

Approved by the decision No. 178-4
of the Assembly of the Bahá'í
Community of Riga on 13.09.2021

Bahá'í Reference Library “Pearls of Unity” Rules and Regulations

I. General conditions

1. The Rules and Regulations prescribe the rights and duties of the Users of Bahá'í Reference Library “Pearls of Unity” (hereafter – Library) as well as the procedures for the provision of Library services.
2. The rights and duties of the Library users are regulated by Library Law, Statute of the Library, Library Rules and Regulations and other legislative acts and regulations.

II. Library Users

3. Library users (hereafter – Users) upon registration should present document of identification. If the User is a legal person, a physical person should be authorized to register on its behalf.
4. Minor Users of the Library upon registration should provide a document of identification and a written permission by one of the parents (or a guardian).
5. After registration the User certifies with their signature that they have been introduced to the Library Rules and Regulations and that they are bind to abide by them. A parent (or a guardian) confirms this fact on behalf of a minor User.
6. After the registration the User receives a Library reader's number (hereafter – Reader's Number). Reader's Number should not be used by another person except the case mentioned in subparagraph 19.4. of this Rules and Regulations. Whenever visiting the library, the User gives their Reader's Number to the librarian. In case User forgets their Reader's Number they must inform the head of the Library immediately, and upon presenting a document of

identification they will be reminded their Reader's Number. In case of change of the User's name and/or surname, the Reader's Number does not change.

7. In case of changes in contact information (address, telephone number, e-mail address) the User shall notify the Library during a visit, by telephone or by e-mail. In case of changing the name the User shall inform the Library when visiting and provide a document proving the fact of change.
8. By registering in the Library the User acquires the rights to borrow books and other media for use at home from the collections of any Library collection point.

III. Procedures for the provision of Library services

9. Basic services of the Library are free of charge.
10. The Library offers books and other media for use in premises of the Library, except for books and media available in the loan collections of Library collection points.
11. Basic services of the Library are as follows:
 - 11.1. registration of Users, issuing the Reader's Number;
 - 11.2. lending out books and other media for use at home or in the Library;
 - 11.3. providing facilities and equipment for Users to use in the Library (incl. public access to computers, Internet and public resources of electronic information);
 - 11.4. instructing and consulting Users on the collection of the Library and other information resources, catalogues, card indexes and other systems of search of information and their use;
 - 11.5. providing library, bibliographical and factographic references;
 - 11.6. copying and scanning the data carriers available at the Library if this option is ensured by the Library;
 - 11.7. organizing events popularizing the Library, literature and reading;
 - 11.8. providing remote services in cases, covered in subparagraphs 19.4 and 19.5. this Rules and Regulations.
12. Library does not rent out the premises and does not provide other unspecified services.
13. The User can reserve books and other media visiting the Library in person, by telephone or electronically. Librarian informs the User about the availability of the reserved books or other media. The reserved books and other media are to be checked out by the User within three business days. After three business days the reservation is cancelled. The User can check out up to two reserved accessions at a time.
14. The borrowing and returning of books and other media is registered in the electronic database of the Library.

15. The total number of books or other media borrowed by a registered User (including units with renewed loan period) for use at home in each Library collection point cannot exceed 5 items, except the magazines and newspapers which cannot exceed 10 items.
16. The loan period of books or other media borrowed for use at home is two weeks, except the cases mentioned in subparagraphs 19.4 and 19.5. of this Rules and Regulations.
17. If the books or media borrowed are not accessions and are not either reserved or requested by another User, the extension of the borrowing period is possible by visiting the library, by telephone or electronically. In case of electronic communication, a positive reply from the Library serves as a proof for renewal of the loan period electronically. If the due date of books or other media borrowed for use at home is constantly renewed, the User cannot keep the media longer than for two months.
18. Books or media received through inter-library loan (hereafter – ILL) are not borrowed for use at home: they are available for use in premises of the Library only. The due date of these books or media is determined by the respective library the book or media are received from. In special cases the loan of books or media received through ILL can be renewed, if the loan renewal is requested at least four days prior to the due date.

IV. User rights, duties and liabilities

19. User rights are as follows:
 - 19.1. to receive books and other media from the Library collection or to receive them through ILL from other, including foreign, libraries if the required book or media is not in the collection of the Library;
 - 19.2. to receive timely and quality services of the Library;
 - 19.3. to receive books and other media for use at home, to use computers, Internet and other generally accessible sources of electronic information free of charge, to use free of charge databases available in the Library, to reserve books and other media;
 - 19.4. if the User has disability of walking, sight or other functions, the User should apply for the remote Library services or assigning a confidant that would receive books and other media for them. Such application should be made in person, by telephone or electronically. In such cases the loan period of borrowed items is one month;
 - 19.5. during the periods when the Library does not provide on-site service, the User should apply for the remote Library services by telephone or electronically. In such cases the loan period of borrowed items is one month.
20. User duties are as follows:
 - 20.1. to register books and other media intended for use at home at the librarian's desk;
 - 20.2. to return and/or borrow books or other media during the working hours of the Library;
 - 20.3. to return the borrowed books and other media on or before the due date;

- 20.4. to leave the books or other media used in the premises of the Library on the table or at the librarian's desk for record;
 - 20.5. to replace lost or damaged Library books or other media with identical items or their equivalents approved by the Library;
 - 20.6. to handle the collection, computers and the equipment of the Library with care;
 - 20.7. to notify the librarian if damage of Library books and/or other media or equipment is found, otherwise the User is held responsible for the damage.
21. For keeping the books and other media longer than the determined loan period, the User is denied the opportunity to borrow Library books, use computers, Internet and other generally accessible sources of electronic information in the Library until the overdue items are returned.
 22. In case the documents borrowed by the User are damaged, lost, etc., until the moment the User compensates them with the documents of equal value, the User is denied the opportunity to borrow Library books and other media for use at home, as well as to use computers, Internet and other generally accessible sources of electronic information in the Library. The decision about accepting documents to replace the damaged, lost or otherwise irretrievably misplaced documents shall be taken by the Library committee, appointed by Assembly of the Bahá'í Community of Riga.
 23. Users that fail to comply with the Library Law and other legislative acts, Statute of the Library and Library Terms and Conditions as well as Users who fail to keep order and silence, disturb other visitors or librarians, eat or drink near the stock of the Library, computers or office equipment, visit the Library while under the influence of alcohol, narcotic or illegal psychotropic substances, do not comply with the standards of hygiene, bring or carry animals into the Library and cause damage to the equipment and stock of the Library can be expelled from the premises of the Library and denied the Library services for a period of up to one year.
 24. In case of restricting the rights of minor User one of their parents (guardians) receives a written notice. The notice is sent to the address given in the registration form.
 25. Users are forbidden to take out materials and cut-outs from the thematic folders, cause damage to the furniture and equipment or cause any other material loss to the Library, as well as to connect to the power network of the Library without the permission of the librarian. The User takes responsibility for the damage caused in accordance with the Civil Law.

V. Procedure of use of computers, Internet and the public resources of electronic information

26. Before using a computer, the User must sign up with the librarian for using specific computer and software, as well as for the countdown of time, giving their Reader's Number.
27. Free of charge computer use can be reserved for up to an hour a day. If the User wishes to continue using the computer and it is available, with librarian's permission they can continue using the computer until further instructions from the librarian.
28. If the User is more than 15 (fifteen) minutes late for their reserved time, the reservation is cancelled and the computer is free for other Users to use.
29. If a computer is designated for e-mail use only, it can be used for 15 (fifteen) minutes maximum.
30. Only the librarian is authorized to turn computers on or off.
31. Only one User can use the computer at a time.
32. The User without the permission of a librarian, is not allowed to start using a computer or to continue the work at another computer.
33. The User is not allowed to extend the time limit reserved for them.
34. The User is allowed to save files on the hard drive of the computer. The Library does not hold any responsibility for the confidentiality and safety of the said files. The files saved by the User will be available to any other User and can be deleted without warning. If the files are no longer necessary, the User must delete them.
35. The User is allowed to use any electronic file storage media. All electronic file storage media must be in good working condition.
36. The User is allowed to use Library scanner and copying machine up to 10 pages per day. Scanning and printing is done by the librarian after the User's request.
37. While using a computer at the Library User is forbidden:
 - 37.1. to install any kind of software (programs, games etc.);
 - 37.2. to change the configuration of the computer, incl. interface of programs (appearance, keyboard shortcuts and other settings);
 - 37.3. to change the font size of Internet browsers, if the User does not change them to the default afterwards;
 - 37.4. to connect or to disconnect any cables to the computer and its periphery, except the cables necessary for the connecting USB flash drives, portable hard drives or headphones.
38. The User is forbidden to use the computer for distributing bulk advertisement letters or spam.
39. While using the computers or networks the User is forbidden to acquire, create or distribute information that:

- 39.1. reflects violence and aggression;
 - 39.2. promotes distribution of pornographic materials;
 - 39.3. encourages the use of addictive substances (drugs, alcohol, tobacco);
 - 39.4. encourages gambling;
 - 39.5. contains aggressive statements or profane language;
 - 39.6. misuses the trust or inexperience of children;
 - 39.7. advertises or offers services of sexual character etc.
40. In case of problems concerning the software or technical damage of computers the librarian is authorized to temporarily interrupt the User's work.
 41. The User is responsible for covering any expenses for mechanical damage they have caused to the computer.
 42. If the User has any questions concerning the use of the computer they have to turn to the librarian.
 43. For the breach of procedure of use of computers, Internet and public resources of electronic information the use of computers can be restricted or suspended.

The Head of the Bahá'í Reference Library
"Pearls of Unity"

M. Pavlovs