

**REGULATION 3/2022 FOR THE ORGANISATION AND OPERATION
OF UNIVERSIDAD CEU-SAN PABLO LIBRARY**

Approved by the Governing Council at its meeting on 29 June 2022 and by the Board of Trustees at its meeting on 14 July 2022

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TITLE ONE MISSION, ORGANISATION AND FUNCTIONS

Article 1. Mission

1.1 Universidad San Pablo-CEU's Library is a resource centre for learning, teaching, and research whose mission is to facilitate the access and dissemination of information and material and online resources, as well as collaborating in knowledge creation processes, in order to contribute to the achievement of the objectives of the University and of CEU as an Institution as a whole.

1.2 The library is made up of all the University's own bibliographic holdings, whatever their format, regardless of their origin and the procedure for their acquisition, as well as the budgetary concept applied. It includes people, resources, equipment, and services.

Article 2. Organisation

2.1 Universidad San Pablo-CEU's library is functionally dependent on the CEU Archives and Libraries Directorate and, organically, on the Rector or the person delegated by him/her.

2.2 Without losing its character as a functional unit, the University's library is structured according to geographical criteria and/or the specialisation of its collections and services.

2.3 Universidad San Pablo-CEU's library is divided into:

-Montepríncipe Campus Library, composed of two service points: the Health Sciences Library and the Polytechnic School Library.

-Moncloa Campus Library, composed of two service points: Central Library and Humanities Library.

-European Documentation Centre, which respects the commitments made in its Association Agreement with the European Commission and its operational autonomy.

2.4 The Rector of Universidad San Pablo-CEU is responsible for the dismissal and/or appointment of the Director of the Library.

2.5 In order to achieve its objectives, each Campus Library will be coordinated by a professional librarian who will be in charge of the corresponding personnel and services, in accordance with the provisions of section 2.3, as well as the rest of the functions entrusted to him/her.

2.6 The Library consists of the following units:

- Technical Process and Collection Management Unit.
- Online Tools Unit.
- Procurement and Budgetary Control Unit.



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- Circulation, Document Access, and Bibliographic Information Unit.
- Training and information literacy unit.
- Research support and bibliometrics unit.
- Cultural dynamisation, website and social networks unit.

2.7 Universidad San Pablo-CEU's Library assumes among its competences and functions the coordination of the transversal processes shared with the other CEU Libraries. These processes, which will report directly to the CEU Archives and Libraries Directorate, are as follows:

- The management of common technological tools.
- The management of shared acquisitions.
- The management of shared electronic resources.
- The management of institutional heritage collections.

A transversal collaboration will be established with the equivalent services of the Libraries of the Universitat Cardenal Herrera-CEU and the Universitat Abat Oliba CEU.

2.8 The Library will have a Technical Board as a consultative and advisory body comprising at least the Director of Universidad San Pablo-CEU's Library, the Campus Library Coordinators and designated heads of units and/or services.

2.9 The Library's Technical Boards is responsible for advising the Library's Director technical and internal matters, with the aim of unifying criteria and establishing the guidelines necessary for the correct functioning of the University's Library. The Technical Board will meet, at least, once every two months.

Article 3. Functions

3.1 According to the Guidelines of the Directorate of CEU Archives and Libraries and the CEU Strategic Plan, Universidad San Pablo-CEU's Library is responsible for developing the following actions:

- a) The acquisition of information resources, physical and virtual, in accordance with the teaching, study and research needs of Universidad San Pablo-CEU, and in coordination with the other CEU University Libraries, if necessary.
- b) The constitution, development, custody, preservation, and management of the University's bibliographic collection and of the Institution's heritage collections entrusted to it, whether by acquisition or donation.
- c) The cataloguing and classification of the bibliographic collections, regardless of the medium and method of acquisition and the maintenance of the bibliographic database, in coordination with the other CEU Libraries.
- d) The provision to the university community of internal and external information resources that enable the study, teaching, and research tasks necessary for our users.

e) The organisation of activities and the promotion of activities to disseminate information on services and boost the use of its collections and resources.

f) Redactar informes técnicos, memorias y normativas asociados a su funcionamiento, así como recoger indicadores estadísticos para la evaluación de la calidad.

g) Cualquier otra función que sea propia de su carácter de Biblioteca Universitaria.

3.2 The Director of Universidad San Pablo- CEU's Library will be responsible for:

- To comply with and make others comply with y hacer cumplir el Reglamento de la Biblioteca Universitaria.
- To organise, manage and coordinate technically and administratively the University's Library, following the guidelines of de la Dirección de Archivos y and CEU Libraries.
- To coordinate the University's Library personnel and services, regardless the Management and People's Direction's competences.
- To propose and present the projects and agreements aimed at improving the services and collections offered by the Library.
- To be part of the Library's Technical Board.
- To propose and manage the University's Library budget.
- To propose and coordinate the new installations and equipment projects.
- To represent the Universidad San Pablo-CEU's Library before the Governing bodies of the University and of Fundación Universitaria San Pablo-CEU and, by delegation of the Rector, to other external institutions.
- To propose the access requirements for the Library's personnel and to participate in the selection processes of its personnel.
- To propose refresher, training, and further training courses for Library personnel.
- To collect and analyse proposals, suggestions and complaints from users, and deal with them, where appropriate.

3.3 The Library's Board is a collegiate body of an advisory nature, and it will be presided by the Rector or person to whom he/she delegates. It will consist of ex officio members according to their position and/or responsibility, such as the Manager, the Director of CEU Archives and Libraries, the Director of Universidad San Pablo-CEU's Library and the Coordinators of the Campus Libraries. However, shall be appointed members: a representative from each of the Schools, two students' representatives and a representative of the Administration and Services Personnel who work in the Libraries, elected by and from among the Library personnel.

The term of office of the members designated by the Library's Commission will be of two years, renewable for a further period.

The Commission shall meet in ordinary session at least once a year and in extraordinary session whenever convened by the Chairman or 1/5 of its members.

3.4 The functions of the Library's Commission are the following:

- a) To gather, analyse and solve out the proposals, suggestions and claims of the Centres, Departments and Services.
- b) To report favourably or unfavourably on proposals for operating regulations issued by the University Library.
- c) To take an interest in improvements of all kinds suggested by the Library Director: facilities and resources.
- d) To study proposals for the modification of the University Library Regulations and any other matters specified therein.
- e) To make proposals on the general guidelines for the distribution of budgets earmarked for the acquisition of bibliographic material.
- f) To supervise the rules and measures for the proper installation and preservation of the collections of all libraries, preventing possible risks or emergencies.
- g) To study any question of interest to the University Library.

TITLE TWO USERS AND SERVICES

Artículo 4. Users and services

4.1 The users of Universidad San Pablo-CEU's Library are:

- a) The Teaching and Research Personal of Fundación Universitaria San Pablo-CEU and its Centres.
- b) CEU Universities' Students.
- c) Other Fundación Universitaria San Pablo-CEU and Catholic Association of Propagandists employees.
- d) Members of the Alumni Association of the San Pablo-CEU University Foundation and its associated Centres.
- e) Retired CEU Personnel (Senior CEU).
- f) Professors, trainees and visiting students from other universities and institutions, in the framework of agreements or programmes.

4.2 Any other person from outside Fundación Universidad San Pablo-CEU may temporarily use the services of the Library, with the prior authorisation of the Director of the Library.



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4.3 In order to use the different Library's services, the presentation of a personal and non-transferable University card, or any other valid means of identification that accredits membership of one of the groups referred to in article 4.1, is essential.

4.4 The Library's users must comply with the conditions for the use of services and to respect the operating rules, in particular:

- a) To take care of facilities, equipment, and bibliographic collections.
- b) To keep a correct and civic attitude that allows for the optimal functioning of the service and the exercise of other users' rights.
- c) To comply with current regulations in terms of intellectual property and licences for available resources use.
- d) To comply with the proceedings and periods regally established para tomar en préstamo el material bibliográfico.

4.5 The Library will draw up the functioning rules in relation to, at least, the following aspects:

- Home lending and consultation in the reading room.
- Use of group work rooms.
- Loan of laptops.
- Acceptance of bequests and donations.
- Guidelines for the purging of collections.

The Library is obliged to make this specific regulation public, which may vary in order to adapt to the Library's services' needs, upon the Director's authorisation.

4.6 In general, the Library's functioning rules shall penalise the following misconduct:

- The return of works on loan outside the established time limits, classified as a minor infringement.
- Substantial deterioration of works in the Library, classified as a serious offence.
- Being in possession of Library documents without having complied with the relevant procedures, classified as a serious offence.
- Disruption of order in the study and reading rooms, as well as inappropriate use of the facilities, classified as a very serious offence.

Repeated non-compliance by users with the conditions of use of the services or the operating rules may lead to the imposition of sanctions, in accordance with the disciplinary regime applicable to the group of users.



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4.7 Consultation of commercial digital platforms and/or external databases will be subject to specific requirements, depending on the licences signed with the providers.

4.8 If the user needs any document from any University service point other than the one at which the request is made, or documents that are not in the University Library's collection, he/she may request them through the InterCEU loan or interlibrary loan, respectively.

4.9 The opening hours of each of the Library's service points shall not be less than 55 hours per week during the school term.

4.10 During exam periods, non-teaching periods or holiday periods of the course, special timetables may be established, subject to request and authorisation by the Manager of the Universidad San Pablo-CEU, who will make available the resources he/she considers necessary to guarantee the needs of users.

TITLE THREE ECONOMIC RESOURCES AND ACQUISITIONS

Article 5. Economic resources and acquisitions

5.1 Fundación Universitaria San Pablo-CEU will allocate funds to cover staffing needs, the acquisition of bibliographic materials and information resources, infrastructure, equipment, maintenance, and conservation of the collection.

5.2 Universidad San Pablo-CEU's Library will have its own budget to fulfil its objectives, which must be authorised by the Management. It will also benefit from the acquisitions and subscriptions made jointly with the Libraries of the Universitat Cardenal Herrera-CEU and the Universitat Abat Oliba CEU.

5.3 Universidad San Pablo-CEU Library shall carry out the procedures for requesting approval of expenditure and purchases in accordance with the procedures established by the University and the Regulations of Fundación Universidad San Pablo-CEU Contracting Boards.

FIRST ADDITIONAL PROVISION. Donations, legacies, and deposits

The Universidad San Pablo-CEU Library may accept donations of bibliographic material, thanking donors for their trust in the custody and dissemination of their documents.

These donations will be accepted according to their cultural and bibliographic value, the needs of users, the lines of study, teaching and research of the CEU and the availability of suitable physical spaces for their conservation and dissemination.

The CEU Library reserves the right to accept or refuse a donation. In general, deposits will not be accepted.

The Technical Board of the Library will evaluate the appropriateness of accepting bequests and donations, taking as a reference the criteria established in the "Rules for accepting donations".

SECOND ADDITIONAL PROVISION. Functioning rules

The Director of the Library is empowered to propose, modify and approve the operating rules set out in article 4.5 of this Regulation relating to home lending and in-room consultation, use of group work rooms, use of laptop loans, acceptance of bequests and donations, guidelines for the purging of collections, as well as any other rule necessary for the correct ordinary operation of the services offered by the Library. In any case, it must have the approval of the Manager and the Rector of Universidad San Pablo-CEU.

ONLY DEROGATORY PROVISION. Regulatory repeal

Any provisions of equal or lower rank that conflict with the provisions of this Regulation are hereby repealed.

FIRST FINAL PROVISION. Initiative for the amendment of the regulation.

The Rector of the Universidad San Pablo-CEU, assisted by the Director of CEU Archives and Libraries, shall be responsible for the amendment of this Regulation.

SECOND FINAL PROVISION. Entry into force

This Regulation will entry into force the day after its approval by the Board of Trustees of Universidad San Pablo-CEU.