



ROMANIA
ROMANIAN INTELLIGENCE SERVICE
„MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY

UNCLASSIFIED

REGULATIONS

ON THE ORGANIZATION AND FUNCTIONING OF ANIMV CENTRAL LIBRARY

- *Bucharest, 2017* -

CHAPTER I GENERAL PROVISIONS

Art.1. The Central Library of "Mihai Viteazul" National Intelligence Academy is the specialized scientific and cultural info-documentary structure of the institution, which actively participates in the process of education, scientific research, professional training and development, taking part in activities related to the dissemination of the values of the Romanian and universal culture, by managing the documentary and information base and achieving its capitalization and communication to users.

Art.2. The provisions of the Internal Regulations of the Central Library are established in accordance with the legislation in force: Law no. 1/05.01.2011 - of Law of National Education, the Library Law no. 334/2002, republished, with subsequent amendments and completions, Law no. 8/1996 on copyright and related rights, with subsequent amendments, Order of the Minister of Education and Research no. 4.626/21.07.2005 for the approval of the Methodology for recovering lost, destroyed or damaged documents and for taxing services and non-compliance with the deadlines for returning publications borrowed from libraries included in the education network, as well as of the Specifications on the value calculation of these documents, Order of The Director of the Romanian Intelligence Services no. 855/2002 on the record, management and inventory of documents specific to SRI libraries.

Art. 3. (1) The Central Library has the following attributions:

- a) the establishment, organization, processing, development and preservation of library documents and databases, in order to facilitate their use for information, research, education or recreation purposes;
- b) initiation, organization and development of cultural projects and programs, including in partnership with public authorities and institutions, with other specialized institutions or through public-private partnership.

(2) As an integral part of the national education system, the library is hierarchically subordinated, within the institution, to the head of the Academy Secretariat and directly to the Commandant (Rector) of "Mihai Viteazul" the National Intelligence Academy. The Academy provides the material base, the space and the maintenance conditions necessary for carrying out activities in good conditions.

Art. 4. (1) The Central Library is a university library governed by public law - according to the form of constitution and management of the patrimony, without legal personality - according to the form of organization, of specialized type, where the access of the users to the documentary fund is free; it can also provide certain services in exchange for a yearly established fee, approved under the law and the normative acts in force.

(2) Depending on the nature of an interlibrary loan or at home (unique issues, collections of Romanian and foreign periodicals, multimedia documents and other library publications), users' access may be limited, only for consultation in the reading room.

Art. 5. Individuals and legal persons outside the Romanian Intelligence Service may have access to the documentary resources of the library under the conditions of the internal orders and regulations; they have the right of access the reading room only, without a loan.

Art. 6. (1) The Central Library cooperates with all the libraries organized at the level of the Romanian Intelligence Service units in order to streamline the processes of augmenting and capitalizing on its own collections of publications, bibliographic and information-documentation activity.

(2) It also collaborates with other libraries in the country for interlibrary loans, with a maximum time limit of one month.

(3) The Central Library collaborates with teachers, researchers and other categories of specialists from the Romanian Intelligence Service for the optimal selection of library publications, for the periodic evaluation of collections, as well as for the final elimination of obsolete documents in terms of content or physical depreciation.

Art. 7. The activity of the library is carried out without any partisan engagements of political, ideological or religious order.

CHAPTER II ORGANIZATION AND RESPONSIBILITIES

Art. 8. According to the state of organization, the Central Library of "Mihai Viteazul" National Intelligence Academy is organized hierarchically, on functional structures correlated with the needs of users, as follows:

(1) Registration and Circulation of Publications:

- a) manages the collections of books, Romanian and foreign serial publications and other library documents, by observing the technical and operative rules, both global and individual, as well as the rules of quantitative and value evidence;
- b) ensures the circulation of publications and the diversification of the sources for augmenting the collection of books and periodicals, regardless of the support and language, through a permanent connection with suppliers and users;
- c) participates in the organization of cultural and educational activities, book exhibitions and the rapid dissemination of bibliographic works.

(2) Bibliographic References and Information-Documentation:

- a) conducts general, thematic, current and retrospective national and international bibliographic researches;
- b) manages the traditional alphabetical catalog, as well as the automated one, providing bibliographic information upon request and documentary consultations to teachers;
- c) operates the reference documentary fund (dictionaries, encyclopedias, treatises, guides, geographical atlases, etc.) by ensuring a permanent balance between home loan applications and the reading room;
- d) executes the library statistics and ensures an academic study environment in the reading room.

(3) Digital library:

- a) brings together information resources in electronic form, structured in databases, multimedia products and applications, accessible through information and communication technologies;
- b) includes: books, serial publications and online specialized articles, documents created only in electronic format, films and documentaries with topics related to the intelligence and security activity;
- c) users' access to the digital library is done by account and password in compliance with the Copyright Law.

- (4) The specialized library** is a structure organized within the Central Library and is not subject to the provisions of the present Regulations. Access to the collections of the library is allowed according to internal orders.

CHAPTER III STAFF AND MANAGEMENT

Art. 9. (1) The Central Library of "Mihai Viteazul" National Intelligence Academy is served by specialized and administrative staff according to the law.

(2) The duties and competences of the staff are established by the job description, drawn up by the immediate superior and approved by the Commandant (Rector) of "Mihai Viteazul" National Intelligence Academy.

Art. 10. The specialized staff of the library has the status of auxiliary teaching staff.

Art. 11. (1) The hiring, promotion, sanctioning, dismissal from office and dismissal of the library staff shall be carried out in accordance with the legal provisions in force.

(2) The professional training of library staff is provided through educational programs organized by the Ministry of National Education or by various associations of librarians, in the form of optional courses, university higher education, postgraduate and other forms of training.

Art. 12. (1) The library staff has the rights and obligations according to the legal provisions and the statute of employees - military or civilian employees.

(2) The library staff benefits from the bonuses, allowances and compensations specific to the field of activity, granted according to the legislation in force regarding the remuneration of the staff paid from public funds.

Art. 13. (1) The management of the library is ensured by a head, according to the provisions of the organizing state.

(2) The head of the library is responsible for its operation, ensuring the integrity of the patrimony, the management and the capitalization of the entire info-documentary fund.

(3) Every year, through the chief secretary, the head of the library draws up and proposes a balance sheet for approval by the Commandant (Rector) of "Mihai Viteazul" National Intelligence Academy.

(4) The head of the library represents the Central Library in relation with other structures inside or outside the institution, according to the regulations in force.

CHAPTER IV ACTIVITIES AND SERVICES

Art. 14. In the Central Library of "Mihai Viteazul" National Intelligence Academy the following types of **activities** are carried out:

- a) development of collections;
- b) evidence and organization of collections;
- c) preservation and conservation of collections;
- d) traditional and electronic cataloguing of publications;
- e) communication of collections and public relations;
- f) documentary information and scientific references;
- g) tutoring and training of library staff;
- h) management and marketing of the library;
- i) conferences, symposiums, scientific communications;
- j) other ordered activities.

Art. 15. In accordance with the daily schedule, the Central Library of "Mihai Viteazul" National Intelligence Academy provides the following **services** to the users:

- a) the study of the bibliographic units from the documentary fund in the reading room;
- b) the loan of documents for a period of up to 30 days;
- c) access to the Digital Library;
- d) access to the electronic catalog and to the traditional catalogs (alphabetical catalog by authors and titles, periodicals, catalog of doctoral theses);
- e) providing bibliographic references in the fields of interest circumscribed to the specific activity of the Academy;
- f) providing full-text information obtained through interlibrary loan at national level;
- g) providing references, fragments, full-text information and bibliographic research work from the digital fund through the bibliographic resource service.

CHAPTER V LIBRARY COLLECTIONS

Art. 16. (1) The library collections represent the totality of documents and information materials, introduced and organized according to library science specific criteria.

(2) The library collections consist of the following categories of documents:

- a) books and brochures;
- b) Romanian and foreign serial publications;
- c) cartographic documents;
- d) audiovisual documents;
- e) electronic documents;
- f) other categories of documents, regardless of the material storage medium.

(3) The library constantly expands its collections of documents through:

- a) **Acquisitions** – based on the requests of teachers, researchers and students, within the limit of the allocated resources;
- b) **Donations and sponsorship** – according to the regulations in force;
- c) **Interlibrary exchange**;
- d) **Definitive transfer** - from the Publishing House of "Mihai Viteazul" National Intelligence Academy or from other units of the Romanian Intelligence Service.

(4) The interdisciplinary and multimedia documentary collection is increased based on the following criteria:

- a) the profile and specificity of the departments and study subjects;
- b) the information and documentation requirements of the users;
- c) the bibliographic recommendations of the programs, projects and subjects studied in the educational process, aiming at ensuring a documentary balance;
- d) the content of the existing collections in the library, in terms of information support, titles and number of copies.

(5) The documents in the library's inventory are considered common cultural goods and belong to the category of inventory items or functional materials.

(6) According to the methodological rules in force, the library collections are grouped as follows:

- a) **basic collections (reference works)** – for consultation in the reading room only;
- b) **current collections** – consultation and study by loan.

Art. 17. The library, in its entirety and on loan funds, is established as an **inventory**. The reception of specific library goods is done by the librarians - treasurers.

Art. 18. The evidence, management and inventory of the collections of publications is carried out in accordance with the provisions of the legal norms in force specific to the library activity and with those of the quantitative-value evidence of the material goods under the administration of the Romanian Intelligence Service.

Art. 19. The transfer of the publications within the library is performed as follows:

- a) definitive transfer - as a result of a written application approved by the Commandant (Rector) of "Mihai Viteazul" National Intelligence Academy;
- b) temporary transfer (loan) – following a written request approved by the Commandant (Rector), for a maximum period of 30 days.

Art. 20. Definitive removal of publications from the library shall be done in compliance with the normative acts in force, as follows:

- a) publications with obsolete content, duplicates, old editions – at the proposal of the head of library or of the professors of the Academy;
- b) physically damaged publications (highlighted pages, torn pages, etc.)

Art. 21. Organization of collections – the classification and placement in formats, the compilation of information tools on the documentary fund and the organization of the catalogs, as well as the final disposal of the collection are done in compliance with the library rules in force.

Art. 22. The preservation of all document collections and the protection of the library spaces shall be carried out in accordance with the needs of ensuring the hygiene and security of storage spaces, fire prevention and extinguishing.

CHAPTER VI LIBRARY USERS

Art. 23. Access to the documentary resources of the library is free and is allowed to the following **categories of users**:

- a) teachers, researchers and other categories of Academy staff;
- b) students and trainees, only during their schooling;
- c) employees of other units of the Romanian Intelligence Service (access to the reading room and home loan only following a written request approved by the Commandant (Rector) of "Mihai Viteazul" National Intelligence Academy;
- d) other persons, in compliance with the orders and regulations on access and activities in military units of the Romanian Intelligence Service.

Art. 24. (1) Access to the library is based on a unique and non-transferable **access permit**, issued by librarians and containing brief identification elements (name, surname, serial number and ID card number, occupation);

(2) Home loan is mentioned on **Reader-Loan file contract** of the reader. This form is a record of all personal loans.

Art. 25. (1) Users are entitled to borrow up to 5 publications at a time for consultation in the reading room, except for students, who may borrow a maximum of 3 publications.

(2) The loan period is 30 calendar days, regardless of the type of user; the period may be extended by 15 days at the time of submission on the due date, only if the publication has not been requested/ reserved by other users. Documents of general nature or specific to certain categories of users, which are set to be studied during the academic period (module, semester, year) are excepted.

(3) Regardless of the number of copies and the date of their collection, all users of the Central Library of "Mihai Viteazul" National Intelligence Academy will hand over the documents borrowed from the library at the end of the school year, on leave or long missions, etc. or at the express request of the library staff.

(4) If some works are in high demand and the number of copies is insufficient, the head of the library may decide their consultation only in the reading room, as well as short term home loan.

(5) Unauthorized access of users to the library's publications warehouse is strictly forbidden. Access is permitted only to the commissions established by Daily Unit Agenda and to the Academy's command. In all cases, such persons shall be accompanied by the librarian in charge.

Art. 26. The users' obligations are:

- a)** to wear a decent outfit inside the library;
- b)** to check, on receiving the publications, their physical condition and report any deterioration;
- c)** to fully comply with the requests of the library staff regarding the study conditions in the reading room by ensuring an academic climate;
- d)** to keep the borrowed publications in good condition, not to make notes, underlining and produce any other damage to them;
- e)** to enter their identity data in the library's record documents;
- f)** to make proper use of the library's collections, technical means, furniture and other material goods, without causing damage or theft;
- g)** to report to the library in writing immediately after learning about the loss or disappearance of borrowed publication. Recovery of prejudice to the

library's collections of publications shall be made in accordance with the legislation in force.

Art. 27. The head of the library may suspend the right to borrow books for home for those who have not complied with the study rules in the reading room or with the deadline for returning borrowed publications. The suspension will be for a period of 7 to 60 calendar days, depending on the gravity of the act.

Art. 28. Users are forbidden:

- a) the unauthorized use of cameras, film, audio and video recording or copying equipment in the library spaces;
- b) photocopying documents, if this affects their condition and infringes copyright;
- c) consumption of food and drinks, as well as the use of mobile phones inside the library.

Art. 29. Penalties shall be imposed in the following situations:

- (1) Failure to return on time the documents borrowed by users shall be sanctioned with the payment of an amount proposed annually by the Head of the Central Library with the approval of the Academy Senate and applied gradually, up to 50% of the average purchase value of the library documents of the previous year. The penalties for failing to return documents on time will be posted at the beginning of each year.
- (2) Loss or destruction of documents shall be sanctioned as follows:
 - a) by physical recovery of an identical copy of the lost or destroyed one, or a new edition of the same document;
 - b) by reprinting it under the same conditions as the document in question (size, binding, color/ black and white, etc.), with the written approval of the head of department in the field of which the publication belongs and of the head of the library, in case it is considered that the document cannot be acquired and a copy made in this way is more efficient than using its countervalue for collection development;
 - c) by paying the countervalue of the document in question, the inventory value updated by applying the daily inflation coefficient, plus an amount equivalent to 1-5 times the price calculated in accordance with the Annex; the user's license shall be suspended until the prejudice has been recovered.
- (3) When establishing the value of charged fees, the informational value of the documents, the number of copies in the record, their age,

physical and moral wear and tear and the degree of repetition of the offence shall be taken into account.

- (4) The funds raised from the application of these penalties shall not be taxed and shall be registered as extra- budgetary sources, being used for increasing the collections.
- (5) For documents damaged by underlining, removal of pages or in any other way, users shall bear the cost of reconditioning and reintegrating it into the library circuit.

Art. 30. The management of the library is obliged to communicate the provisions of the present regulation to the users and reserves the right to report, verbally or in writing, hierarchically, the repeated violations of the stipulated obligations.

Art. 31. The library can be visited by individuals or organized groups, with the approval of the Academy management, accompanied by the library staff.

CHAPTER VII RESOURCES

Art. 32. The financial resources of the Central Library shall consist mainly of allocations from the state budget, the amounts being provided for separately.

Art. 33. Being an educational library, the financial support of the library can also be obtained from other gains such as:

- a) fees charged to users, for services beyond free access to the collections;
- b) grants obtained for the realization of projects, with the participation of the library;
- c) fees charged to other categories of users for all services offered;
- d) capitalization of bibliographic research and published documentary information, as well as other types of works issued by the library.

Art. 34. In order to increase its collection of publications, the library may receive from authors, by way of donation, one copy of each work published by them.

CHAPTER VIII FINAL AND TRANSITIONAL PROVISIONS

Art. 35. (1) In order to carry out projects for expanding the services offered to users, the Central Library of "Mihai Viteazul" National Intelligence Academy shall cooperate with other libraries of the national library system, with other

institutions and organizations of public and private law, respecting the legal rules and instructions in force.

(2) The library staff systematically attends activities with national or international participation - conferences, seminars, presentations, exchanges of experience, etc. – organized within the Romanian Librarians Association, the central university libraries, etc. for the purpose of professional development, as a complementary activity to that of the institutionalized training system in the field of library and information science.

Art. 36. After approval, the content of the regulation may be interpreted in the spirit of new legislation or amendments on the basis of which it was drafted, for clear references to certain stipulations.

The Regulation on the organization and functioning of ANIMV Central Library has been validated in the meeting of the Academy Senate on 29.09.2017 and shall take effect on the date of adoption.