

Pursuant to Article 52 of the Act on the State Administration System (Narodne novine, No 66/19) and Article 15 of the Library and Library Activity Act (Narodne novine, No 17/19), the Director General of the Croatian Bureau of Statistics hereby adopts

## **THE ORDINANCE ON THE WORK OF THE LIBRARY OF THE CROATIAN BUREAU OF STATISTICS**

### **PART ONE**

#### **INTRODUCTORY PROVISIONS**

##### **Article 1**

This Ordinance regulates the organisation, library activity and work of the Library of the Croatian Bureau of Statistics (hereinafter: the Library), acquisition, maintenance, use, accommodation and protection of the library collection as well as the use of Library services.

##### **Article 2**

(1) The Library is organised as a library within the Croatian Bureau of Statistics (hereinafter: the Bureau) as part of the organisational unit competent for user communication.

(2) The Library is entered in the Register of Libraries in the Republic of Croatia.

##### **Article 3**

(1) According to the intended purpose and content of the library collection, the Library is a special library of semi-open type, whose main activity is intended for the Bureau.

(2) The main objective of the Library is to disseminate library materials to the public, that is, to all target groups of users, as well as to support the research and professional activity.

(3) The work of the Library is mainly oriented towards the professional activities of the Bureau, and partly towards the scientific research area based on the activities of the Bureau.

##### **Article 4**

(1) For the purposes of this Ordinance, the following terms shall have the following meanings:

1) **Library materials** are all materials acquired by the Library, kept in it and provided to users.

2) **Library collection** includes the entire collected and processed library materials.

3) **Reference collection** consists of publications with information from various fields, intended to quickly find the necessary information.

4) **Own releases** are issued publications of the Bureau.

5) **Protected collection** is a part of the library collection that requires a special procedure for use (must not be copied) and accommodation of materials (available only to the librarian).

6) **User** is any natural person who uses the library materials of the Library, who may be an external user and/or an employee of the Bureau.

(2) The terms used in this Ordinance, which are gender-specific, apply equally to males and females.

## **PART TWO**

### **LIBRARY ACTIVITY**

#### **Article 5**

(1) The library activity is carried out in compliance with the Library and Library Activity Act and according to the defined standards for special libraries, as well as the provisions governing the operation of libraries.

(2) The library activity includes the following:

- procurement of library materials (primarily in the field of statistics)
- professional processing of library materials (inventory, cataloguing, classification, subject processing)
- production of catalogues and participation in the production of union catalogues, production of the bulletin of new materials, bibliographies and other information tools
- making the library materials and information accessible to users in accordance with their needs and requirements, ensuring the use and borrowing of library materials and the flow of information
- accommodation, preservation and protection of library materials
- permanent preservation of all Bureau's publications
- assistance to users in the selection and use of library materials and information tools as well as user training
- keeping records and collecting statistical data on operation, library materials, users and the use of library services
- digitalisation of library materials
- revision and weeding of library materials
- cooperation with libraries of related institutions
- conducting other activities in accordance with the Library and Library Activity Act and other regulations.

(3) The library is obliged to enter information on its operation into the system of unique electronic collection of statistics on library operation of the National and University Library in Zagreb.

## **PART THREE**

### **ORGANISATION AND MODE OF OPERATION OF THE LIBRARY**

#### **CHAPTER I**

#### **WORKING HOURS OF THE LIBRARY**

#### **Article 6**

(1) Working hours of the Library for Bureau's employees are defined in accordance with the Regulation on the Internal Structure of the Croatian Bureau of Statistics.

(2) Working hours of the Library for external users are from 9 a.m. to 3 p.m.

## **CHAPTER II**

### **LIBRARIAN**

#### **Article 7**

(1) The librarian organises the work of the Library in accordance with the provisions of this Ordinance.

(2) The librarian is an employee of the Bureau assigned to the organisational unit competent for user communication.

## **CHAPTER III**

### **LIBRARY FUNDS**

#### **Article 8**

(1) Funds for the work of the Library are provided for in the state budget of the Republic of Croatia.

## **PART FOUR**

### **LIBRARY COLLECTION AND MATERIALS**

#### **CHAPTER I**

##### **LIBRARY COLLECTION**

#### **Article 9**

The library collection is classified into the following units:

- own releases
- collection of other materials
- reference collection (general handbooks, dictionaries, encyclopaedias, lexicons, atlases, bibliographies)
- protected collection (national part of the collection and rare statistical publications)
- digital collection.

#### **SECTION A**

##### **ACQUISITION OF THE LIBRARY COLLECTION**

#### **Article 10**

The librarian monitors the professional needs of Bureau's employees, based on which he/she proposes a policy of forming a library collection for the areas of interest for the work of the Bureau, and in particular scientific and professional literature in the area of statistics.

#### **Article 11**

The library collection is formed by purchase, mandatory copies of all Bureau's publications, exchange and donations.

## Article 12

At least 1 (one) and at most 5 (five) copies of all editions of Bureau's publications shall be distributed to the Library of the Bureau (in the form in which they were published or produced). The number of mandatory copies is defined by the librarian.

### **SECTION B**

#### **MARKING OF THE LIBRARY COLLECTION**

## Article 13

(1) Each physical bibliographic unit in the library collection shall be marked with the Library stamp, an inventory number and a signature.

(2) The Library stamp is rectangular-shaped, 3.5 x 5 cm in size, with the following content: "Republic of Croatia, Library of the Croatian Bureau of Statistics, Zagreb – Ilica 3".

### **SECTION C**

#### **REVISION AND EVALUATION OF THE LIBRARY COLLECTION**

## Article 14

The revision and evaluation of the library collection is conducted in accordance with the regulations governing the revision and weeding of library materials.

## **CHAPTER II**

### **LIBRARY MATERIALS**

## Article 15

(1) Library materials are accommodated in the premises and storage of the Library. With regard to library materials, available measures for the protection and preservation of the library materials are taken over in accordance with the regulations governing the protection of library materials.

(2) Library materials shall be listed in the Library in accordance with the Bureau's regulations governing the list of assets and liabilities.

### **SECTION A**

#### **PROFESSIONAL AND TECHNICAL PROCESSING OF LIBRARY MATERIALS**

## Article 16

Professional and technical processing of library materials is done manually and by computer, in accordance with standards and the modern achievements of the profession, in order to find high-quality information on the material units and to find the material units themselves.

## **SECTION B**

### **USERS AND USAGE OF LIBRARY MATERIALS**

#### **Article 17**

Library materials may be used after they have been inventoried and professionally processed.

#### **Article 18**

(1) Library materials are intended primarily for Bureau's employees, who, by establishing employment relationship, become members of the Library.

(2) Available statistical publications of the Bureau, other statistical institutes and international organisations are also available to external users only in the reading room, where they are required to present their identity card, index or other identity document for the purpose of receiving the Library services, and to fill in a library user sheet.

(3) The collection, processing and use of users' personal data is carried out for the purpose of using the library services, securing and protecting the library collection and statistical reports on the operation of the Library, as well as for organising the operation of the Library and improving services based on the legitimate interest of the Bureau.

(4) Personal data that are collected include name and surname, e-mail address and borrowing information.

(5) The protection of personal data collected is governed by the provisions on the protection of personal data.

#### **Article 19**

(1) Bureau's employees may borrow outside the Library only the publications that are not part of the reference collection and the protected collection. The Library keeps records on the borrowed materials and the users who borrow them.

(2) In the event of terminating their employment relationship, Bureau's employees are obliged to return all borrowed library materials.

(3) External users may not borrow library materials outside the Library; they may use it only in the reading room. It is allowed to photograph the library materials.

#### **Article 20**

Users have computers at their disposal to browse the library catalogue, search relevant databases and to use electronic materials.

#### **Article 21**

(1) Users need to be able to work seamlessly in the reading room.

(2) Users are not allowed to bring food, beverages and combustible material into the reading room.

## Article 22

(1) Users are obliged to carefully handle the materials given to them for use. They are not allowed to leaf through publications roughly and carelessly, to bend sheets, write, underline, tear or cut pages, nor to do anything similar that can cause damage to the library materials.

(2) External users and Bureau's employees are obliged to pay compensation for the damaged, lost or unreturned library materials in the amount of the actual value of the damaged, lost or returned materials or to obtain the same copy of the materials.

## Article 23

(1) In exceptional cases, for example, due to weeding, revision or more extensive professional interventions with regards to the library collection, the use of library materials may be restricted.

(2) Decision on the restriction of the use of library materials is adopted by the director upon the proposal of the head of the organisational unit competent for user communication.

## **PART FIVE**

### **PROCUREMENT OF PROFESSIONAL LITERATURE**

## Article 24

(1) The procedure for the procurement of professional literature is initiated by the head of the directorate in need of professional literature by submitting a written request for the procurement of professional literature to the Library. Based on the written request, the librarian fills out the procurement request and submits it to the organisational unit of the Bureau competent for procurement.

(2) The procured professional literature, if it becomes a part of the library collection, is processed in the Library, after which it can be borrowed.

## **PART SIX**

### **TRANSITIONAL AND FINAL PROVISIONS**

## Article 25

Amendments to this Ordinance are adopted in the same manner as this Ordinance.

## Article 26

With the entry into force of this Ordinance, the Ordinance on the Work of the Library of the Croatian Bureau of Statistics (Narodne novine, No 33/17) ceases to have effect.

Article 27

This Ordinance shall enter into force on the day of its adoption and shall be published on the website of the Bureau.

DIRECTOR GENERAL

Lidija Brković

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