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ΠΛΗΡΟΦΟΡΗΣΗΣ

**TEI OF EPIRUS LIBRARY AND INFORMATION CENTER
REGULATION**

REVISED EDITION

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Περιεχόμενα

1.	LIBRARY MISSION.....	2
2.	AIMS OF THE LIBRARY.....	2
3.	LIBRARY STRUCTURE.....	2
4.	LIBRARY ADMINSTRATIVE STRUCTURE.....	3
4.1.	ADMINISTRATION PRINCIPLES	3
4.2.	LIBRARY COMMITTEE	3
5.	LIBRARY USERS.....	3
5.1.	CONDUCT IN THE LIBRARY	4
5.2.	CESSATION OF MEMBERSHIP	4
5.2.1.	STUDENTS	4
5.2.2.	MEMBERS OF THE ACADEMIC STAFF	4
6.	USER SERVICES.....	5
6.1	BORROWING	5
6.1.1.	BORROWING PRIVILEGES AND LOAN PERIODS	5
6.1.2.	LOANS, RETURNS AND HOLDS POLICY	5
6.2.	EXTERNAL USERS RIGHT TO USE THE LIBRARY	6
6.3.	BORROWING	6
6.4.	INTERLIBRARY LOAN SERVICE.....	7
6.5.	RETURNING MATERIAL – INFRINGEMENT OF REGULATION – FINES – PENALTIES	7
6.6.	PHOTOCOPYING AND PRINTING SERVICE	8
6.7.	LIBRARY INSTRUCTION SEMINARS	8
6.8.	ELECTRONIC INFORMATION SERVICE	8
7.	LIBRARY COLLECTIONS.....	8
7.1.	COLLECTION TYPES.....	8
7.1.1.	INSTITUTIONAL REPOSITORY – RESEARCH REPOSITORY.....	9
7.1.2.	GREEK MUSIC ARCHIVE	9
7.2.	COLLECTION MANAGEMENT.....	9
7.2.1.	COLLECTION EVALUATION AND MANAGEMENT	9
7.2.2.	WITHDRAWALS OF MATERIAL	10
7.2.3.	LOST OR DAMAGED MATERIAL.....	10
7.2.4.	DONATIONS	10
7.2.5.	RESERVE COLLECTION	10
7.2.6.	COLLECTION INVENTORY	11
8.	LIBRARY REVENUE.....	11
9.	LIBRARY OPENING HOURS	11
10.	LIBRARY SERVICES EVALUATION	11
11.	REVISION OF REGULATION	12

1. LIBRARY MISSION

The TEI of Epirus Library and Information Centre (herein the Library) is an information collection and dissemination center. Its main purpose is to support local Institution's goals regarding research and education. It does so by providing well-documented (authoritative) information either in print or electronic form. The Library has also set as a priority to offer its users training programs with the aim of maximizing service usage. Moreover, the Library covers the information needs of all members of the local academic community as well as those needs of the members of the general public-residents of the towns where Library's branches are located. In that way, the Library acts as a cultural center which actively participates to several educational and cultural activities and programs.

2. AIMS OF THE LIBRARY

The TEI of Epirus Library and Information Center aims at:

- Offering its users print and electronic material in order to support their educational and research activities.
- Ensuring access to information sources and libraries across Greece and abroad through Information Networks, Library Networks and Alliances, et al.
- Enriching collections.
- Offering support to all local and external users for better use of electronic resources by means of information literacy programs, brochures, workshops, conferences, et al.
- Participating to collaborative schemes so as to save economic resources and take advantage of available information resources.
- Organizing and offering appropriate infrastructure for visitors (reading spaces, computer facilities, books stacks, et al.)
- Informing Library personnel for latest developments in Information and Library Science and Computer Science fields.
- Publicizing local institution's work and projects therefore acting as a cultural center.
- Evaluating and improving its services.

3. LIBRARY STRUCTURE

According to the Organization of Administrative Services of the TEI of Epirus (GG 22.8.2015, issue 2, number 2588) the structure of the Library is as follows:

Department of Library and Information Center.

- (a) Office of Administrative and Economic Affairs, Development and Collection Organization (Arta).
- (b) Office of User Services and Electronic Services (Arta).

- (c) Publications and Printing Office (Arta).
- (d) Library Office at Ioannina.
- (e) Library Office at Preveza.
- (f) Library Office at Igoumenitsa.

4. LIBRARY ADMINISTRATIVE STRUCTURE

4.1. ADMINISTRATION PRINCIPLES

Central Library and branches at Ioannina, Preveza and Igoumenitsa constitute a single Library, which operates under a single regulation and is called "Library and Information Center of the TEI of Epirus".

4.2. LIBRARY COMMITTEE

1. A Library Committee is hereby established consisting of:
 - (a) One (1) professor appointed by the Assembly of the Institution,
 - (b) One (1) professor, as a School representative, appointed by the General Assembly of each School.
 - (c) Head of Library and Information Center.
 - (d) One (1) undergraduate student representative and one (1) postgraduate student representative.

Term of office for Committee members is three (3) years except for students' representatives which is one (1) year.

2. The Committee meets at least twice (2) a year. Library Committee has the responsibility of policy-making and strategic development as well as to monitor all functions of the Library. At the beginning of each academic year, the Committee prepares a report regarding all activities and objectives for the coming year. The report is publicly available through Library's website and is submitted for approval to the Assembly of the Institution.

5. LIBRARY USERS

The following persons have the right to use the Library:

- Members of academic staff of the TEI of Epirus.
- Members of administrative staff of the TEI of Epirus.
- Students of the TEI of Epirus.
- Incoming students (Erasmus+ students).
- Researchers.

- Emeritus professors.
- External users.

Users who want to register to the Library do so by presenting a valid academic ID card or a valid ID card at the Circulation Desk.

5.1. CONDUCT IN THE LIBRARY

By entering the Library, users are asked to store personal property in lockers and sign at the Library's guest book at the Circulation Desk. Users must keep quiet to all Library premises and especially reading areas. Smoking is prohibited everywhere in the Library. Food and beverages (except bottled water) are not permitted in the Library. Users who leave the Library having borrowed any type of material may be asked to present it to Library personnel on request. Refrain from misuse, misappropriation or damage of Library collections and equipment. Users who violate Library Regulation may be banned from all Library premises and lost the right to use the Library.

5.2. CESSATION OF MEMBERSHIP

For users who graduate, retire or resign the follow apply:

5.2.1. STUDENTS

- (a) Students who interrupt their studies lose the right to use the Library.
- (b) Graduates or students who have interrupted studies can register at the Library as external users.
- (c) Upon graduation or interruption of studies, students receive a certification from the Library confirming that they have no overdue material. This certification is handed to the respective Department secretariat and students cease to be Library members.

5.2.2. MEMBERS OF THE ACADEMIC STAFF

The Department of Academic and Administrative Personnel of the TEI of Epirus contacts the Library in case of members of the academic staff who leave duty upon retirement, resignation, etc. Those members are obliged to return all borrowed items to the Library with the exception of emeritus professors.

6. USER SERVICES

6.1 BORROWING

6.1.1. BORROWING PRIVILEGES AND LOAN PERIODS

Library material is divided into three categories depending on the lending status:

1. Standard loan: material that can be borrowed for 15 days.
2. Short loan: material that can be borrowed for a short period (two day loan items, 3 hour loan items, 1 day loan items, weekend loan items, et al.) due to high demand.
3. Non-loanable collection:
 - a. Journals volumes and issues.
 - b. Reference collection (encyclopedias, dictionaries, etc.).
 - c. Rare books.
 - d. Degree, master and doctoral theses.
 - e. Seminar papers.
 - f. Electronic and digital material *.
 - g. Greek Music Archive collection.

* Only members of the local academic community can borrow audiovisual material for a short period of time.

6.1.2. LOANS, RETURNS AND HOLDS POLICY

TEI of Epirus Library Members	Number of loans	Loan period	Number of items for hold request	Number of renewals (if there is no hold by another user)
Academic staff of all statuses Emeritus professors	five (05)	twenty (20)	five (05)	once (1) for seven (07) days
Postgraduate students	five (5)	fifteen (15)	three (03)	once (1) for seven (07) days
Undergraduate students Administration staff of all statuses	three (03)	fifteen (15)	three (03)	once (1) for seven (07) days
Incoming students (Erasmus+ students)	three (03)	fifteen (15)	three (03)	once (1) for seven (07) days
Researchers	Three (03)	fifteen (15)	three (03)	once (1) for seven (07) days
External users	Three (03)	seven (07)	--	once (1) for seven (07) days

Library members are responsible for all items borrowed until they return them.

Library material cannot be transferred from one member to another and every borrower is obliged to return items on loan preserving their good condition. In case of lost or damaged material the Library member is charged with a fee or is obliged to replace it.

All borrowed material is compulsorily returned to the Library by the end of the spring semester due to inventory reasons. When the process ends the material can be borrowed again.

6.2. EXTERNAL USERS RIGHT TO USE THE LIBRARY

Library's main purpose is to meet the information needs of both local academic community as well as those of external users. External users are:

- Residents of cities and regions where the TEI of Epirus libraries are located.
- Other institutions teachers and professors.
- TEI of Epirus alumni.

The Library prioritizes serving the local academic community. However, external users may use Library facilities and services provided that this is not coming at the expense of qualitative services to local users.

External users may:

- Use Library premises (reading rooms, computer rooms) and facilities (PCs, photocopying machines, et al.)
- Use electronic services. Access to subscription databases and electronic journals is open for all users within the TEI of Epirus network.
- Borrow up to 3 items for seven (7) days with a renewal period of seven days provided the material is not requested by another user.
- Use the Interlibrary loan service.

The Library reserves the right to refuse Library admission to users who repeatedly breach regulation.

6.3. BORROWING

The Library of the TEI of Epirus (Central and branches) operates on a common library management system. That system provides Library staff with a clear picture of material status (on loan or on shelf) and user status (personal information). The Library and the Circulation Department in particular, keeps a record of member's personal information (names, addresses, contact information, etc.) which is considered confidential and used only for legitimate library purposes. Users are required to produce their valid student identity card or ID card (for external users) in order to borrow books.

6.4. INTERLIBRARY LOAN SERVICE

Interlibrary loan service between the Central Library and branches.

Library members may request material via the interlibrary loan service from any other branch library (Ioannina, Preveza, Igoumenitsa). There is no charge for the service.

Interlibrary loan service with other libraries.

Library member submits a request and borrows material that is sent by the collaborating library (member of the Hellenic Academic Libraries Link). The Library of the TEI of Epirus is responsible for the immediate processing of a request. Library member is charged with delivery costs. Library member is obliged to pick up and return interlibrary loan items at the library where they submitted the request. Loan period is set to seven (7) days. If the collaborating library agrees a renewal of seven (7) days may be given.

Restriction – exceptions.

Certain types of material are excluded from interlibrary loan such as reference material (encyclopedias, dictionaries, etc.) journal issues, degree theses, seminar papers, electronic and audiovisual material, rare and damaged material and course reserved material. The Library may suggest alternatives such as loan of excess items or purchase of high demand material. High demand material (short loan material) may be excluded from the interlibrary loan service.

6.5. RETURNING MATERIAL – INFRINGEMENT OF REGULATION – FINES – PENALTIES

Users who have borrowed books must return them on due time at the Circulation Desk during library operating hours. The Circulation Department bears no responsibility for lost items (items that were not handed in library personnel).

Each year the Library Committee decides on the financial penalties regarding overdue material. The charges are automatically activated.

Library users who repeatedly violate Library regulation:

- Are automatically deprived of borrowing privileges until they return material.
- Have to pay a fine for every day after the due date.

These penalties may be suspended for one (1) month if there are serious reasons such as: a) absence from residence for a period that exceeds a month, b) illness.

Users who lose or damage material are obliged to replace it within one (1) week. Users who repeatedly infringe Library regulation or deny paying fines may lose borrowing rights. That decision is taken by the Head of the Library or the Library Committee.

Students who graduate receive from the Library a certification confirming that they have no material on loan. This certification is handed to the respective Department secretariat so as students apply for graduation certification. The same procedure

applies for:

- Members of the faculty who retire or resign.
- Incoming students (Erasmus+ students) who received the aforementioned certification in order to complete participation to the program.

6.6. PHOTOCOPYING AND PRINTING SERVICE

Library members and external users may use available photocopying machines which operate with copy cards. Cards of 100 or 200 A4 pages value can be purchased at the Circulation Desk while their cost is determined by the Library Committee.

6.7. LIBRARY INSTRUCTION SEMINARS

In order Library users to achieve maximum and optimal use of available sources and services, the Library offers library instruction programs. Library instruction seminars help members to acquire knowledge and expertise in using information technologies and available resources.

During all academic year the Library organizes instruction seminars for students and external users (e.g. high school students). The seminars include instruction on:

- Use of Library premises and services.
- Information seeking, search strategy and writing papers support.

6.8. ELECTRONIC INFORMATION SERVICE

The Library of the TEI of Epirus maintains a User support service which offers help and assistance to all members of the local academic community regarding electronic resources, database access and content, electronic journals, etc.

7. LIBRARY COLLECTIONS

7.1. COLLECTION TYPES

The Library of the TEI of Epirus maintains a printed collection as well as digital collections which are:

7.1.1. INSTITUTIONAL REPOSITORY – RESEARCH REPOSITORY

The Library has created and maintains two digital repositories: the Institutional Repository and the Research Repository. The Repositories are the “digital space” where the scientific output of the local academic community and scientific publications of the TEI of Epirus are stored, preserved and displayed. A basic prerequisite for the smooth operation and effectiveness of digital repositories is to encourage and at the same time commit the entire Institution to compulsorily submitting all scientific outputs produced in digital form by its staff and students. The “Repository Management Policy” and “The Research Repository Management Policy” form an integral part of this Regulation.

7.1.2. GREEK MUSIC ARCHIVE

The Greek Music Archive was founded in 2002 by the Department of Traditional Music and is part of the Library’s collections. Its material is not loanable and collection development is done in collaboration with the Department. The collection is hosted on a different software however is accessible from the Library’s website. Opening hours are in line with Library’s opening hours. Premises and equipment are mainly available for the use of the local academic community.

7.2. COLLECTION MANAGEMENT

7.2.1. COLLECTION EVALUATION AND MANAGEMENT

The Library is responsible for the development and management of its collections so as educational, research and cultural needs of the local academic community are covered. For that purpose the Library applies a single material evaluation policy, identifies collection deficiencies, evaluates collections at a regular basis (in order to determine their qualitative and quantitative adherence) purchases new material, acts on maintenance, replacement or dislocation of material.

Rights to select and submit proposals for new acquisitions have: all members of the educational and administrative staff of the TEI of Epirus, students and researchers who collaborate with the Institution. Proposals are initially submitted to the Assembly of the Department which examines the possibility of overlapping and after being approved they are forwarded to the Library. The proposals should necessarily contain bibliographic data of items and indicative cost.

If the proposed items already exist in the Library’s collection, the proposer should justify the proposal. Proposals for journal subscriptions may be given only by members of the academic staff. The proposal is rejected if the journal is included in HEAL-Link e-journals subscriptions. The final decision for all purchase proposals is taken by the Library Committee.

7.2.2. WITHDRAWALS OF MATERIAL

Unused and outdated material is withdrawn from the collection in order the Library to save space and preserve collection quality. Main criteria for material withdrawal are:

- Physical condition of material.
- Publication date.
- Outdated material.
- Frequency of use.
- Number of copies.
- Subject coverage in relation to other Library material.
- Lack of space.

The evaluation of material to be withdrawn is done in collaboration with a member of the academic staff who is subject expert. Decision will take into account curricula and the extend the material covers academic and educational needs.

7.2.3. LOST OR DAMAGED MATERIAL

The Library replaces lost or damaged material if:

- Is still appropriate for the collection.
- Is available in current book trade.
- If the budget allows.

7.2.4. DONATIONS

The Library accepts donations of items (in whole or parts of them) under the following conditions:

- The donation supports aims of the Library related to collection development.
- There is enough space to store.
- The material is in good physical condition.

After accepting a donation the material belongs to the Library which is responsible to incorporate items into the collection. Donations which include more copies that the Library can accept may be returned to the donor. Journal issues are not accepted unless they replace incomplete journal series.

7.2.5. RESERVE COLLECTION

At the beginning of each semester, academic staff may select certain collection books to be part of the reserve collection for the use of students. Reserve collection is placed in a certain Library space and is excluded from loan. Students may use it only within Library premises.

7.2.6. COLLECTION INVENTORY

The TEI of Epirus Library is conducting an annual inventory of its material at the end of the spring semester (June). Inventory data for branche libraries are sent to the Head of the Library by September. Total inventory results and comments are communicated to the Library Committee.

8. LIBRARY REVENUE

Revenue sources of the Library are:

- Photocopying magnetic card sales.
- Overdue material fines.

The collected amount of money is deposited to the Special Account of the Library and in particular at the “Library Revenues Project” in order the following expenses to be covered:

- Photocopying and printing magnetic cards purchase.
- Cardholders supply.
- Equipment supply (photocopying machines, PCs, servers, etc.), spare parts and consumables for Central Library and branches.
- Interlibrary loan cost and charges for material (articles, books, theses) through the National Documentation Center.
- Databases subscriptions related to Library and Information Science subjects for cataloguing needs.
- Seminar and conferences organization costs with the purpose of library and administrative staff education and training.
- Employment cost of an Information Technology expert for the Library in order to support electronic and digital services.

9. LIBRARY OPENING HOURS

Central Library and branches opening hours are set at the beginning of the academic year. The Library may change its timetable if necessary and in exceptional cases such as: staff shortage, staff participation in training sessions, meetings, etc.

10. LIBRARY SERVICES EVALUATION

The Library performs once or twice a year a user satisfaction survey in order to evaluate its services based on the indicators set by the Quality Assurance Unit of Academic Libraries (QAUAL).

Library Committee may define more statistical indicators in order to assess collections and quality of services offered by the Library.

User satisfaction survey is carried out at the same time for all libraries of the

Institution and the results are communicated through Library webpage.

11. REVISION OF REGULATION

A revision of Library Regulation is done following a proposal of the Head of the Library and approval by the Library Committee. All modifications of the Regulation are approved by the Assembly of the TEI of Epirus. Depending on their importance, subjects not covered by this Regulation are regulated by decisions of the Head of the Library, the Library Committee and the Assembly of the TEI of Epirus.