VŠTE.
Vysoká škola technická
a ekonomická v Prešove

Regulation No. **17/2026**	**Internal Regulation of the Institute of Technology and Business in Prešov**

Directive VŠTE No. 17/2026 Library and Lending Rules

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			doc. Ing. Jakub Horák, MBA, PhD., Chair of the Board of Trustees		
Prepared by (submitted by)			Rector of VŠTE in Prešov (proposal under Section 31(2) of Act No. 300/2025 Coll.)		
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Library and Lending Rules

Institute of Technology and Business in Prešov

Directive VŠTE No. 17/2026 Library and Lending Rules (Knižničný a výpožičný poriadok)

2026

Article 1 Introductory Provisions

1. The purpose of the Library and Lending Rules of the Library of VŠTE in Prešov, which is the academic library of the Institute of Technology and Business in Prešov (hereinafter the "Library and Lending Rules"), is to define the basic rules governing the mutual relations between the library and its users at the Institute of Technology and Business in Prešov (hereinafter "VŠTE in Prešov").

2. These Library and Lending Rules are issued by VŠTE in Prešov pursuant to Section 16(10) of Act No. 126/2015 Coll. on Libraries and on Amendments to Act No. 206/2009 Coll. on Museums and Galleries and on the Protection of Objects of Cultural Value and on Amendments to Act No. 372/1990 Coll. of the Slovak National Council on Misdemeanours, as amended (hereinafter the "Libraries Act").

3. The activities of the Library of VŠTE in Prešov (hereinafter the "Academic Library") are in accordance with Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act) (hereinafter the "Act"), in particular Section 133(9) of the Act, and with the Libraries Act.

4. The operation of the Academic Library is ensured by the Library and Information Centre of VŠTE in Prešov (the organisational unit Library of VŠTE in Prešov pursuant to Directive VŠTE No. 14/2026 Organisational Rules (Organizačný poriadok)). Exceptions to the Library and Lending Rules are granted by the Chancellor of VŠTE in Prešov or by a member of staff of the Library and Information Centre authorised by the Chancellor.

5. Proposals and comments on the work of the Academic Library may be submitted orally, in writing or electronically to a member of staff of the Library and Information Centre or to the Chancellor of VŠTE in Prešov.

Article 2 Library Collection

1. The Academic Library builds a universal library collection of documents in printed form, which it professionally processes, protects and makes accessible.

2. The Academic Library has the right to a legal deposit copy of the publishing output of VŠTE in Prešov.

3. The library collection is the property of VŠTE in Prešov. Every user is obliged to protect it and must not damage it.

Article 3 Library and Information Services

1. The provision of library and information services by the Academic Library constitutes a contractual legal relationship.

2. The Academic Library provides the following services:

- a) in-house loans (in the library/reading room),
- b) external loans (outside the library),
- c) consultation and advisory services,
- d) provision of access to electronic information resources and electronic documents, including remote access.

3. The Academic Library provides library and information services in accordance with its operational capacities.

4. The library and information services of the Academic Library may be used only by users registered with it.

5. Basic services are provided by the Academic Library free of charge.

6. Special services are provided by the Academic Library for a fee. The price list of fees and services is set out in Annex No. 2 to this Directive. The fees and their amounts may change depending on the prices of information products and services and as a result of other economic factors.

7. The Academic Library provides its services to students of study programmes delivered by the distance method or the combined method primarily electronically. Access to electronic information resources licensed to VŠTE in Prešov is provided to these students remotely through their user account, in particular from the e-learning environment of VŠTE in Prešov (Directive VŠTE No. 26/2026 on the Distance Method and E-Learning), within the scope of the licence terms; consultation and advisory services are also provided to them by e-mail or via the videoconferencing system of VŠTE in Prešov. Such a student is registered as a user of the Academic Library electronically on the basis of data from the academic information system AiS2, without a personal visit to the Academic Library and without presenting a reader's card; the provisions on loans of printed documents apply to the student if he or she uses these services.

Article 4 User of the Academic Library

1. A natural person becomes a user of the Academic Library upon registration in the library and information system for small and medium-sized libraries (hereinafter the "MaSK system").

2. By registering, the user undertakes to comply with the provisions of the Library and Lending Rules, other internal regulations of the Academic Library and of VŠTE in Prešov, as well as the instructions of the staff of the Library and Information Centre of VŠTE in Prešov.

3. The user is obliged to maintain silence, order and cleanliness and to protect the property of the Academic Library. In the premises of the Academic Library the user must not, in particular, use mobile telephones or handle open flames.

4. The user has free access to the lending desk and the reading room. The user may use the publicly accessible computers. Other technical equipment of the Academic Library may be used only in cooperation with the staff of the Library and Information Centre of VŠTE in Prešov or with their consent.

5. For a breach of the provisions of the Library and Lending Rules or other internal regulations, the Chancellor of VŠTE in Prešov (or the head of the Library and Information Centre) may, with immediate effect,

temporarily or permanently suspend the provision of services to a user of the Academic Library and request the immediate return of borrowed documents. The temporary or permanent withdrawal of the right to use the services of the Academic Library is without prejudice to the user's liability for damage caused and its compensation under the Library and Lending Rules and their annexes and in accordance with the applicable legislation; in the case of students, it is also without prejudice to the possibility of disciplinary proceedings under Directive VŠTE No. 16/2026 Disciplinary Rules (Disciplinárny poriadok).

6. A member of staff of the Academic Library may refuse to provide services to, or prohibit entry to the premises of the Academic Library by, a user who is under the influence of alcoholic beverages, narcotic or psychotropic substances, or a user whose appearance or behaviour causes public offence.

7. When using the services of the Academic Library, the user is obliged to comply with Act No. 185/2015 Coll., the Copyright Act, as amended.

8. The Academic Library provides its services to users differentiated according to the following categories:

– A – students in the full-time form of study,

– B – students in the part-time form of study,

– C – employees of VŠTE in Prešov.

9. The user's category is determined by a member of staff of the Library and Information Centre of VŠTE in Prešov.

Article 5 Reader's Card

1. The function of the reader's card is fulfilled by the student's ISIC card (the student card pursuant to Section 88(1)(a) of the Act), which must not be damaged in any way. In the absence of an ISIC card, the function of the reader's card is fulfilled by a supplementary document, e.g. student card/identity card/passport.

2. A natural person wishing to register with the Academic Library is obliged to provide the personal data required for registration in the MaSK system to the extent set out in Section 133(9) of the Act; the number of the identity card or of the foreigner's identity document is retained in the information system of the Academic Library only for the duration of the user's registration.

3. The Academic Library ensures the processing of personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR) and in accordance with Act No. 18/2018 Coll. on Personal Data Protection and on Amendments to Certain Acts, as amended, and with Sections 133 and 140 of the Act, either on original documents or in the computer database of the library and information system.

4. The user is obliged to notify the Academic Library without undue delay of any change of surname, residence, e-mail address and other data necessary for record-keeping. Otherwise the user is obliged to reimburse the Academic Library for all expenses incurred by it for this reason.

5. The Academic Library removes a user from the register of users upon termination of his or her contractual relationship with VŠTE in Prešov (upon completion or interruption of studies, or upon termination of the employment relationship).

Article 6 Lending of Documents

1. The Academic Library lends documents from its library collection according to the applicable categorisation.

2. The Academic Library lends undamaged documents to users within a time appropriate to its operational capacities.

3. A user who has borrowed documents from the Academic Library is obliged in particular:

- a) to return the borrowed document in the condition in which it was received, not to damage it in any way and not to make any notes in it,
- b) to report any damage to the document to a member of staff at the time of borrowing,
- c) not to lend the borrowed document to other persons,
- d) to return the document by the end of the loan period,
- e) to pay a penalty fee in the event of late return of the document.

4. When borrowing a document externally, the user is obliged to sign a Loan Confirmation. The user is responsible for the document as long as the Academic Library holds a Loan Confirmation signed by the user.

5. A member of staff of the Library and Information Centre may also set a shorter loan period than that permitted by the Library and Lending Rules, or the Academic Library may, without stating a reason, request the immediate return of a borrowed document before the expiry of the loan period.

6. If the user has not exceeded the loan period of a document, he or she may request its extension in person, by e-mail or by telephone. A document may be extended at most once and at most by its original loan period. The extension or non-extension of the loan period and the duration of the extended loan period of a document are decided by a member of staff of the Library and Information Centre.

7. The user may borrow only one copy of each title.

8. Reservation of documents is not possible for external loans.

9. If the user contracts an infectious disease during a period in which he or she has loans from the collections of the Academic Library, he or she is obliged to inform the Academic Library of this fact and, if necessary, to arrange for the disinfection of the borrowed documents, which he or she shall prove by an appropriate certificate.

10. The lending of certain documents is restricted to in-house loans only, i.e. only for borrowing into the designated reading room, in particular as regards:

- a) documents necessary for the daily operation of the Academic Library (literature included in reference collections, newspapers, periodicals, etc.),

- b) special documents (final theses and qualification theses and documents forming the collection of publications of employees of VŠTE in Prešov, etc.),
- c) documents on non-traditional information carriers,
- d) particularly valuable documents (foreign publications, especially if the library holds only one copy, historical collection, etc.).

Access to final theses, rigorosum theses and records of final internships is governed by Section 137 of the Act and by Directive VŠTE No. 4/2025 on the Requirements for Final Theses, their Bibliographic Registration, Originality Check, Preservation and Access (Smernica VŠTE č. 4/2025 o náležitostiach záverečných prác, ich bibliografickej registrácii, kontrole originality, uchovávaní a sprístupňovaní).

11. Students who are completing or interrupting their studies are obliged to submit to the Study Department of VŠTE in Prešov a confirmation from the Academic Library that all their obligations towards the Academic Library have been settled. The confirmation may also be issued electronically; it is not required if the Study Department verifies the settlement of obligations directly in the records of the Academic Library.

12. Upon termination of their employment relationship, employees are obliged to submit to the Chancellor's Office of VŠTE in Prešov (personnel agenda) a confirmation that all their obligations towards the Academic Library have been settled.

Article 7 Reminders

1. The user is obliged to return a document to the Academic Library within the set loan period (Annex No. 1); otherwise he or she shall pay a penalty fee for failure to comply with the loan period (Annex No. 2), regardless of whether or not a reminder was sent beforehand.

2. If the user fails to return a document to the Academic Library within the set loan period (including a shortened one), his or her external lending services are suspended.

3. The Academic Library may alert the user to non-compliance with the loan period by sending a reminder:

- a) 1st reminder – after the expiry of the return deadline,
- b) 2nd reminder – 1 month after the expiry of the return deadline,
- c) 3rd reminder – 2 months after the expiry of the return deadline,
- d) Chancellor's reminder – 3 months after the expiry of the return deadline.

4. The Academic Library does not send printed reminders to users by post, with the exception of the reminder of the Chancellor of VŠTE in Prešov.

5. If the user states his or her e-mail address in the Reader Registration Form, reminders will be sent electronically; reminders are sent to students at their assigned school e-mail address or via the academic information system AiS2 (Section 95 of the Act). The Academic Library does not guarantee the delivery of electronic reminders.

6. Once the reminder of the Chancellor of VŠTE in Prešov takes effect, the Academic Library suspends all services to the user. If the user fails to return the borrowed document within the set deadline even after the reminder of the Chancellor of VŠTE in Prešov, VŠTE in Prešov will take legal action through the courts.

7. The provision of services to a user may also be temporarily or permanently suspended if the total amount of unpaid penalty fees exceeds EUR 15.

Article 8 Compensation

1. In the event of damage to or loss of a document, the user is obliged to reimburse the Academic Library for all costs incurred by it as a result. The user must provide the compensation within an agreed period, which may not exceed one month from the reporting of the loss.

2. The method of compensation is decided by a member of staff of the Library and Information Centre of VŠTE in Prešov on the basis of several criteria (professional and financial value of the document, number of copies in the collection of the Academic Library or in the Slovak Republic, use of the document, etc.) according to the following order of priority:

- a) compensation for the damage by restoring the item to its original condition,
- b) procurement of the same work in the same or a newer edition,
- c) procurement of a bound photocopy of the lost document, which must be bound in a hard cover (not comb binding),
- d) procurement of a related document,
- e) financial compensation.

3. The optimal method of compensation is replacement with the same title or its bound copy, which the user procures at his or her own expense.

4. The bound copy must be produced so as to be a fully adequate replacement for the lost document, i.e. it must be clearly identifiable, complete and legible. A member of staff of the Library and Information Centre of VŠTE in Prešov has the right to refuse to accept a photocopy that does not meet the stated requirements.

5. In the case of replacement with related documents, a suitable title must be agreed with a member of staff of the Library and Information Centre of VŠTE in Prešov.

6. Financial compensation is used in exceptional cases, in particular if:

- a) the damaged or lost publication cannot be replaced in any other way,
- b) the costs of procuring the original work or a copy thereof would be considerably higher than the value of the work,
- c) the Academic Library holds several copies of the title in its collection.

7. Financial compensation is determined by agreement between a member of staff of the Library and Information Centre of VŠTE in Prešov and the user, according to the current market price of the document, on the basis of the staff member's proposal. If no agreement can be reached, the procedure under paragraph 2(a) to (d) of this Article applies.

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Article 9 Reading Room

1. In line with its purpose, the reading room is intended for the provision of in-house lending services and for the provision of special library and information services (e.g. reading room for literature, periodicals, publications, etc.).

2. Entry to the reading room of the Academic Library is conditional on a valid student ISIC card or an identity card/passport.

3. Users in the reading room of the Academic Library are obliged:

- a) to leave coats, umbrellas, bags, etc. in the designated place,
- b) to behave quietly and follow the instructions of the staff of the Library and Information Centre of VŠTE in Prešov,
- c) to present the student ISIC card or identity card/passport at the request of a member of staff of the Library and Information Centre of VŠTE in Prešov.

4. In the reading room of the Academic Library it is not permitted:

- a) to consume food and drinks (with the exception of the intake of liquids necessary for the body),
- b) to connect electrical appliances to the electrical network of VŠTE in Prešov,
- c) to use mobile telephones,
- d) to take documents out of the reading room or to deliberately damage them.

5. When leaving the reading room, the user is obliged to return the borrowed documents to the Academic Library to a member of staff of the Library and Information Centre.

Article 10 Related Regulations

1. Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act), in particular Sections 31, 88, 95, 133(9), 137 and 140; Act No. 126/2015 Coll. on Libraries, as amended; Act No. 185/2015 Coll., the Copyright Act, as amended; Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR); Act No. 18/2018 Coll. on Personal Data Protection, as amended; Act No. 395/2002 Coll. on Archives and Records, as amended.

2. Internal regulations of VŠTE in Prešov: Statute of VŠTE in Prešov (Štatút VŠTE v Prešove); Directive VŠTE No. 14/2026 Organisational Rules; Directive VŠTE No. 21/2026 Study Rules (Študijný poriadok); Directive VŠTE No. 16/2026 Disciplinary Rules; Directive VŠTE No. 4/2025 on the Requirements for Final Theses, their Bibliographic Registration, Originality Check, Preservation and Access; Directives VŠTE No. 24/2026 and No. 25/2026 on the Determination of Tuition Fees and Fees Associated with Studies (Určenie školného a poplatkov spojených so štúdiom); Directive VŠTE No. 26/2026 on the Distance Method and E-Learning (Smernica VŠTE č. 26/2026 o dištančnej metóde a e-learningu); Records Management Rules of VŠTE in Prešov (Registratúrny poriadok VŠTE v Prešove); Directive VŠTE No. 5/2025 Code of Ethics (Etický kódex).

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Article 11 Repealing Provisions

1. The Library Rules of the Vysoká škola medzinárodného podnikania ISM Slovakia v Prešove of 1 September 2008 are repealed.

Article 12 Final Provisions

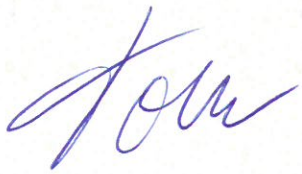
1. The annexes to this Directive (Annex No. 1 Loan Period and Number of Borrowed Documents by Reader Category, Annex No. 2 Price List of Fees and Services of the Academic Library) are updated together with the Directive; the current version is published by VŠTE in Prešov on its website (www.vste.sk) and in the premises of the Academic Library.

2. This regulation was approved by the Board of Trustees of VŠTE in Prešov on 20 April 2026.

3. This regulation enters into force and effect on 20 April 2026.

4. This version was approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector (Section 31(2)(g) of the Act) on 29 October 2026. Effective from 29 October 2026.

Prešov, 29 October 2026



doc. Ing. Jakub Horák, MBA, PhD.

Chair of the Board of Trustees of VŠTE in Prešov

Annexes:

Annex No. 1: Loan Period and Number of Borrowed Documents by Reader Category.

Annex No. 2: Price List of Fees and Services of the Academic Library.

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Annex No. 1 Loan Period and Number of Borrowed Documents by Reader Category

Category	Loan period (in months)	Maximum number of documents borrowed at the same time
A – students in the full-time form of study	1	10 items
B – students in the part-time form of study	1	10 items
C – employees of VŠTE in Prešov	12	20 items

Annex No. 2 Price List of Fees and Services of the Academic Library

I. FEES AND PENALTIES

Item	Rate
1. Reader registration	free of charge
2. Penalty fees for failure to comply with the loan period (amount per 1 document) – 1st reminder	EUR 2
2nd reminder	EUR 5
3rd reminder	EUR 10
Reminder of the Chancellor of VŠTE in Prešov	EUR 15
Court reminder	in full

Failure to return a book within the set period – penalty EUR 0.20 per day

II. PAID SPECIAL SERVICES

Service	Rate
Reprographic services – A4 format, single-sided	EUR 0.20
Reprographic services – A4 format, double-sided	EUR 0.40
Reprographic services – A3 format, single-sided	...
Reprographic services – A3 format, double-sided	...

The method of payment of the fees under this price list is determined by the Academic Library; in the case of cashless payment, the fee is paid to the bank account of VŠTE in Prešov published on the website of VŠTE in Prešov (www.vste.sk); the variable symbol and other payment details are given there.