

## Regulations of the UAB Library Service

(Ruling of the Governing Board, 22 November 1989, amended by the rulings of the Governing Council of 27 February 2003, 9 October 2013 and 3 February 2016)

### Contents

Contents .....	1
SECTION 1. Definition, functions and structure.....	2
Article 2. Functions. ....	2
Article 3. Structure. ....	2
Article 4. Provisions. ....	3
Article 5. Functions. ....	3
Article 6. Modification of the structure of the Service. ....	3
Article 7. Organisation of the Service. ....	3
Article 8. Technical and Projects Unit (UTP). ....	3
SECTION 2. Management of the Service. ....	3
Article 9. Management of the Service. ....	3
Article 10. The director. ....	4
Article 11. Functions of the director. ....	4
Article 12. The deputy director. ....	4
Article 13. Functions of the sub-director. ....	4
Article 14. The head librarians of the UAB. ....	4
Article 15. Functions of the head librarians of the UAB. ....	4
Article 16. The General Library-Users Committee of the Library Service. ....	5
Article 17. Functions of the Library Service General Users Committee of the UAB. ....	5
Article 18. The Library-Users Committees. ....	5
Article 19. Functions of the Library-Users Committees. ....	6
Article 20. Functions of the library coordinators. ....	7
SECTION 3. Library users and services. ....	7
Article 21. Library users. ....	7
Article 22. Services for library users. ....	7
Article 23. Exceptional loans. ....	8
Article 24. Loans to non-UAB library users. ....	8
Article 25. Library users' obligations. ....	8
Article 26. Breach of terms of use. ....	8
Article 27. Redress for damage. ....	9
SECTION 4. Budget. ....	9
Article 28. The Budget. ....	9
Article 29. Periodical publications and databases. ....	9
Article 30. Expenditure of the Service. ....	9
Article 31. Acquisition of bibliographic and documentary collections. ....	10
Article 32. Costly document acquisitions. ....	10
Article 33. Report on expenditure on bibliographic and documentary collections. ....	10
Article 34. Budget line for bibliographic and documentary acquisitions. ....	10
Article 35. Volume of the overall budget. ....	10
ADDITIONAL PROVISIONS. ....	10
1. External deposits and donations. ....	10
2. Library-specific regulations. ....	10
3. Libraries and document repositories of trusts, consortia and UAB-affiliated centres. ....	11
4. Incorporation of bibliographic and documentary centres into higher-level units. ....	11
5. Attachment of faculties and schools, departments, institutes, study and research centres, and services to the UAB libraries. ....	11
6. Faculties and schools, departments, institutes, study and research centres, and services attached to the UAB libraries. ....	11
7. Amendments to these Regulations. ....	13

## **SECTION 1. Definition, functions and structure.**

### **Article 1. Definition.**

The Library Service of the Universitat Autònoma de Barcelona is a functional unit that organises and processes all the bibliographic and documentary collections of the UAB and makes them available to library users, irrespective of the medium on which they are stored, their place of storage or the (budgetary) funds used to acquire them.

The Library Service, as a unit of administration and management, is a service of the UAB whose mission is to supply the documentary information needed for the university to achieve its objectives in education, research, innovation and knowledge transfer.

### **Article 2. Functions.**

The functions of the Library Service are as follows.

- a) Process, conserve and disseminate the bibliographic and documentary collections of the UAB in accordance with the teaching and research needs of the university.
- b) Make available to the university community all the aforementioned collections, duly catalogued and classified, so as to maximise their use.
- c) Provide information on the services offered through activities and published materials: bibliographic exhibitions, user-training, summary bulletins, announcements of new bibliographic materials, user guides, etc.
- d) Facilitate access to other collections or to up-to-date information in other libraries, documentation centres and databases.
- e) Take part in programmes and agreements to improve the services offered: collective catalogues, exchange of publications, inter-library loans, etc.
- f) Contribute to achieving the objectives set by the UAB in Article 4 of its statutes, within the scope of the Service's own activities.

To this end, the Library Service is provided with suitably organised staff, technical services and facilities, its own budget, and also budgetary contributions from faculties and schools, departments, institutes, study and research centres, and services.

### **Article 3. Structure.**

**3.1.** The Library Service is structured in large thematic units or according to physical location, and these are the two criteria used in these Regulations to attach faculties and schools, departments, institutes, study and research centres, and services to a particular UAB library. The bibliographic and documentary collections acquired by the above bodies are assigned to one of the UAB libraries.

**3.2.** Duly substantiated requests to modify the attachments of faculties and schools, departments, institutes, study and research centres or services are to be submitted for approval by the executive committee of the Governing Council responsible for libraries policy.

**3.3.** As a service of the UAB, the Library Service is made up of a management body and administration unit, its own Technical and Projects Unit (UTP), and the various libraries. This service must follow the guidelines laid down by the member of the university's executive governing body who is responsible for libraries and by the executive administrator. The libraries are organically dependent on the UAB's local administrations, as defined in the university's organisation structure chart, but for their functioning they all depend on the Library-Service management.

**3.4.** The following libraries have the status of UAB libraries, together with any others that may be granted this status in future by the Governing Council. Each of these libraries has its own name, which must always include the acronym "UAB".

- a) UAB Science and Technology Library.
- b) UAB Communication Library.
- c) UAB Social Sciences Library.
- d) UAB Humanities Library.
- e) UAB Medical Library.
- f) UAB Veterinary Library.
- g) UAB Sabadell Campus Library.
- h) UAB General Map Library.
- i) UAB General Newspaper Archives.

**3.5.** For functional purposes, the UAB libraries are organised into the following units.

- a) UAB Science and Technology Library.
- b) UAB Communication Library and General Newspaper Archives.

- c) UAB Social Sciences Library.
- d) UAB Humanities and General Map Library.
- e) UAB Medical Library.
- f) UAB Veterinary Library.
- g) UAB Library, Sabadell.

**3.6.** These libraries may have permanent extensions or permanent deposits outside their main premises. The resolution on the creation of an extension or permanent storage area is issued by the Governing Council, after studying the viability of the proposal. For the proposal to be approved, an advisory report is required from the Library Service General Users Committee, and the viability plan must be approved by the Governing Council's executive committee for libraries policy and by the executive committee for finances and services.

#### **Article 4. Provisions.**

Each UAB library houses on its premises the services required and the bibliographic and documentary collections related to the specialist field of its attached faculties and schools, departments, institutes, study and research centres, and services.

#### **Article 5. Functions.**

Within its own specialist field, each library performs the functions described in Article 2 of these Regulations, except for those that are restricted to centralised technical areas.

#### **Article 6. Modification of the structure of the Service.**

The structure of the Library Service and the number of libraries is subject to change in accordance with the needs of the university. The creation, transformation or closure of a library is carried out on the basis of a report by the Governing Council's executive committee for libraries policy, and must be approved by the Governing Council. The creation of a new library is not tied specifically to the creation of new study programmes at the UAB and, in all cases, newly established libraries are governed by these Regulations with regard to their organisation and functioning.

#### **Article 7. Organisation of the Service.**

The functions and services of a general library correspond to the UAB Communication Library and General Newspaper Archives, which, in particular, organises collections and services in the following areas.

- a) Reference, general and interdisciplinary.
- b) UAB local collection:
  - UAB publications.
  - Collections that refer to the UAB (UAB local collection).
  - PhD theses submitted at the UAB (in accordance with current regulations).
- c) Ancient Books Collection.

This section curates all the university's bibliographic and documentary collections that date from before 1900, and those published later that are especially valuable, and in particular it is responsible for developing reserved facsimiles, microfilms and other media.

- d) Information on universities and on research.

The aim of this section is to facilitate access to bibliographic and documentary collections regarding universities, research and science policy.

#### **Article 8. Technical and Projects Unit (UTP).**

The Technical and Projects Unit reports directly to the Library-Service management and is responsible for the technical processes needed for the Service to perform its functions. These processes include obtaining documents, coordinating projects in which the Service is involved, and managing library users' search tools and general support applications for the Service as a whole.

### **SECTION 2. Management of the Service.**

#### **Article 9. Management of the Service.**

The Library Service is controlled by its Management, the head of the UTP and the respective head librarians. Each UAB library has a Library-Users Committee. In addition to this, there is the Library Service General Users Committee.

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#### **Article 10. The director.**

The director of the Library Service is appointed by the rector of the UAB. The selection process is held in accordance with current regulations. The selection procedure is governed by Articles 160 and 161 of the Statutes of the UAB. Candidates must possess the academic qualifications and the specific technical training required for this position.

The director of the Library Service is organically dependent on the university's executive administrator, and for functional matters reports to the member of the executive governing body who is responsible for the libraries. The director is assisted by the deputy director, the head of the UTP and the head librarians.

#### **Article 11. Functions of the director.**

The functions of the director of the Library Service are as follows.

- a) Enforce the Regulations of the Library Service.
- b) Manage the operations of the Library Service and its staff.
- c) Plan and organise staffing.
- d) Meet with the head librarians or other specialist staff to organise advisory groups that will work on technical issues.
- e) Form part of the Library Service General Users Committee, as secretary, and advise the university's governing bodies on all aspects of libraries policy.
- f) Administer the annual budget of the Library Service.
- g) Draw up the annual report of the Library Service.
- h) Supervise projects for new facilities or equipment and projects to improve, restructure or eliminate existing ones.
- i) Represent the Library Service before the governing bodies of the UAB and before external institutions.
- j) Prepare the subject matter to be assessed in the recruitment processes for Library Service technical staff, and take part as an ex-officio member of examining boards for access to the technical-staff grades or new appointments to specialist positions within the Service.
- k) Organise training and re-training courses for Library Service staff, in conjunction with the Area of Administrative and Service Staff of the UAB.
- l) Collect and analyse library users' suggestions and complaints.
- m) Propose and, where applicable, authorise the withdrawal of documents and their removal from the collection.

#### **Article 12. The deputy director.**

Pursuant to Article 160 of the UAB Statutes, the deputy director of the Library Service is chosen by a selection committee from among those who meet the requirements of the position in terms of academic qualifications and specialist technical training.

The deputy director reports directly to the director of the Library Service.

#### **Article 13. Functions of the sub-director.**

The functions of the sub-director of the Library Service are as follows.

- a) Collaborate with the director in managing the operations of the libraries.
- b) Act on behalf of the director by delegation.
- c) Substitute for the director in case of absence.

#### **Article 14. The head librarians of the UAB.**

Pursuant to Article 160 of the UAB Statutes, the head librarians of the Library Service are chosen by a selection committee from among those who meet the requirements of the position in terms of academic qualifications and specialist technical training.

#### **Article 15. Functions of the head librarians of the UAB.**

The functions of the head librarians of the UAB are as follows.

- a) Assume responsibility for the management of their libraries before the Library-Service management and liaise with academic managers within their area.
- b) Organise and supervise the work of the library staff.
- c) Make decisions on library users' proposals on acquisitions and centralise those of the teaching staff.
- a) d)) Monitor bibliographic and documentary acquisitions and the expenditure required for these, in conjunction with the centre administration.
- d) Manage the library's own budget, in conjunction with the coordinator and the Faculty Administration.

- e) Draw up the statistics and reports requested by the Library-Service management, and any others deemed appropriate for informing of specific issues at the library.
- f) Act as secretaries of the Library-Users Committees and, as members, draw up reports and take part in work groups formed by the Committee.
- g) Collect and study suggestions and concerns raised by the library users, and resolve these where possible within the competences of this position.
- h) Enforce the Regulations of the Library Service and any rules deriving from these within their library.

#### **Article 16. The General Library-Users Committee of the Library Service.**

**16.1.** The General Library-Users Committee of the Library Service is composed of the following.

- The member of the executive governing body responsible for libraries.
- The university's executive administrator.
- The director of the Library Service.
- The library coordinators
- Three librarians chosen by ballot from among all the technical-grade staff members of the Library Service.
- Five students, appointed by the vice-rector for research, on the motion of the Student Council.

**16.2.** The Committee is chaired by the member of the university's executive governing body responsible for libraries and the other committee members have the status of ordinary members.

**16.3.** Committee members are ex officio, except for those whose designation depends on an electoral process, who have a two-year renewable term.

**16.4.** The Committee meets once per year, convened by the director of the Library Service on behalf of the member of the university's executive governing body responsible for libraries. The Committee must also meet at the request of half of its members plus one.

**16.5.** Members of the Library Service General Users Committee may not delegate their representation.

#### **Article 17. Functions of the Library Service General Users Committee of the UAB**

The functions of the Library Service General Users Committee, of an advisory nature, are as follows.

- a) Make proposals regarding the general strategic lines of the Library Service.
- b) Analyse and mediate suggestions and concerns raised by library users.
- c) Report on issues related to the Library Service at the request of the university's governing bodies.
- d) Perform any other function assigned by the executive committee of the Governing Council that is responsible for matters relating to the libraries.

#### **Article 18. The Library-Users Committees**

**18.1.** Each Library-Users Committee is composed of the following.

- The dean or director of each faculty or school attached to the library or, by delegation, the corresponding vice-dean or sub-director, or the lecturer designated by the centre's governing bodies.
- The director or head of each department, institute, research centre or study centre attached to the library, or a lecturer designated by their respective governing bodies.
- The head librarian.
- The administrators of the attached centres.
- Two librarians chosen from among the library staff.
- One student from each of the attached centres, who must be a member of the centre's Board.
- A representative of the general technical services in support of teaching or research and of the scientific and technical services in support of research that are related to the area of the library.
- A representative of the teaching staff, chosen by the centre's Board, who teaches at the centre but belongs to a department that is not attached to the library.

**18.2.** In the case of libraries with only one attached centre, the centre and the students are to be represented by two members.

**18.3.** Due to their close ties, the Library-Users Committee of the Communication Library is also that of the General Newspaper Archives. It therefore takes the name of Library-Users Committee of the Communication Library and General Newspaper Archives, and is composed of the following.

- The dean of the Faculty of Communication Studies, or his/her delegate.
- The director or head of each department, institute, research centre or study centre attached to the library, or a lecturer designated by their respective governing bodies.
- Four lecturers from the remaining UAB centres and departments, two of whom, at least, must belong to departments with teaching activity at the Faculty of Communication Studies.
- Six students, three of whom must be members of the UAB Senate.
- The director of the Library Service.
- The head librarian of the Communication Library and General Newspaper Archives.
- The centre administrator of the Faculty of Communication Studies.
- Three librarians from the staff of the Communication Library and General Newspaper Archives, one of whom must be attached specifically to the General Newspaper Archives.

**18.4.** Due to its special nature, deriving from its recognition as a UAB library, the composition of the Library-Users Committee of the General Map Library is as follows.

- The dean of the faculty or school where the library is located, or the vice-dean, by delegation, or the lecturer designated by the centre's governing bodies.
- The director of the Department of Geography.
- The director of the Library Service.
- Three representatives from the other UAB centres and departments.
- The administrator of the centre where the library is located.
- The librarian responsible for the General Map Library.
- The head librarian of the Humanities Library.
- Three students chosen from among the UAB Senate members, one of whom must be from the Faculty of Arts and Humanities and one from the Faculty of Science.
- The coordinator proposed by the dean of the Faculty of Arts and Humanities.

**18.5.** Each committee is chaired by a coordinator and the head librarian acts as secretary.

**18.6.** The coordinator of each Library-Users Committee is appointed by the rector, on the motion of the dean of the faculty, or the director of the centre attached to the library, from among its teaching staff. If the library has more than one attached faculty or centre, the position of coordinator rotates between the different faculties and centres. The coordinators have a two-year renewable term.

**18.7.** The coordinator represents the Library-Users Committee and liaises between the library and its attached faculties and centres.

**18.8.** Committee members are ex officio, except for those whose designation depends on an electoral process, who have a two-year renewable term.

**18.9.** Each Library-Users Committee meets at least once per year, and also whenever convened by its president or at the request of half of its membership plus one.

**18.10.** In accordance with its own internal rules, each Library-Users Committee may delegate its functions to a standing committee during the intervals between ordinary meetings. It is also possible to set up specialist sub-committees depending on the characteristics of the library's holdings.

#### **Article 19. Functions of the Library-Users Committees.**

The functions of the Library-Users Committees are as follows.

- a) Advise coordinators on library matters related to their functions.
- b) Draw up, where applicable, a set of internal library rules.
- c) Make proposals on general strategic lines for the library.
- d) Investigate and mediate suggestions and concerns raised by library users.

## **Article 20. Functions of the library coordinators.**

The functions of the library coordinators are as follows.

- a) Preside over and represent the Library-Users Committee.
- b) Liaise between the library and its attached faculties and centres.
- c) Ensure that general guidelines on library activity issued by the university's governing bodies are applied in their own library.
- d) Ensure that bibliographic and documentary needs are satisfactorily met in relation to teaching and research.
- e) Draw up the library's own budget in conjunction with the head librarian and the centre administrator.
- f) Take the measures set out in Article 26 in the event of breaches of the Regulations. Where applicable, convene library users that have been reported by the head librarian.
- g) Take action to obtain new resources for the library.
- h) Perform any other function assigned by the governing bodies of the university.

## **SECTION 3. Library users and services.**

### **Article 21. Library users.**

**21.1.** All members of the university community are considered to be users of the Library Service:

- a) teaching and research staff of the UAB and from centres affiliated or associated to the UAB;
- b) students of the UAB and from UAB-affiliated centres;
- c) lecturers and students visiting the UAB on mobility programmes;
- d) research-grant holders of the UAB.
- e) teaching and research staff from the UAB's own research centres and institutes;
- f) teaching and research staff from inter-university research centres and institutes, or ones that are affiliated to the UAB or have UAB participation;
- g) administrative and service staff of the UAB;
- h) retired teaching and research staff and administrative and service staff of the UAB;
- i) members of other universities with a reciprocity arrangement in place;
- j) natural or legal persons included in Article 21.6.

**21.2.** These users may freely consult the physical and digital collections that can be accessed from the library's physical spaces and they have access to borrowing and to all the services in the Service Charter, in accordance with the rules governing its use, provided they show the card that identifies them as members of the university community or the UAB Library Service's own card.

**21.3.** Those with no direct ties to the UAB may be authorised as library users by the head librarian of the library where they wish to access materials, or by a UAB faculty, school, department, institute, or research centre.

**21.4.** Persons with no direct ties to the UAB are allowed free access to the libraries in normal opening hours. The university may restrict access in special circumstances.

**21.5.** Depending on contracts and terms of use, access to digital resources may be limited to members of the UAB: students, teaching staff and administrative and service staff (PAS). Access to certain databases and other digital documents is governed by their contract terms.

**21.6.** The university may establish agreements or contracts with third parties that specify natural persons or members of other organisations as authorised library users. Persons with no ties to the UAB may also become official users of the Library Service by paying the annual fee set by the university's Board of Trustees or by paying the fee set by the Library Service.

### **Article 22. Services for library users.**

**22.1.** The lending service is governed by a specific set of rules. This system must ensure both that the bibliographic and documentary heritage is conserved and that library users have access to these holdings. The rules must be approved by the Research Committee. Library-user services are set out in the Service Charter, which is approved by the executive committee responsible for matters relating to the libraries.

**22.2.** In order to borrow an item, library users must show the identity card required by the university for this purpose.

**22.3.** Before the end of each loan period all library users must return the items to the library or renew the loan.

### **Article 23. Exceptional loans.**

In order to lend further support to teaching and/or research activity, certain bibliographic and documentary collections may be subject to exceptional loans under the terms of the rules on lending.

### **Article 24. Loans to non-UAB library users.**

**24.1.** Institutional borrowing and lending is governed by the rules on inter-library loans and by the Regulations on Consortial Borrowing (PUC) of the Consorci de Serveis Universitaris de Catalunya.

**24.2.** Lending to individuals is restricted to those who are authorised by an academic authority, a head librarian or the director of the Library Service.

### **Article 25. Library users' obligations.**

Users of the Library Service must comply with its rules and terms of use. In specific terms, they must do the following.

- a) Contribute to maintaining a suitable working environment, show respect towards others and refrain from disturbing other library users.
- b) Take good care of facilities, equipment and bibliographic and documentary collections, and abide by the terms of services provided.
- c) Behave politely towards the library staff.
- d) Follow instructions from the staff on the use of spaces, equipment and resources.
- e) Leave the premises at closing time or when asked to do so by the staff.
- f) Make proper use of ICT tools.
- g) Comply with the formalities for borrowing bibliographic and documentary materials.
- h) Take good care of bibliographic and documentary materials.
- i) Accept responsibility for borrowed documents or technological equipment and return them punctually.
- j) Comply with current legislation on intellectual property, particularly that which governs consulting, scanning and photocopying, and the use, distribution and copying of digital documents.
- k) Show the UAB card when asked to do so and refrain from lending it to others.
- l) Show the contents of bags and folders when asked to do so by staff.
- m) Abide by these regulations, by instructions from UAB bodies with competences in this area, and by general legal provisions currently in place.

The UAB accepts no responsibility for the theft of library users' possessions on library premises

### **Article 26. Breach of terms of use.**

The breach of the terms of use of the Library Service may lead to any of the following measures being adopted.

1. Temporary expulsion from the library premises.
2. Temporary suspension of borrowing rights.
3. Temporary suspension of access rights to the Digital Library.
4. Suspension of borrowing rights.
5. Suspension of library-user status.

**26.1.** Temporary expulsion from the library premises may be determined by the head librarian or by the person in charge at the time of the incident in the event of any breach of the obligations set out in Article 25, paragraphs *a*, *b*, *c*, *d* and *f*, and further measures contemplated in the above article may subsequently be adopted by the coordinator.

**26.2.** Temporary suspension of borrowing rights is applied when a library user delays the return of a borrowed item. The suspension is of one day for each day the item is overdue in the case of normal loans, and of four days for each day the item is overdue in the case of loans of special materials and weekend loans.

**26.3.** Temporary suspension of access rights to the Digital Library may be determined by the director of the Library Service in the case of users who are more than 60 days overdue in returning borrowed items to the UAB libraries.

**26.4.** Suspension of borrowing rights may be determined by the coordinator in the event of a breach of the terms of use set out in Article 25, paragraphs *g* and *h*. The suspension may last for a maximum of two years.

**26.5.** Suspension of library-user status may be determined by the library coordinator in the event of a serious breach of the terms of use



set out in Article 25. The consideration of "serious breach" is given when the measure set out in paragraph 26.4 has been applied twice or more for any of the causes established therein or when the library user has been penalised for committing the acts set out in paragraph 26.9. The suspension may last for a maximum of two years.

**26.6.** The coordinator determines the implementation of the measures set out in paragraphs 26.4 and 26.5 on the basis of a prior report from the head librarian and an interview with the library user, without detriment to any further measures or inquiries he/she may deem necessary. An appeal against the coordinator's resolution may be filed before the rector.

**26.7.** The head librarian may establish interim measures to ensure fulfilment of the Library Service terms of use, without detriment to the competences of the coordinator, and in all cases, must confirm these.

**26.8.** Depending on the seriousness of the breach, the coordinator may report on the matter to the academic authority. The measures established in this article are implemented without detriment to any disciplinary, civil or penal measures that may be applicable in law or under the Statutes of the UAB.

**26.9.** On the motion of the director of the Library Service, the rector may initiate disciplinary proceedings against undergraduate and postgraduate students who are over 90 days overdue in returning items they have borrowed. As an interim measure while these proceedings are in progress, the rector may additionally suspend delivery of the degree certificate or the sending of information on academic grades in the case of mobility students, or other formalities concerning the student's academic transcript. This procedure is to be implemented in accordance with current regulations.

Interim measures are automatically revoked when items are returned to the UAB libraries or their value is compensated for.

**26.10.** Pursuant to the law, the academic authority records the penalties in the library user's academic transcript.

#### **Article 27. Redress for damage.**

**27.1.** Redress must be made for damage caused. Assessment of damage for the purpose of restitution or compensation is the task of the specialist staff, on the motion of the head librarian of the library concerned.

**27.2.** All borrowers are responsible for the items borrowed while in possession of these. If the borrowed item is partially or totally destroyed, lost, stolen or not returned, the borrower must replace it with another copy of the same edition or a later one, and with the same characteristics, or else the borrower must buy a similar copy as specified by the library, without detriment to any further responsibilities incurred by the borrower in accordance with the law.

**27.3.** Library users are obliged to redress any damage caused before they sever their ties with the UAB, whether temporarily or permanently.

**27.4.** The university reserves the right to ensure that library users' debts are settled, whether or not they are members of the university community. To this end, the appropriate administrative and legal mechanisms are in place.

#### **SECTION 4. Budget.**

##### **Article 28. The Budget.**

Funding for bibliographic and documentary acquisitions comes mainly from the operational budgets and project budgets of the faculties and departments. In each committee, faculties and schools, departments, institutes, study and research centres, and services may allocate some of their resources to an increase in the library's operational budget.

##### **Article 29. Periodical publications and databases.**

The UAB allocates a line of its general budget to prioritised periodical publications and databases on all media, in order to ensure the continuity of subscriptions to these resources. In addition to this, extraordinary-budget funds can be used to acquire bibliographic and documentary materials for the libraries specified in Article 3 of these Regulations.

##### **Article 30. Expenditure of the Service.**

The UAB allocates a line of its general budget to funding for Library Service expenditure and this budget also provides funding for the

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operational expenses of the UAB libraries.

**Article 31. Acquisition of bibliographic and documentary collections.**

All the bibliographic and documentary collections acquired under any type of UAB budget must be housed at the libraries specified in Article 3 of these Regulations. Each department, departmental unit, institute, study and research centre, and service may decide in which library to house its collections. Having been registered and catalogued by the library, bibliographic and documentary collections acquired through a subsidy or contract for a specific research project are placed at the preferential disposal of the department or research unit concerned while the project is under way, in accordance with these Regulations and the Library Service rules on borrowing, and as established by each Library-Users Committee. Such collections may be housed temporarily in departments, departmental units or institutes.

**Article 32. Costly document acquisitions.**

There are two procedures in place for costly document acquisitions by the UAB: subscription and one-time purchase. Subscriptions are arranged centrally by the UTP. The one-time purchase of bibliographic and documentary materials is arranged by the library, regardless of the cost centre to which it is assigned.

Regarding each library's own budget, it is the duty of the head librarian, in conjunction with the centre administrator and the library coordinator, and within the terms set by the Library-Users Committee, to ensure that resources are distributed equitably.

Purchase orders made with respect to departmental budgets, project budgets etc. must be duly authorised by the person responsible for the outlay.

In order for any payment to be made for bibliographic and documentary acquisitions, the outlay must be properly recorded under accounting rules and must have the approval of the library.

**Article 33. Report on expenditure on bibliographic and documentary collections.**

Each year, the Library-Service management draws up a report on the university's expenditure on bibliographic and documentary collections, which it submits to the Governing Council's executive committee on libraries policy and publishes in the Service's annual report.

**Article 34. Budget line for bibliographic and documentary acquisitions.**

Due to their special nature, deriving from their recognition as UAB libraries, the UAB General Newspaper Archives and the General Map Library receive funding from the general budget for bibliographic and documentary acquisitions and conservation, which is complementary to the funding allocated to its affiliated departments and centres.

**Article 35. Volume of the overall budget.**

The Governing Council's executive committee responsible for libraries policy seeks to ensure that the overall budget for bibliographic and documentary acquisitions is not below corresponding national and international standard percentages. In this way, it seeks to ensure that all the UAB libraries have the resources they need, whether bibliographic or in the form of infrastructure and equipment.

**ADDITIONAL PROVISIONS.**

**1. External deposits and donations.**

In the event of external deposits or donations being offered to the university, the decision on acceptance is made in coordination with the faculties and schools, departments, institutes, and study and research centres, with advisory support from the relevant Library-Users Committees. The university must make special arrangements for such collections to be installed and processed. The corresponding libraries, depending on the specialist nature of the collection, process its documents in order to include them in the collective catalogue.

**2. Library-specific regulations.**

Each library draws up, where applicable, its own set of rules within the framework of these Regulations. The Library-Users Committee of the library submits these rules to the Library Service General Users Committee for approval.

### **3. Libraries and document repositories of trusts, consortia and UAB-affiliated centres.**

- a) The UAB Library Service must contact the trusts, consortia and UAB-affiliated centres that have their own library or document centre to suggest subscribing to a collaboration agreement on the following matters.
- Integration of operational systems and computer systems.
  - Access system and library users
  - Financial consideration.
- The Service must report on these agreements to the Governing Council's executive committee for libraries policy.
- b) When the UAB sets up or affiliates with new centres, or joins their boards or other governing bodies, the Library-Service management must study ways to coordinate and cooperate with these centres on matters of bibliography and documents: clarifying their systems, their characteristics and those of their users, and their relationship with the Library Service.

### **4. Incorporation of bibliographic and documentary centres into higher-level units.**

These Regulations and the regulatory agreements in place stipulate the following in the interests of operational coordination.

- a) The UAB Medical Library comprises the bibliographic and documentary collections kept at the library on the Bellaterra Campus, and at the mixed libraries: University Library of Medicine and Nursing of the Vall d'Hebron, Mar Campus University Library and Germans Trias i Pujol University-Hospital Library. The Josep Laporte Library Foundation serves the Sant Pau Teaching Unit.
- b) Pursuant to Ruling 2/2012, of 16 February, of the Research Committee, the General Map Library is integrated into the Humanities Library for operational purposes. The map collections of the UAB are located in the General Map Library, except for those that, due to their frequent use or use in teaching, are more suitably located at other UAB libraries.
- c) The European Documentation Centre is a permanent extension of the Social Sciences Library.

### **5. Attachment of faculties and schools, departments, institutes, study and research centres, and services to the UAB libraries**

Pursuant to these Regulations, and in order to be represented on the Library-Users Committees, the faculties, schools and departments are attached to the library deemed most suitable for thematic or geographical reasons. Institutes, services and research centres may also be attached to a library on the motion of the corresponding committee, with prior approval from the Research Committee.

### **6. Faculties and schools, departments, institutes, study and research centres, and services attached to the UAB libraries**

Pursuant to these Regulations the following faculties, schools and departments are attached to the UAB libraries.

- a) Attached to the UAB Science and Technology Library:
- Faculty of Science.
  - Faculty of Biosciences.
  - School of Engineering.
  - Department of Mathematics.
  - Department of Computer Science.
  - Department of Microelectronics and Electronic Systems.
  - Department of Computer Architecture and Operating Systems.
  - Department of Information and Communications Engineering.
  - Department of Chemistry.
  - Department of Physics.
  - Department of Geology.
  - Department of Animal Biology, Plant Biology and Ecology.
  - Department of Biochemistry and Molecular Biology.
  - Department of Cellular Biology, Physiology and Immunology.
  - Department of Genetics and Microbiology.
  - Department of Chemical Engineering.
  - Department of Electronic Engineering.
  - Department of Telecommunications and Systems Engineering.
- b) Attached to the UAB Communication Library and General Newspaper Archives:
- Faculty of Communication Studies.
  - Department of Journalism and Communication Studies.
  - Department of Audiovisual Communication and Advertising.
  - Department of Media, Communication and Culture.
  - Department of Advertising, Public Relations and Audiovisual Communication.

- c) Attached to the UAB Social Sciences Library:
- Faculty of Economics and Business Studies.
  - Faculty of Political Science and Sociology.
  - Faculty of Law.
  - Department of Economics and Economic History.
  - Department of Applied Economics.
  - Department of Business Economics.
  - Department of Sociology.
  - Department of Public Law and Legal History
  - Department of Private Law.
  - Department of Political Science and Public Law.
- d) Attached to the UAB Humanities and General Map Library:
- Faculty of Education.
  - Faculty of Arts and Humanities.
  - Faculty of Psychology.
  - Faculty of Translation and Interpreting.
  - Department of Social and Cultural Anthropology.
  - Department of Prehistory.
  - Department of Art and Musicology.
  - Department of Antiquity and Middle Ages.
  - Department of Musical, Artistic and Corporal Expression Didactics.
  - Department of Language, Literature and Social Science Didactics.
  - Department of Mathematics and Experimental Science Didactics.
  - Department of English and German.
  - Department of Catalan.
  - Department of Spanish.
  - Department of French and Romance Languages.
  - Department of Philosophy.
  - Department of Geography.
  - Department of Modern and Early Modern History.
  - Department of Applied Pedagogy.
  - Department of Systematic and Social Pedagogy.
  - Department of Psychobiology and Health Sciences Methodology.
  - Department of General, Developmental and Educational Psychology.
  - Department of Social Psychology.
  - Department of Clinical and Health Psychology.
  - Department of Translation and Interpreting.
- e) Attached to the UAB Medical Library:
- Faculty of Medicine.
  - Department of Medicine.
  - Department of Pediatrics, Obstetrics and Gynaecology, and Preventive Medicine.
  - Department of Pharmacology, Therapeutics and Toxicology.
  - Department of Nursing.
  - Department of Surgery.
  - Department of Morphological Sciences.
  - Department of Psychiatry and Legal Medicine.
- f) Attached to the UAB Veterinary Library:
- Faculty of Veterinary Medicine.
  - Department of Animal Health and Anatomy.
  - Department of Animal and Food Science.
  - Department of Animal Medicine and Surgery.
- g) Attached to the UAB Sabadell Campus Library, with regard to the study programmes delivered on this campus:
- Faculty of Economics and Business Studies.
  - School of Engineering.
- h) Attached to the UAB General Map Library: all UAB faculties, schools, departments and services that possess or acquire cartographic documents, in particular the Department of Geography.
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## **7. Amendments to these Regulations**

The Governing Council may amend these Regulations, on the motion of the rector, of one third of the members of the Governing Council, or of the Library Service General Users Committee.

In all cases, the Library Service General Users Committee must issue a prior report, to be submitted to the Governing Council.