



Number:  
Sarajevo,

**RULEBOOK  
ON THE WORK OF THE LIBRARY  
OF THE PARLIAMENTARY ASSEMBLY  
OF BOSNIA AND HERZEGOVINA**

Regarding Article 11, Paragraph 2 of the Law on Libraries (Official Gazette of the Republic of Bosnia and Herzegovina, No. 37/95), applied in accordance with Annex II.2. of the Constitution of BiH (Continuity of Legal Regulations) and in line with Chapter III, Item 1 of the Decision on the Structure of the Parliamentary Assembly of Bosnia and Herzegovina (Official Gazette of BiH, Nos. 92/05 and 63/08), the Collegium of the Secretariat of the Parliamentary Assembly of Bosnia and Herzegovina passed at its 82<sup>nd</sup> session held on 2<sup>nd</sup> June 2011 the following:

**RULEBOOK  
ON THE WORK OF THE LIBRARY  
OF THE PARLIAMENTARY ASSEMBLY OF BOSNIA AND HERZEGOVINA**

**CHAPTER I: GENERAL PROVISIONS**

**Article 1**

**(Subject)**

The Rulebook on the Work of the Library of the Parliamentary Assembly of Bosnia and Herzegovina (hereinafter referred to as the Rulebook) regulates the operations of the Library and the conditions and manner of use of its material and database.

**Article 2**

**(Job Description)**

The Library of the Parliamentary Assembly of Bosnia and Herzegovina (hereinafter referred to as the Library) is a department within the Information and Documentation Section (hereinafter referred to as the InDoc Section) at the Common Services of the Secretariat of the Parliamentary Assembly of Bosnia and Herzegovina, which shall carry out the acquisition, reception, inventorying, cataloguing, classifying, subject cataloguing, keeping, protecting and borrowing of the library material. It shall also provide information and carry out other library-related operations.

**Article 3**

**(Seal)**

- (1) The Library shall have a seal.
- (2) The seal shall be of a round shape, 20 mm in diameter and include the following text: "Library of the Parliamentary Assembly of BiH," written in Latin script.
- (3) The seal is used for the purpose of the inventorying of the library material only and may not be used for any other purpose whatsoever.

**CHAPTER II: ROLE OF THE LIBRARY**

**Article 4**

**(Method of Operation)**

The Library shall fulfil its role in a manner in which it shall:

- a) search the online catalogue of the Library holdings;

- b) search the Internet;
- c) search available online databases to find information for users;
- d) browse bibliographic and information services;
- e) draft a list of searched information resources;
- f) provide training in searching the Library online catalogue;
- g) provide training in searching online resources available in the Library;
- h) perform subject search per written request of a Library member;
- i) perform selective information dissemination per written request of a Library member;
- j) provide for interlibrary loan; and
- k) provide Reading Room services.

### **CHAPTER III: RESEARCH**

#### **Article 5**

##### **(Research Rules)**

- (1) The Library shall provide information to users of various library services in an equal and impartial manner.
- (2) All information prepared for users shall be confidential.
- (3) Requests by users shall be addressed on a 'first come first serve' basis.
- (4) Members of the Parliamentary Assembly of BiH will have priority among library services users.

#### **Article 6**

##### **(Subject Search)**

- (1) The subject search referred to in Article 4, Item h) above shall include a search of Library holdings, online databases available to the Library and the internet; bibliographic data, an integral part of subject search responses, will be provided. The Publisher shall be responsible for the credibility of the data issued. The data shall be delivered to the user either in writing or electronically on the basis of a written request; content analysis will not be provided.
- (2) Upon a written request filed by a user, referred to in Paragraph (1) herein, the librarian must respond within five working days, unless stipulated otherwise.
- (3) The deadline referred to in Paragraph (2) herein may be extended depending upon the number of requests processed and upon the search scope. In the case of a deadline extension, the user must be notified thereof in writing.

#### **Article 7**

##### **(Selective Dissemination of Information)**

- (1) Selective Dissemination of Information (hereinafter referred to as SDI) referred to in Article 4, Item i) shall represent an information service, i.e. systematic user notification during a period of six months from the day a user's written request is processed.
- (2) SDI shall enable the librarian to track external information and notify the user on material obtained.
- (3) Upon submission of a written request referred to in Paragraph (1) herein, the librarian shall, in consultation with the user, adjust the RSS feed either for magazines of interest to the user, contained in the available databases, or for online magazines and databases

that have this option. The user shall be notified of both the Library material and texts available in printed magazines of the user's interest, which form part of the Library holdings. The Publisher shall be responsible for the credibility of the data issued.

- (4) The data shall be delivered to the user either in writing or electronically on the basis of a written request, content analysis not provided.
- (5) The librarian must respond to the request of the user for SDI, referred to in Paragraph (1) herein, within ten working days of the date of the receipt of the request.
- (6) The deadline referred to in Paragraph (5) herein may be extended depending upon the number of requests processed and of the search scope. In the case of a deadline extension, the user must be notified thereof in writing.
- (7) A SDI shall be automatically cancelled six months after the submission of the request if the request has not been resubmitted in writing.

#### **Article 8**

##### **(Language Used in Responding to User's Request)**

- (1) Responses to the requests referred to in Articles 6 and 7 of this Rulebook shall not be translated or edited.
- (2) The obtained materials shall be delivered to the user in the language of the publication.

#### **Article 9**

##### **(Exemptions from Acting upon User's Request)**

- (1) The requests referred to in Articles 6 and 7 of the Rulebook shall not be considered if they do not include the purpose for the search.
- (2) The request referred to in Articles 6 and 7 of the Rulebook may be rejected if:
  - a) it is not in connection with the activities and operations of the Parliamentary Assembly of BiH; or
  - b) the user does not wish to file a written request or state the purpose of the search.

#### **Article 10**

##### **(Interlibrary Loan)**

- (1) The interlibrary loan shall be carried out on the basis of a written request filed by an authorized person of an institution requesting a loan of the library material.
- (2) The request shall be referred to the Secretary of the Common Services and approved by the Head of the InDoc Section in agreement with the Head of the Library Department.
- (3) The library material borrowed in the manner described in Paragraph (1) herein may be kept no longer than 21 days after the date of issue.

## **-+CHAPTER IV: COLLECTING, PROCESSING, KEEPING AND USING THE LIBRARY MATERIAL**

### **Article 11**

#### **(Library Holdings)**

- (1) The Library holdings include books, periodicals, reference materials, audiovisual, etc primarily in the fields of law, politics, international relations, public administration, European integration processes, economics, sociology, history, geography, etc.
- (2) The Library holdings shall be acquired by purchase, exchange, or donation and it is required that one copy of every publication produced by the Parliamentary Assembly of BiH shall be included in the Library.
- (3) All publications printed in the Parliamentary Assembly of BiH shall be delivered to the Library in three copies in all languages used, one copy of which shall be archived and other two shall be available to Library users.
- (4) The acquisition policy of the Library lies within the powers of the Head of the Library Department in agreement with the Head of the InDoc Section.

### **Article 12**

#### **(Library Material Processing)**

- (1) The Library material shall be processed professionally by applying a uniform processing method in line with international standards.
- (2) The Library material may not be issued for use prior to completion of processing.

### **Article 13**

#### **(Library Material Keeping)**

- (1) The Library material shall be kept in the Library depot and in the Reading Room.
- (2) Access to the depot shall be granted only to the Head of the InDoc Section and to the staff of the Library Department and Documentation and Information Department.

### **Article 14**

#### **(Protected Collection Contents)**

The Library must keep a separate protected collection, with the following:

- a) one copy of the editions of the Parliamentary Assembly of BiH referred to in Article 11, Paragraph (3) of this Rulebook; and
- b) minutes from the sessions of both Houses of the Parliamentary Assembly of BiH.

## **CHAPTER V: THE READING ROOM**

### **Article 15**

#### **(The Reading Room Rules)**

- (1) The working hours of the Library and Reading Room shall be from 9 a.m. until 5 p.m..
- (2) The Reading Room and Library shall be open during all sessions of the Houses of the Parliamentary Assembly of BiH until their completion.

- (3) During sessions of the Houses of the Parliamentary Assembly of BiH, the Reading Room may only be used by the members of the Parliamentary Assembly of BiH and its professional staff.
- (4) Free access to material is granted only for material kept in the Reading Room.
- (5) The use of the Library holdings shall be recorded regularly by the Reading Room staff.

**Article 16**  
**(Informing Users)**

Users are informed in the Reading room about new books, magazines, databases and services provided by the Library through the Newsletter of the Parliamentary Assembly of BiH, the website or the internal message board and other ways.

**Article 17**  
**(Reading Room Library Material)**

- (1) The following library material shall be found in the Reading Room:
  - a) Reference literature (dictionaries, encyclopaedias, lexicons, manuals, atlases);
  - b) Old and rare publications, as well as other publications which have the status of cultural heritage;
  - c) Daily and weekly newspapers, as well as other periodicals;
  - d) Unique books (rare copies), i.e. protected holdings;
  - e) Manuscripts and archive material;
  - f) Limited copy editions;
  - g) Highly precious editions;
  - h) Electronic publications;
  - i) Micro records (microfilms and microfiches); and
  - j) Obligatory copy of the Parliamentary Assembly of BiH.
- (2) The library material stipulated in Paragraph (1) of this Article can not leave the limits of the Reading Room.

**Article 18**  
**(Usage of Library Material in the Reading Room)**

- (1) Having signed the lending form provided by Reading Room staff, a user may use a maximum of three library items in the Reading Room at one time.
- (2) Daily and weekly newspapers shall only be used in the Reading Room.

**Article 19**  
**(Reading Room Code of Conduct)**

- (1) The following shall be prohibited in the Reading Room: telephone calls, loud conversation, food, drink, removal of the logo of the Parliamentary Assembly of BiH from computer desktops, downloading of music files and video clips, etc.

- (2) The user shall be obliged to respect the technical equipment located in the Reading Room: computers, scanners, printers, copy machines, etc. The user is required to make compensation for any damage caused to the equipment.
- (3) Computers, scanners, printer and other equipment shall only be used for official purposes.
- (4) Having finished using a computer, the user shall be obliged to remove all the files created on the Reading Room computer no later than the end of that working day.
- (5) Should the user disrespect these provisions, the Head of the Library Department, in agreement with the Head of InDoc Section, may prohibit the user from any further use of computers.

#### **Article 20**

##### **(Photocopying and Printing of the Library Material)**

- (1) Library material may be photocopied provided that it is not in contravention of the Law on Copyright and Similar Rights in Bosnia and Herzegovina ("Official Gazette of BiH," No 63/10).
- (2) The photocopying services shall only be provided by the Library staff.
- (3) The printing of Internet, CD and/or DVD database search results shall be allowed only if the number of printed pages does not exceed 20.
- (4) A user shall be obliged to fill out and sign a form confirming the use of photocopying, printing and scanning services.
- (5) The form must be readily accessible in the Reading Room.
- (6) Photocopying and printing services shall be provided free of charge.

#### **Article 21**

##### **(Usage of Premises of the Reading Room)**

The Reading Room may only be used for its designated purpose, and for any exceptional usage there must be a prior approval by the Head of the Library Department, the Head of the InDoc Section or the Secretary of the Common Services of the Parliamentary Assembly of BiH.

### **CHAPTER VI: LIBRARY USERS**

#### **Article 22**

##### **(Library Membership)**

- (1) Members of Parliament of both Houses and the staff of the Secretariat of the Parliamentary Assembly of BiH may become members of the Library.
- (2) Library membership shall be free of charge.
- (3) In exceptional cases, some of the Library services may also be used by outside users.
- (4) A student or a scientific researcher may become an outside user of the Library.
- (5) Having received prior approval of a written request, an outside user may use the library material only in the Reading Room, with access to a maximum of three library items at a time.

**Article 23**  
**(Becoming a Member of the Library)**

- (1) A member of the Library shall receive a membership card in the name of the member and it shall not be transferrable to another person.
- (2) By becoming a member of the Library, a person shall automatically accept the provisions of the Rulebook on the Work of the Library.
- (3) The Library staff shall be obliged to provide every new member of the Library with a copy of the Rulebook on the Work of the Library.

**Article 24**  
**(Contents of a Membership Card)**

A Library user's membership card is a bar-code, containing the following data information:

- a) Full name;
- b) Date of birth;
- c) Address and postal number;
- d) Contact phone number; and
- e) Membership category.

**Article 25**  
**(Admission and Review of Members of the Library)**

- (1) Admission of new members from the Parliamentary Assembly of BiH shall be conducted on the basis of information from the Human Resources Department of the General Affairs Section.
- (2) A review of the members of the Library shall be conducted at the beginning of each calendar year.

**Article 26**  
**(Usage of Library Items)**

- (1) A member of the Library may borrow a maximum of three library items at the same time.
- (2) A member of the Library may, in exceptional cases, may borrow more than three library items, up to a maximum of ten, if that does not obstruct the normal functioning of the Library.
- (3) All library material shall be loaned only after a membership card is presented in order to process the bar-code.
- (4) In case of a lost or destroyed membership card, a member of the Library shall immediately inform the Library staff, for the purpose of receiving a duplicate.

## **Article 27**

### **(Library Material Return Deadline)**

- (1) The library material return deadline is up to maximum of 14 days.
- (2) A user may extend the deadline for a maximum of an additional 14 days, provided that there is no request to borrow the same library item by another user.
- (3) A request to extend the library material return deadline may be filed in person or over the phone, with agreement from the Head of the Library Department.
- (4) In case the library material return deadline is not respected, the Head of the Library Department and the Head of the InDoc Section shall be obliged to warn the user in writing.

## **Article 28**

### **(Return of the Borrowed Library Material)**

- (1) A user who borrows the maximum number of library items allowed by the Rulebook shall not have the right to borrow any new library items, before returning the borrowed ones.
- (2) Borrowing library items shall be confirmed by the user's signature on the book card or on the appropriate lending form.
- (3) After the return of the library material, the borrowing registered on the book card or the lending form shall be annulled in the presence of the user, in both written and electronic forms.

## **Article 29**

### **(Causing Damage to the Library Item)**

- (1) The user shall be obliged to return the library item in the same condition in which it was received.
- (2) At the time when the user signs for the library item, the user shall be obliged to inspect the library item and report any damage to the Library staff, otherwise the user shall be held responsible for the damage.
- (3) Library staff shall be obliged to inspect the library item at the time of handover and return, to determine its condition and record any damage.
- (4) A user who damages or loses a borrowed library item shall be obliged to compensate for the incurred damage.

## **Article 30**

### **(Obligations of Users-Researchers)**

User-researcher shall be obliged to:

- a) Mention the Library as a research resource; and
- b) Deliver at least one copy of the published research to the Library.

## **CHAPTER VII: INVENTORY OF THE LIBRARY HOLDINGS**

### **Article 31**

#### **(Inventory of the Library Material)**

- (1) Inventory of library material shall include a comparison of actual library units with the data contained in the inventory books and e-catalogue, to determine the real state of the library holdings and their material value.
- (2) Inventory of the library holdings shall be conducted annually.
- (3) Inventory shall be conducted in accordance with the Handbook of the National and University Library of Bosnia and Herzegovina (National and University Library of BiH, Sarajevo, 1999) which contains the following:
  - a) The abbreviated catalogue description of monograph publications; and
  - b) The abbreviated catalogue description of serial publications bookmarked as: inventory, location and review.
- (4) Inventory of the library material shall be conducted by a committee appointed by the Collegium of the Secretariat of the Parliamentary Assembly of BiH.

### **Article 32**

#### **(Library Committee)**

- (1) The Library shall have a standing Committee for Procurement Policy, Receipt, Assessment and Exchange of Library Material (hereinafter: Committee)
- (2) The Committee shall have three members, which shall include:
  - a) the Head of InDoc Section, and
  - b) the Head of the Library Department.
- (3) The Committee shall report on its work to the Collegium of the Secretariat of the Parliamentary Assembly of BiH.

## **CHAPTER VIII: TRANSITIONAL AND FINAL PROVISIONS**

### **Article 33**

#### **(Cessation of Application of a Regulation)**

At the time the Rulebook enters into force, the Rulebook on the Work of the Library of the Parliamentary Assembly of BiH, No: 03-50-1-23-47-10/08, adopted at the 47<sup>th</sup> session of the Collegium of the Secretariat of the Parliamentary Assembly of BiH, held on 31<sup>st</sup> March 2008 shall cease to be in effect.

**Article 34**  
**(Entry into Force)**

The Rulebook shall enter into force on the date of its adoption, and it shall be published on the notice board and the intranet portal of the Parliamentary Assembly of BiH.

COLLEGIUM OF THE SECRETARIAT

Aljoša Čampara \_\_\_\_\_

Branka Todorović \_\_\_\_\_

Marin Vukoja \_\_\_\_\_