APPROVED
by Order No V-63 of the Director of Marijampolė
Petras Kriaučiūnas Public Library
of 27 October 2026

RULES FOR USING MARIJAMPOLĖ PETRAS KRIAUČIŪNAS PUBLIC LIBRARY

CHAPTER I
GENERAL PROVISIONS

1. The Rules for Using Marijampolė Petras Kriaučiūnas Public Library (hereinafter the "Rules") establish the general procedure for registering persons, processing the personal data of registered users and providing services at Marijampolė Petras Kriaučiūnas Public Library (hereinafter the "Library"), as well as users' rights, duties and liability and the Library's rights and duties.

2. All natural and legal persons are entitled to use the Library's services in accordance with the Law on Libraries of the Republic of Lithuania and these Rules.

3. Use of the Library is free of charge, except for services listed in the Library's list of paid services.

4. The following terms are used in these Rules:

4.1. **Library service** means any activity organised and carried out by the Library on or off its premises to meet users' information, scientific, cultural, educational, professional and leisure needs, using all available information resources, Library equipment and premises, and staff expertise.

4.2. **User** means a recipient of Library services.

4.3. **Unregistered user** means a person who visits the Library and uses services that do not require identity verification, such as using reading rooms or participating in public events, tours and similar activities.

4.4. **Registered user** means a user registered in the Library's information system and issued a user card, which entitles the user to reserve and borrow Library documents for home use, renew their loan periods, remotely access databases subscribed to and licensed by the Library (where permitted by the licence), and use other services requiring identity verification.

4.5. **Public Internet access** means Internet access provided free of charge at the Library to any person.

4.6. **Registered public Internet access user** means a user registered in accordance with the established procedure in the Library's public Internet access system who uses public Internet access services.

4.7. **LIBIS** means the Lithuanian Integrated Library Information System.

4.8. LIBIS user card (user card) means an identification document issued to a registered user in accordance with legal requirements, recognised by all LIBIS libraries and entitling its holder to use Library services requiring identity verification.

4.9. **iBiblioteka.lt** means the electronic services portal for libraries in the LIBIS network, where users may order a unified LIBIS user card and documents, renew loan periods, use interlibrary loan services, view and update their personal data, and more.

4.10. **User agreement** means a service agreement concluded with a user when the user completes the Library user registration card and confirms it with a signature, or completes a form in LIBIS and confirms it through the electronic government gateway.

4.11. **User services** means activities carried out by the Library and its structural units providing services at and/or outside the Library.

4.12. **Document** means information stored and used in any form or medium, including information adapted for reading by electronic means, such as a book, periodical, manuscript, musical score, microform,

audio, visual, audiovisual, cartographic, pictorial, electronic or digital document, a document printed in Braille, or any other document conveying information.

4.13. **Interlibrary loan** (ILL) means document lending, information and reprographic services organised by libraries on the basis of cooperation.

5. Other terms used in these Rules have the meanings assigned to them in the Law on Libraries of the Republic of Lithuania, the Law on Legal Protection of Personal Data of the Republic of Lithuania, the Law on Copyright and Related Rights of the Republic of Lithuania, the Law on the Fundamentals of Protection of the Rights of the Child of the Republic of Lithuania, the Law on Science and Studies of the Republic of Lithuania, and the Law on Information Society Services of the Republic of Lithuania.

CHAPTER II
PROCEDURE FOR REGISTERING PERSONS (USERS)

6. A natural person wishing to become a registered Library user and obtain a LIBIS user card must:

6.1. read these Rules;

6.2. present a valid identity document;

6.3. provide identity details (name, surname and personal identification number) and contact details (residential address, telephone number and/or email address);

6.4. complete and sign the user registration card in the form set out in Appendix 1 to these Rules, thereby confirming that the person:

6.4.1. has read the Rules;

6.4.2. has provided accurate and correct personal data;

6.4.3. has been informed of the purposes and conditions of personal data processing;

6.5. has indicated consent or refusal to receive information from the Library and/or participate in surveys conducted by the Library.

7. The user card is issued free of charge.

8. Persons under 16 years of age are registered upon submission of an application in the prescribed form by their legal representative (one of their parents, adoptive parents, guardian or caregiver) (Appendix 2).

9. Students of child-care (guardianship) institutions, special schools and education centres, as well as students from foreign universities participating in higher education exchange programmes and their employees, are registered in accordance with these Rules upon presentation of a certificate issued by the relevant institution.

10. Users may register or update their registration details:

10.1. in person at the Library;

10.2. electronically, using electronic identity verification tools on the iBiblioteka.lt portal.

10.3. When registering on iBiblioteka.lt, users may select the libraries they wish to visit from the list provided; they are then registered with those libraries automatically.

11. A user registered at the Library and other LIBIS libraries may use one valid user card.

12. A new user card is issued, in accordance with these Rules, to a user who has lost or damaged their card.

CHAPTER III
PROCESSING OF REGISTERED USERS' PERSONAL DATA

13. By obtaining a user card, the user confirms by signature that they agree to these Rules and that, when users register, re-register and use Library services, the Library may process the personal data

provided by the user in accordance with legislation and these Rules, having the right to process and manage personal data as provided by law.

14. Users' personal data are processed automatically at the Library.

15. When processing users' personal data, the Library complies with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter "Regulation (EU) 2016/679"), the Law on Legal Protection of Personal Data of the Republic of Lithuania and other legal acts governing personal data protection.

16. The Library processes the following personal data of users:

16.1. first name;

16.2. surname;

16.3. personal identification number;

16.4. photograph;

16.5. residential address;

16.6. telephone number and/or email address;

16.7. education;

16.8. profession;

16.9. place and status of study;

16.10. academic degree;

16.11. academic title;

16.12. sex;

16.13. date of birth.

17. Users' personal data are processed for the following purposes:

17.1. to organise user services and provide information;

17.2. to maintain user records;

17.3. to verify identity;

17.4. to enable the user card to function on the basis of a shared user registration database;

17.5. to conduct user surveys and scientific research in order to improve the quality of Library services and develop new products and services (only with written consent);

17.6. to inform users about Library services, information resources, document loan periods, events and changes in opening hours (only with written consent).

18. With the user's written consent, the Library may collect additional personal data relating to education, professional activity and other matters for scientific research and/or surveys of user satisfaction with the services provided.

19. Aggregated and anonymised personal data of Library users are used for statistical purposes.

20. The Library processes personal data on the legal bases of entering into and performing a contract, consent, compliance with legal obligations, or other lawful processing conditions set out in Article 6(1) of Regulation (EU) 2016/679.

21. Users' data are periodically updated (verified) at least once a year.

22. Users' personal data processed automatically are transferred to the Martynas Mažvydas National Library of Lithuania (LNB), which performs the functions of data controller in accordance with legal requirements.

23. Personal data processed automatically are stored for as long as the user uses Library services or for the personal data retention period established in the regulations governing library information systems. If the user has not used Library services or re-registered during that period, their data are anonymised.

24. A user may contact the Library directly or by email at adapareigunas@marvb.lt to exercise their rights as a data subject. Only written requests from identified users are considered.

25. If the Library grants a user's request to erase their personal data, the user will no longer be able to use services that require identity verification.

26. The Library ensures the security of personal data processed automatically by implementing infrastructure measures (appropriate placement and maintenance of technical equipment, strict compliance with fire safety rules, etc.), administrative measures (training persons who work with personal data, preparing internal documents, etc.) and telecommunications measures (maintenance of information systems, ensuring safe Internet use, use of passwords, etc.).

27. Personal data are collected only from the data subjects (users); therefore, the user providing the data is solely responsible for ensuring that the data supplied to the Library are correct.

28. Actions by a registered user in the LIBIS system relating to the creation of new data, editing or deletion of existing data, and other significant operations are retained to the extent and for the period established by the legal acts of the Republic of Lithuania governing data security (cybersecurity) and by the LIBIS security regulations.

29. Users who hold a LIBIS user card and do not agree to the Library processing their personal data must inform the Library Director in writing by submitting an informal request. If the request is granted, the user will no longer be able to use Library services that require identity verification.

30. Users must inform the Library of changes to their personal data (surname, residential address, etc.).

31. The Library undertakes to ensure the security of users' personal data by means of technical, technological and organisational measures.

CHAPTER IV
PROCEDURE FOR PROVIDING SERVICES

32. The Library provides services in accordance with the objectives and functions defined in its statutes and the needs of users in the territory it serves.

33. The procedure for using the Library is established by these Rules and, where necessary, by separate rules and/or procedures governing specialised services, in accordance with the principles of legality, fairness, reasonableness, proportionality and non-discrimination and taking account of the specific nature of the Library's activities.

34. Information about free and paid Library services and the procedures for providing them is published on the Library's website.

35. Library documents may be used on Library premises or loaned to registered users for use outside the Library.

36. Loan of Library documents:

36.1. only one copy of a document with the same title and edition may be loaned to a user;

36.2. up to 7 documents may be borrowed for home use for 30 calendar days;

36.3. the return date for a document borrowed for home use may be extended twice, by 30 calendar days each time, except where the user has other overdue documents or another user has requested the document. The loan period may be extended in person, by telephone or independently via iBiblioteka.lt;

36.4. Library employees may borrow up to 20 Library documents where required for the performance of their work duties;

36.5. rare, particularly valuable or physically damaged documents, and other documents whose external loan is restricted by legislation, collection protection requirements or Library procedures, may not be borrowed for use outside the Library;

36.6. only documents duly issued to a user and recorded in the Library's lending records may be taken out of the Library;

36.7. the issue of documents on loan is recorded in the Library information system or self-service devices in accordance with the established procedure;

36.8. users may order or reserve Library documents at the Library or via iBiblioteka.lt, selecting the collection point at a Library location or a Library book locker;

36.9. documents ordered for a book locker are prepared and delivered within 24 hours of receipt of the order, excluding Saturdays, Sundays and Library non-working days;

36.10. documents borrowed for home use must be returned:

36.10.1. to the Library branch or department from which they were issued;

36.10.2. at any time of day to a Library equipped with a self-service return device;

36.11. if a document is not returned by the due date, a late fee may be charged:

36.11.1. EUR 0.01 per document per calendar day;

36.11.2. late fees begin to accrue on the day after the loan period expires;

36.11.3. late fees stop accruing once they reach the acquisition cost, at the time of issue, of the documents borrowed and not returned on time;

36.11.4. the total late fee may not exceed the amount of one basic social benefit.

37. Loan of portable equipment intended for Library services (e-book readers, tablets, laptops, virtual reality headsets, educational robots, etc.; hereinafter "equipment") and reservation of premises:

37.1. the Library establishes the procedure for lending equipment to users and reserving premises;

37.2. equipment and premises may be used solely for the user's own activities and intended purposes; the user may not transfer them or otherwise enable third parties to use them.

38. Interlibrary loan (ILL):

38.1. documents not held in the Library's collection may be ordered for registered users from other libraries in Lithuania and abroad in accordance with the Procedure for Organising the Provision of Interlibrary Loan Services approved by Order No ĮV-701 of the Minister of Culture of the Republic of Lithuania of 25 August 2022, as subsequently amended;

38.2. only registered Library users may use ILL;

38.3. the Library borrows documents or copies requested by users from other Lithuanian and foreign libraries. The number of orders is unlimited, and an order that has been sent cannot be cancelled;

38.4. the lending library determines the conditions for lending documents, the loan period and compensation for damaged documents;

38.5. ILL service charges, where applicable, consist of postage costs.

39. Registered users may access databases subscribed to by the Library in accordance with the rights and conditions established in the database provider's licence agreement.

40. Public Internet access services in public libraries are provided free of charge and without a user card. These Rules establish requirements and conditions for registering users of the Library's public Internet access system in a way that does not restrict access to these services and does not conflict with the provisions of the Law on Legal Protection of Personal Data (Appendix 3).

41. Remote Library services requiring identity verification are provided only to registered users or through the electronic government gateway.

42. Where possible and where there is a justified need, special services may be provided to users who are temporarily unable to work due to illness, users of retirement age and users with disabilities, including delivery of books to homes, care institutions and similar locations.

43. Legal entities are served under agreements for the provision of services free of charge, except where the service is included in the list of paid services approved by Order No ĮV-502 of the Minister of Culture of 2 November 2005 on the Approval of the List of Paid Services Provided by Libraries Established by the State or Municipalities.

44. All monetary payments (for services provided, late fees, etc.) must be made at the Library's payment points or by bank transfer, identifying the person making the payment.

45. Access to Library services may be temporarily restricted:

45.1. a user who has not returned documents on time and has not extended the loan period will have their right to use Library services restricted without a separate warning;

45.2. where documents have been returned but late fees remain unpaid, the following restrictions apply;

45.3. while documents remain unreturned, only services available to unregistered visitors may be used;

45.4. after the documents have been returned but late fees remain unpaid, all registered-user services are available except borrowing documents for home use;

45.5. the temporary restriction is lifted once all the reasons for it have been resolved.

CHAPTER V
USERS' RIGHTS, DUTIES AND LIABILITY

46. An unregistered user has the right to:

46.1. receive comprehensive, accurate and clear information about the Library's collection, services, service procedures and conditions;

46.2. submit an information enquiry in person or remotely and receive a response within no more than two working days;

46.3. receive consultations and/or participate in training on searching for, selecting, organising and using information;

46.4. use the Library's computer workstations, public Internet access, wireless Internet and personal laptops;

46.5. attend public and educational events organised at the Library;

46.6. reproduce Library documents or extracts for personal, non-commercial use;

46.7. use paid Library services;

46.8. submit requests, suggestions and complaints concerning services provided and/or planned by the Library and the conditions of service. Requests and complaints are considered in accordance with the Rules for the Examination of Requests and Complaints and the Service of Persons by Public Administration Entities, approved by Resolution No 875 of the Government of the Republic of Lithuania of 22 August 2007, as amended (consolidated version effective from 3 September 2022), or in accordance with the Library's procedure for submitting and examining users' requests and complaints about Library services.

47. A registered user (reader) has all the rights of an unregistered user and is also entitled to:

47.1. use all information resources, information-search tools, bibliographic information management tools, equipment and premises (spaces) available at the Library;

47.2. borrow documents for home use in accordance with the established procedure, extend the loan period for documents not requested by other readers, and order and reserve documents;

47.3. borrow documents from other libraries in Lithuania and abroad;

47.4. remotely access full-text electronic databases licensed by the Library, where permitted by the licence;

47.5. exercise their rights as a data subject:

47.5.1. to be informed whether the Library processes their personal data, obtain a copy of those data (right to know) and access additional information specified in Article 15(1) and (2) of Regulation (EU) 2016/679 (right of access);

47.5.2. request rectification or, taking account of the purposes of processing, completion of incomplete personal data (right to rectification);

47.5.3. request erasure of personal data where the data were processed on the basis of consent or where another legal basis for exercising this right exists ("right to be forgotten"). The right to be forgotten may not be exercised in circumstances established by law;

47.5.4. request restriction of processing in the cases specified in Article 18(1) of Regulation (EU) 2016/679 (right to restriction);

47.5.5. request direct transfer of personal data to another data controller in a convenient format, where the user provided the data and it is processed automatically on the legal basis of entering into and performing a contract (right to data portability);

47.5.6. object to or withdraw at any time consent to processing personal data for the purposes specified in subparagraphs 16.5–16.6 of these Rules (right to object).

48. Users are required to:

48.1. comply with these Rules, other legal acts governing Library services and the established requirements for conduct in public places;

48.2. re-register or update their data at Library service points, by telephone or via iBiblioteka.lt one year after registration or re-registration;

48.3. take care of and protect documents borrowed for use, loaned equipment and other Library property;

48.4. return borrowed documents and equipment on time or extend the period of use in accordance with the established procedure;

48.5. check borrowed documents and equipment for defects (tears, marks, cut-out sections or malfunctions) and immediately inform a Library employee if any are found;

48.6. comply with the provisions of the Law on Copyright and Related Rights when using information resources;

48.7. immediately inform the Library of changes to personal data (surname, residential address, etc.) or loss of a Library user card;

48.8. obtain written permission from the Library or conclude a service agreement before taking photographs and/or filming on Library premises for commercial or other non-personal purposes.

49. Users are prohibited from:

49.1. using another user's card or transferring their own card to another person;

49.2. disclosing Library-provided login details to third parties or using another person's username or password;

49.3. taking documents or equipment out of the Library unless they have been recorded as borrowed or permission has been obtained from a Library employee;

49.4. installing software brought in or downloaded from the Internet on Library computers without permission from a Library employee;

49.5. using public Internet access at the Library to view pornographic content or material promoting violence, terrorism or other criminal activity, distributing spam or malicious software, or breaking into other computer systems;

49.6. leaving a computer workstation unattended or without logging out, or logging out incorrectly;

49.7. starting to use a computer workstation after noticing that another user has not logged out properly, without informing a Library employee;

49.8. consuming food or drinks at computer workstations or placing them on computers or other computer equipment;

49.9. making mobile phone calls in reading rooms or during events, or listening to music or other audio without headphones where this disturbs other Library users;

49.10. using electrical sockets or charging points at the Library to charge personal electronic devices unless also using other Library services;

49.11. visiting the Library while under the influence of alcohol, narcotic, psychotropic or other psychoactive substances; bringing items that endanger others into the premises; behaving dangerously and threatening the safety of oneself or other users; humiliating users or employees by words and/or actions; or disregarding general personal hygiene and public-place conduct requirements;

49.12. engaging in activities contrary to the Library's public purpose, such as organising rallies or selling goods or services;

49.13. displaying information (advertisements, notices, etc.) on Library premises without prior agreement with the Library administration.

50. Users' liability:

50.1. a user who fails to notify the Library that their user card has been lost is liable for actions carried out by another person using that card;

50.2. a user who loses or irreparably damages Library documents must replace them with the same documents or documents recognised as equivalent. Equivalence is assessed by considering the cost,

publication year, format, type, content, language of the text, number of copies held and demand for the lost documents. If replacement is impossible, the user must compensate for the damage in accordance with the procedure for compensation for lost or damaged Library documents and equipment approved by order of the Library Director;

50.3. if a user does not contact the Library and settle the matter in the established manner by the end of the loan period after losing or damaging a borrowed document or item of equipment, the user must compensate for the damage or pay accrued late fees as provided in these Rules. Unpaid compensation or late fees are recovered in accordance with legal requirements;

50.4. where intentional misappropriation, damage or destruction of Library documents, equipment or other property is established, the user is liable in accordance with the Code of Administrative Offences of the Republic of Lithuania;

50.5. the legal representative (parent, adoptive parent, guardian or caregiver) is liable, in accordance with these Rules and legislation, for documents lost or irreparably damaged by a user under 16 years of age and/or damage caused to other Library property.

CHAPTER VI
RIGHTS AND DUTIES OF THE LIBRARY

51. The Library has the right to:

51.1. collect and process the personal data necessary to achieve the purposes specified in paragraph 12 of these Rules and, with users' written consent, collect additional personal data for scientific research and/or surveys of user satisfaction with services;

51.2. determine the number of documents and items of equipment issued to users, loan periods, procedures for extending periods and reserving documents, equipment and premises, and other special conditions for using the Library (for example, concerning pets, eating and similar matters);

51.3. ask users to show documents and items they are taking out if the document security alarm is triggered or there is suspicion of theft of Library property or a user's personal property;

51.4. ask users to leave the Library premises if their right to use Library services has been restricted, if they are under the influence of alcohol, narcotic, psychotropic or other psychoactive substances, if they engage in commercial activity on Library premises, or if they otherwise breach legal acts governing Library services;

51.5. by decision of the head of the Library or the institution carrying out library activities, restrict for a specified period a person's right to use the Library or any of its services if the user fails to comply with these Rules and/or other legal acts governing the relevant services;

51.6. after coordinating with the institution exercising the rights and duties of the Library's owner, suspend user services for no more than one working day per month to carry out major collection cleaning, disinfection and other preventive collection-care measures.

52. The Library is required to:

52.1. ensure the exercise of users' rights established in these Rules;

52.2. provide services in accordance with the principles of respect for human rights, equal opportunities, fairness, non-discrimination and professional ethics, as well as the Library's statutes and these Rules;

52.3. approve and publish on the Library's website the Rules for using the Library and other regulatory documents necessary for the provision of specialised services;

52.4. specify the information provided in paragraphs 21–22 of these Rules by identifying the specific data controller to whom users' personal data are transferred, the personal data retention periods and the Library contact details for personal data protection matters;

52.5. establish procedures and prices for paid services in accordance with Resolution No 1283 of the Government of the Republic of Lithuania of 13 August 2002 approving the Procedure for the Installation and Use of Cash Registers; Order No ĮV-502 of the Minister of Culture of 2 November 2005

approving the List of Paid Services Provided by Libraries Established by the State or Municipalities; and Order No 340 of the Minister of Finance of 30 October 2002 approving the Rules for the Use, Issuance and Accounting of Cash Receipt and Disbursement Vouchers;

52.6. establish Library opening (user service) hours and change them only in exceptional, justified circumstances, publishing information about the changes, their reasons and duration on the Library website at least five working days in advance;

52.7. when lending Library documents and equipment, specify the loan period and return date and, where possible, remind users by electronic or other communication means that the loan period is about to expire;

52.8. assess the quality of Library services and conduct surveys of the needs and opinions of users (the community served) at least once every two years, using the results to improve service quality and develop new products and services;

52.9. ensure that Library services are accessible to persons with disabilities and other user groups requiring special services and/or service conditions;

52.10. immediately record any breach of legal acts governing Library services in a written report by a Library employee or affected person and/or by technical means (video, photography, audio recording, etc.), and draw up a report of the incident for the user to acknowledge by signature. If the user refuses to sign, this refusal must be noted in the report;

52.11. assess a user's violation according to its scale, severity and duration of impact, and decide whether to restrict the user's right to use the Library or a specific Library service or services. The user must acknowledge the decision by signature or be notified by registered letter;

52.12. contact the police if unlawful misappropriation, intentional damage or destruction of Library documents or other property, or a breach of public order is established.

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Rules for Using Marijampolė Petras Kriaučiūnas Public Library
Appendix 1

MARIJAMPOLĖ PETRAS KRIAUČIŪNAS PUBLIC LIBRARY
USER REGISTRATION CARD

* *Required information*

First name*	
Surname*	
Personal identification number*	
Residential address*	
Telephone number and/or email address*	
Education	
Profession	
Employer	
School	
Grade / year of study	

I confirm that:
• I have read the Rules for Using Marijampolė Petras Kriaučiūnas Public Library.
• The personal data provided are accurate and correct.
• I have been informed that my personal data are used for library-related purposes (providing services to users and organising their information provision, keeping user records, verifying identity, and enabling the unified user card to function).

I agree / do not agree (delete as appropriate) to receive information about Library services, information resources, document loan periods, events organised and changes to opening hours.

I agree / do not agree (delete as appropriate) to participate in surveys conducted by the Library to improve the quality of Library services and develop new products and services.

_____ _____

(User's signature) (Date)

Rules for Using Marijampolė Petras Kriaučiūnas Public Library
Appendix 2

APPLICATION
FOR REGISTRATION OF A PERSON UNDER 16 YEARS OF AGE
AT MARIJAMPOLĖ PETRAS KRIAUČIŪNAS PUBLIC LIBRARY

_____ year _____ month _____ day

1. APPLICANT'S DETAILS (parent, adoptive parent, guardian or caregiver)

* *Required information*

First name*	
Surname*	
Personal identification number*	
Residential address* (street, building and apartment number, city / district, country)	
Telephone number and/or email address*	

2. DETAILS OF THE PERSON UNDER 16 BEING REGISTERED

* *Required information*

First name*	
Surname*	
Personal identification number*	
Residential address* (street, building and apartment number, city / district, country)	
Name and address of the child-care (guardianship) institution, special school or education centre, and contact person*	
Telephone number and/or email address*	

I, the undersigned, confirm that:

• I have read the Rules for Using Marijampolė Petras Kriaučiūnas Public Library and undertake to accept responsibility for Library documents, equipment and other Library property lost or irreparably damaged by the person under 16 named in this application.
• The personal data provided in this application are accurate and correct.
• I have been informed that the personal data I have provided are used for library-related purposes (providing services to users and organising their information provision, keeping user records, verifying identity, and enabling the unified user card to function).

_____
(First name, surname and signature)

3. USER CARD NUMBER (to be completed by a Library employee):_____

Rules for Using Marijampolė Petras Kriaučiūnas Public Library
Appendix 3

RULES FOR THE USE OF INFORMATION TECHNOLOGY AT MARIJAMPOLĖ PETRAS KRIAUČIŪNAS PUBLIC LIBRARY

I. GENERAL PROVISIONS

1. These Rules for the Use of Information Technology (hereinafter the "Rules") establish the procedure for using computerised workstations, public internet access, wireless internet and other digital and technological equipment at Marijampolė Petras Kriaučiūnas Public Library and its branches (hereinafter the "Library"), as well as users' rights, duties and responsibilities.

2. Library users are served and services are provided in accordance with the applicable legal acts of the Republic of Lithuania, Lithuanian Hygiene Standard HN 18:2007 "Public-access computer network access points: health safety requirements", and the Rules for Using Marijampolė Petras Kriaučiūnas Public Library.

3. The following terms are used in these Rules:

3.1. Public Internet Access Point (PIAP) – a computerised workstation in the Library that visitors may use to access the internet and other digital services;

3.2. Registration system – the unified system used by the Library for registering public internet access users and collecting statistics.

4. These Rules apply to all persons using the Library's computers, PIAP, wireless internet, software or other digital and technological equipment belonging to the Library.

5. The Library's computers and other equipment are intended for information searches, learning, document work, electronic services, use of the Library's electronic catalogue and databases, development of digital skills, educational activities and creative work.

6. Public internet access is provided free of charge. Services for which a fee is set (printing, copying and scanning) are charged in accordance with the Library's approved list of paid services and applicable legal acts.

7. These Rules apply together with the general Rules for Using Marijampolė Petras Kriaučiūnas Public Library and other applicable internal Library documents.

II. REGISTRATION AND PROCEDURE FOR USE

8. Registration of users at PIAP computers:

8.1. PIAP computers may be used only after the user has registered in the registration system;

8.2. users registering in the system for the first time are provided with login credentials: a permanent username (formed from the user's first name and surname) and an initial password;

9. A computerised workstation is assigned at the direction of a Library employee. Normally, one user uses each computer, except during organised activities or joint activities authorised by an employee.

10. Duration of computer use:

10.1. a user may use a computerised workstation for up to 2 hours per day;

10.2. minors must take a break of at least 15 minutes after each hour of use;

10.3. when visitor traffic is high, a Library employee may shorten a single session to 1 hour;

10.4. an employee may refuse to extend the time for another session if doing so would prevent other users from accessing the service.

11. PIAP computers automatically log out of the system after 20 minutes of inactivity. Any documents temporarily saved on the user's local drive will be permanently lost unless the user has saved them to a personal external storage device or cloud storage.

12. A Library employee may reserve PIAP workstations for participants in the Library's digital literacy training, students, teachers, lecturers, volunteers, trainees, interns and project partners when the workstations are needed for Library activities.

13. Headphones must be used when running sound-producing applications, playing video or audio recordings, or making internet calls. Users must not disturb other visitors. Users may bring their own headphones or ask a Library employee for a pair.

14. After finishing work, the user must:

14.1. log out of personal accounts, close all applications used, and manually select "Exit" or "Log out";

14.2. safely save any required files to their own external storage device or personal cloud storage;

14.3. inform a Library employee that they have finished.

15. It is strictly prohibited to start using a computer workstation if the previous user has not properly logged out of the system or has left an account open. Such cases must be reported to a Library employee immediately.

III. USE OF WIRELESS INTERNET

16. Free wireless internet ("Wi-Fi") is available in the Library for visitors' personal devices.

17. The wireless internet login details are provided by a Library employee or displayed publicly on the Library premises.

18. When using wireless internet, users are responsible for the security and technical condition of their personal devices, updates, antivirus protection and their activities online.

19. The Library reserves the right to restrict access to certain internet resources or websites where required to ensure network security or by legal provisions.

IV. USE OF VIRTUAL REALITY AND OTHER TECHNOLOGICAL EQUIPMENT

20. Virtual reality (VR) equipment, robotics kits, 3D printers, graphics tablets, game consoles and other specialised digital equipment are intended for educational, informational, creative and learning purposes.

21. Users may use all equipment only in the location designated by an employee, for its intended purpose and in compliance with the safety requirements established by the manufacturer and the Library.

22. Only a Library employee may prepare, switch on and configure the equipment. Users may not change equipment settings without an employee's permission, touch optical lens surfaces or clean them with unauthorised materials.

23. Procedure for using VR equipment:

23.1. before using VR equipment, users must receive instructions from a Library employee and follow the recommendations provided;

23.2. VR equipment is recommended for persons aged 12 and over. Younger persons may use the equipment only in accordance with the age rating of the particular programme/game and under the supervision of a parent/guardian or the employee leading the activity;

23.3. one VR session may last up to 30 minutes. The maximum total session time per day may not exceed 60 minutes (two sessions), and a break of at least 15 minutes must be taken between sessions;

23.4. due to the nature of the technology, using VR headsets may cause symptoms of motion sickness (dizziness, nausea or eye strain). If any discomfort occurs, the user must immediately stop the session, remove the headset and inform an employee;

23.5. use of VR equipment is not recommended for persons with epilepsy, a pacemaker or severe balance disorders.

24. Use of a game console is limited to 60 minutes. When user traffic is high, an employee may reduce this period to 30 minutes.

V. USERS' RIGHTS AND DUTIES

25. Users have the right to:

25.1. use PIAP and Library computers free of charge in accordance with these Rules;

25.2. search for information online for self-education, use the electronic services portal www.ibiblioteka.lt, order publications and use computer-based communication tools;

25.3. access subscription, time-limited and open-access databases. Library employees provide passwords for remote access to subscription databases;

25.4. use legally licensed software installed on the computers and the Library's technological or educational equipment (3D printers, graphics tablets and robotics kits), where such use has been agreed with an employee;

25.5. use personal portable devices and wireless internet in the Library's public areas;

25.6. receive consultations from employees:

25.6.1. an individual consultation on using equipment and the internet (up to 30 minutes);

25.6.2. individual digital and information literacy training, by prior registration (30 to 60 minutes).

26. Users must:

26.1. comply with these Rules, the general Rules for Using the Library and employees' lawful instructions;

26.2. use Library property responsibly and take care of computers, their accessories and other technological equipment;

26.3. be personally responsible for protecting their personal data and privacy and check each time they leave a device that they have logged out properly;

26.4. immediately inform an employee if they notice equipment failure, a security incident or a software malfunction, and not attempt to fix the problem themselves;

26.5. scan any personal external storage device (USB flash drive or external drive) with the antivirus software installed on the computer before using it.

27. Users are prohibited from:

27.1. disclosing login credentials provided by the Library to third parties, using another person's username or password, or using another person's library card;

27.2. switching a computer on or off or restarting it without an employee's permission, disconnecting equipment, or changing cable connections;

27.3. installing, downloading or attempting to run programmes from the internet without authorisation, or changing operating-system settings, browser settings or the computer's working environment;

27.4. connecting the Library's wired internet cable to personal laptops;

27.5. browsing websites containing pornography or erotic material, or promoting violence, terrorism, racial, national or religious hatred, or other criminal activity;

27.6. distributing spam or malicious software or viruses by email or other channels, or attempting to break into other computer systems;

27.7. posting insulting, defamatory, hateful or other comments online that violate the legal acts of the Republic of Lithuania;

27.8. infringing copyright or illegally copying, distributing or making publicly available copyright-protected works (films, music, books or software);

27.9. consuming food or drinks near a computer or other sensitive Library equipment;

27.10. tampering with Library equipment or using it for purposes other than those intended;

27.11. making noise, speaking loudly on the phone, or disturbing other visitors or employees.

VI. LIABILITY AND FINAL PROVISIONS

28. Users are personally responsible for all actions carried out online, in the Library's information system or while using other equipment, as well as for any violations of legal acts committed while using these services.

29. Users are responsible for the security of their own personal data. The Library is not responsible for data that users fail to save or for the privacy of personal accounts if a user leaves a workstation without closing applications or logging out of the system properly.

30. If these Rules are breached, a Library employee has the right to warn the user (in writing or verbally). If the user does not respond, the employee may:

30.1. terminate the current session;

30.2. temporarily restrict or completely withdraw the right to use the Library's computers, internet access and other technological equipment for a specified period;

30.3. act in accordance with the registration system's administration procedure to block the user's account.

31. Users are liable for material damage caused to the Library's property or equipment in accordance with the procedure established by the legal acts of the Republic of Lithuania. Where the damage is caused by a minor, the parents or guardians must compensate the loss in full.

32. These Rules are published on the Library's website and on the Library premises. By using computers, PIAP or other digital equipment, users confirm that they agree to these Rules and undertake to comply with them.