral part of the collections of Lithuanian libraries and are protected by the State. The procedure for accounting, storage, and use of the collections shall be regulated by the standards of the Republic of Lithuania, the legal acts of the Government of the Republic of Lithuania, and the documents of organisation of activities of the University Library.

7. The activities of the Library are funded from the State budget, monetary funds managed centrally by the University according to the Vilnius University Revenue and Expenditure Estimate approved by the Council, support, targeted funding sources, and other legally acquired funds.

8. The use of the Library's information resources shall be free of charge. The Library may provide additional paid services in accordance with the procedure established by the legal acts.

9. The activities of the Library shall be based on the principles of legality and public accountability, effectiveness, transparency, cordial communication and constructive cooperation, responsibility for the decisions taken, innovation and willingness to change, the competency of its employees, timeliness, discipline, and other best professional practises.

CHAPTER II

OBJECTIVES OF THE ACTIVITIES. TASKS. FUNCTIONS

10. Objectives of the Library's activities:
 - 10.1. information infrastructure that effectively meets the needs of the University's research and studies;
 - 10.2. favourable conditions for the growth of emotional, social, and intellectual capital;
 - 10.3. research, study, and cultural heritage being accessible and researched.
11. Tasks of the Library:
 - 11.1. to form and/or create access to the information resources collection, taking into account the University's study programmes, scientific research fields, and the needs of the academic community, as well as in implementing the function of the library of national significance that was granted by law;
 - 11.2. to create environments fostering creativity for active teaching and learning, study and research support, and favourable conditions for life-long learning;
 - 11.3. to collect, preserve, and unveil the heritage of printing and writing, encourage and participate in research of the documentary heritage of scientific and cultural history;
 - 11.4. to develop scientific communication tools by supporting open access to information and open science.
12. The Library shall be responsible for the performance of the following functions in order to achieve the objectives of its activities and to implement the tasks assigned to it:
 - 12.1. formation of the information resources collection in accordance with study programmes, research development fields, and user orders, taking into account the documents already available in the Library, and its storage;
 - 12.2. accumulation, storage, and ensuring access to the cultural heritage fund;
 - 12.3. development of information competencies;
 - 12.4. participation in scientific activities in the areas of bibliography, library science, document science, information, book science, and science research;
 - 12.5. document protection, restoration, preservation, and digitalisation;
 - 12.6. development of traditional and electronic information services, creation of virtual information space;
 - 12.7. customer service, ensuring access to Lithuanian and global information resources;
 - 12.8. exchange of prints with other institutions;
 - 12.9. development of scientific communication tools and services: creation and/or administration of the Library's information system, databases, and research data archive, the University institutional repository; participation in the formation of the general information system of Lithuanian libraries and the information infrastructure of Lithuanian academic libraries for research and studies;
 - 12.10. implementation of new library technologies and modernisation of the Library's activities;
 - 12.11. participation in the development and implementation of Lithuanian and international library and general University projects;
 - 12.12. preparation and organisation of exhibitions and events reflecting the social, research, and cultural life of Lithuania and the University;
 - 12.13. cooperation and maintenance of relations with Lithuanian and foreign libraries and other institutions or organisations, exchange of experience, and provision of methodological support to Lithuanian academic libraries;
 - 12.14. drafting legal acts of the University related to the areas administered by the Library, monitoring changes in legal regulation related to the areas administered by the Library and drafting corresponding draft amendments to the University's legal acts according to its competency, ensuring compliance of draft legal acts prepared by the Library with the laws of the Republic of Lithuania and their implementing legislation;
 - 12.15. consulting, providing assistance to the core units of the University and branch units of the Central Administration on issues related to the areas administered by the Library;
 - 12.16. examining inquiries, reports, and complaints of natural and legal persons related to the

areas administered by the Library, providing responses to them and, if necessary, taking other measures within its competency to address the specified or found irregularities and deficiencies;

12.17. performing other functions set out in the legislation for the Library and related orders of the Pro-Rector and Chancellor.

CHAPTER III RIGHTS OF THE LIBRARY

13. The Library shall have the following rights in order to achieve the objectives of its activities and to implement the tasks and functions assigned to it:

13.1. to receive information from the Rector, Pro-Rector, Chancellor, branch units of the Central Administration, other internal organisational structures, working groups, commissions and committees of the University, State government and local self-governance institutions necessary for the implementation of the objectives, tasks, and functions of the Library;

13.2. to submit proposals within its competency to the Rector, Pro-Rectors, Chancellor, Vice-Chancellor, core units of the University, and branch units of Central Administration in the areas administered by the Library;

13.3. to control, within its competency, how the core units of the University implement the laws of the Republic of Lithuania, the implementing legislation of the laws, the resolutions of the Senate and the Council, the orders and decrees of the Rector and Chancellor, and other legal acts related to the areas administered by the Library;

13.4. to initiate and participate in concluding agreements with Lithuanian and foreign libraries, scientific institutions, other companies, institutions, and organisations;

13.5. to represent, within its competency, the University in Lithuanian, foreign, and international institutions;

13.6. to provide paid services in accordance with the procedure established by the legal acts and to use the received funds to meet the needs of the Library;

13.7. to accept donated publications and other assets related to the Library's activities on behalf of the University;

13.8. to carry out the exchange of prints with other institutions in accordance with the procedure established by the legal acts;

13.9. to participate in the activities of the societies/associations of libraries and information centres in Lithuania and abroad, maintain contacts with Lithuanian and foreign libraries;

13.10. to engage specialists and experts necessary for its activities, including employees of other internal organisational structures of the University, in agreement with their superiors;

13.11. to continuously improve the qualifications of the Library's staff, participate in conferences and other events related to the areas administered by the Library;

13.12. to use tangible and intangible assets assigned to it in accordance with the procedure established by the University, have suitable working conditions for the performance of its functions (suitable premises, workstation, lighting, heating, security, provision of information technology inventory, equipment), and use transportation, communication, and other means and services following the procedure established by the University.

14. The Library may also have other rights granted to it by the laws of the Republic of Lithuania and the legal acts of the University.

CHAPTER IV ORGANISATION AND STRUCTURE OF ACTIVITIES

15. The Library shall be headed by the Director General (hereinafter the 'Director'), who shall be employed and dismissed by the Chancellor upon proposal from the Pro-Rector in accordance with the procedure laid down by the legal acts.

16. The Director shall be accountable and directly subordinate to the Pro-Rector.

17. When the Director of the Library is unable to perform their duties (due to illness, leave, secondment, etc.), they shall be substituted by one of the directors of the departments of the Library.

The procedure for substituting the Director of the Library shall be established by an order of the Chancellor upon proposal from the Director of the Library, in agreement with the Pro-Rector.

18. The Director of the Library shall be responsible for:

18.1. planning, organisation, coordination, and control of the Library's activities in the context of performing the Library's functions and solving issues within its competency, ensuring that functions assigned to the Library are performed in a timely and appropriate manner, and ensuring appropriate representation of the Library;

18.2. coordination and control of the activities of the structural units of the Library, distribution of tasks between the structural units of the Library and control of their execution;

18.3. giving instructions to the Library's staff in the implementation of the functions and tasks assigned to the Director of the Library;

18.4. organising the protection of the Library's assets and using funds allocated to the Library's activities;

18.5. submitting, within their competency, proposals to the Rectorate, core units of the University and units of the Central Administration;

18.6. informing the Pro-Rector and Chancellor on the results of the work of the Library, submitting proposals for improving the Library's activities;

18.7. ensuring internal order in the Library;

18.8. concluding agreements within their competency;

18.9. other functions set out by the job description of the Director of the Library and other legal acts of the University, as well as the execution of other assignments of the Chancellor and Pro-Rector relating to the functions of the Library.

19. The Director of the Library shall issue orders and decrees within their competency.

20. The structure of the library consists of departments and divisions provided for in the organisational structure of the Library, which is an integral part of these regulations (Annex 4). Internal organisational structures without the rights of an administrative unit may be established within divisions.

21. The objectives, tasks, functions, procedure for the organisation of activities, and structure of the departments and divisions of the Library shall be defined in the regulations of these divisions, approved by the Chancellor upon proposal from the Director of the Library, in agreement with the Pro-Rector.

22. The rights, duties, and responsibilities of the Library's staff shall be determined by their job descriptions approved by an order of the Chancellor, prepared in accordance with these regulations and the regulations of the relevant division of the Library.

23. To deal with relevant strategic issues of the Library's activities, a Council shall be set up to participate in an advisory capacity. It shall make proposals to the Library's management on the strategy, services, information resource formation, and other operational issues of the Library. The Council may be composed of representatives of the Library, the University, public authorities, the public, and other memory institutions. The composition of the Council and its regulation shall be approved by the Pro-Rector upon proposal from the Director of the Library.

CHAPTER V FINAL PROVISIONS

24. The organisation of the Library's activities shall be changed and the Library shall be liquidated by a resolution of the Senate in accordance with the procedure established by the legal acts of the University.

25. The Library Regulations shall be amended by a resolution of the Senate.

26. All the Library's staff shall be familiarised with these regulations in the document management system.

Annex 1 to Vilnius University Library Regulations



VILNIUS UNIVERSITY LIBRARY

Public establishment
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LT-01513 Vilnius
www.biblioteka.vu.lt

Phone: +370 5 268 7100
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Email: mb@mb.lt

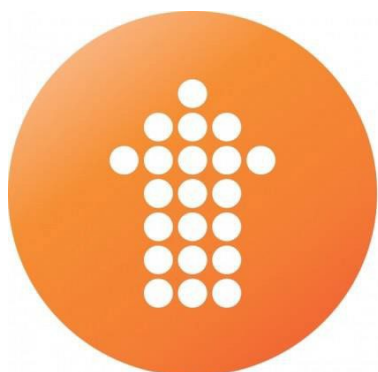
Data is collected and stored in
the Register of Legal Entities
Code 211950810

**Annex 2 to Vilnius University Library
Regulations**

Vilnius University Library Logo



Vilniaus
universiteto
biblioteka



Vilnius
University
Library



Vilniaus
universiteto
biblioteka

**Annex 3 to Vilnius University Library
Regulations**

Vilnius University Library Seal



**Annex 4 to Vilnius University Library
Regulations**

The organisational structure of Vilnius University Library

