



COLLEGE OF ACCOUNTANCY AND FINANCE

APPROVED

*College of Accountancy and Finance
Council meeting on 12 December 2012*

Records No.6/12

*(amended by the College Council meeting
on 01 November 2019, Records No 1-17 / 03)*

Terms of Use of Information Resources

1. The collection of information resources of the College of Accountancy and Finance (hereinafter - the College) includes: printed matter, electronic resources, publications and other documents.
2. The College collection of information resources is funded by the College.
3. The College collection of information resources is stationed in the Scientific Library of the Baltic International Academy (hereinafter - the Library).
 - 3.1. The Library Registration certificate No. 2271, Register No. BLB0530, registered on January 15, 2004.
 - 3.2. The Library address in Riga: Lomonosova Street 1/4, Riga, LV-1003, phone: (+371) 67100541, e- pasts biblio@bsa.edu.lv
 - 3.3. The Library address in Daugavpils Branch: Dzelzceļu Street 3, Daugavpils, LV – 5403, phone: (+371) 6 5444236, e-mail info@da.bsa.edu.lv
4. The aim of cooperation between the College and the Library is to ensure the availability of a wide range of information resources and services for students, academic and general staff in accordance with the directions of the College study and research work, and the study programme requirements.
5. The Director of the College in cooperation with the Chief Librarian provides students and academic staff with:
 - 5.1. Necessary information resources for studies, academic, research and methodological activities.
 - 5.2. Suitable environment and workplaces for independent studies, writing research papers and professional development of academic staff.
 - 5.3. Free access to the latest information technologies.
 - 5.4. The opportunity to improve the quality of learning and studying by using the research and study experience accumulated in study papers, qualification papers and practice reports produced by previous generation of students.
6. The College administration regularly replenishes and updates the information resources collection in cooperation with the academic staff and the Chief Librarian.
7. The College students, academic and general staff may use the College and Library information resources without restrictions.
8. The Library users must follow the terms of use of the Library:

- 8.1. The Library users may become the College students and lecture attendees who have paid tuition fees for the current semester. In order to use the services of the circulation department and reading room, the students need to present a valid student card.
- 8.2. Periodicals, rare publications and normative acts may only be used in the reading room.
- 8.3. Books with the inventory numbers available in the Library in more than 2 copies may be issued by the circulation department for a period of 2 to 14 days in only one exemplar, and not more than two titles for one person.
- 8.4. Books that are only copies in the Library collection may be issued for one night or for holidays.
- 8.5. In case of overdue, the Library user pays a fine of 0.14 EUR for each overdue day, excluding holidays, and may not receive other books until the overdue books are handed over to the Library and the fine is paid.
- 8.6. The Library user shall compensate for a lost book or damaged edition with an equivalent as evaluated by the Chief Librarian, or pay a fine in the amount of threefold of the real value of the book.
9. The use of the Library information resources is free of charge.
10. The Library allows the College students, academic and general staff to use publicly accessible computers, electronic information resources and the Internet and to print out documents free of charge.
11. The Library users have the opportunity to receive printed matter, documents or their copies from the collections of other libraries, if the College Library does not have these resources.

Confirm:

Chief Librarian