



ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ

DEMOCRITUS
UNIVERSITY
OF THRACE

Annex 15

Operating Rules and Regulations of the Library and Information Centre of Democritus University of Thrace

Komotini 2024

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Article 1.

Institutional Framework for the operation of the Library and Information Centre of DUTH (LIC-DUTH)

1.1. General provisions

1.1.1. In accordance with Article 124(1) of Law 4957/2022, a single central library is established and operates at the Democritus University of Thrace (DUTH) as an independent and decentralised unit named Library and Information Centre of Democritus University of Thrace (LIC-DUTH) and under the English name “Democritus University of Thrace Library and Information Centre”.

1.1.2. The single central library is located at the registered seat of DUTH (Article 124(2) of Law 4957/2022).

1.1.3. Due to the fact that the University is spread among several cities and in order to facilitate the members of its community, LIC-DUTH has organised and operates Library-Collection Branches at a School or Department level. The branches are determined with the Organisation of DUTH, they fall under the administrative authority of the university’s single central library with which they constitute a single entity in terms of both human resources and the development policy and the management of the financial resources. By decision of the Senate, and following a substantiated proposal of the LIC-DUTH Committee, existing Library-Collection Branches may be abolished or new ones may be created.

1.1.4. The single central library operates at Administration level, while its administrative structure, which is based on distinct administrative units, is determined with the Organisation of DUTH (Article 124(2) of Law 4957/2022).

1.1.5. This regulation is binding for all members and visitors of the facilities of the Library – Collection Branches of the university.

1.2. LIC-DUTH Mission

The mission of LIC-DUTH is to reinforce and support the educational and research activities of DUTH as well as of the faculty members and students of DUTH.

More specifically, the LIC-DUTH scope is:

a) to provide scientific and research information and to operate as an Information Centre for the members of the University’s community;

b) to gather all the information sources to which the Democritus University of Thrace has access and to make them available to University’s members;

c) to gather and organise the scientific work of DUTH members through repositories, digital libraries and databases with scientific publications, as well as to present and promote the works that are produced;

d) to contribute to the retrieval, management, provision and dissemination of specialised information to the broader national and international community;

e) to participate effectively in any educational and cultural activities;

f) to support and enhance the institution's educational and research activities through the development, organisational and maintenance of collections and by securing access to printed and digital information sources;

g) to promote and maintain the cultural heritage; and

h) to help the members of the academic community develop information literacy and information skills.

Additional powers of the single central library may be determined with the DUTH Organisation (Article 124(1) of Law 4957/2022).

1.3. Objective

The objective of LIC-DUTH is to provide an open, active and accessible learning environment in physical and digital settings. To become a partner and supporter in research, a space for interaction and reflection, and a centre for the intellectual and creative life of the University and wider society.

1.4. Vision

LIC-DUTH aspires to contribute to individual and societal growth. It works to foster a culture of search and discovery in order to promote the university's work. It focuses on the equal treatment of all members, addressing inequalities for the ultimate purpose of spreading knowledge more widely.

1.5. Values

1.5.1. *Integrity:* Promotes academic integrity in all actions and attitudes related to the discovery, production, and dissemination of scientific knowledge. Helps build an academic environment of honesty and responsibility, promoting informational education, avoiding plagiarism, and respecting intellectual property.

1.5.2. *Cooperation:* Promotes local, national, and international cooperation to spread knowledge, share resources and exchange experiences and practices. Believes that cooperation connects people with ideas and produces better results.

1.5.3. *Equal access to information:* Promotes equal access to information and knowledge for all members of the academic community. Promotes open science and open access.

1.5.4. *Innovation:* Seeks and uses innovative technologies to better access information and spread knowledge.

Article 2.

Governing bodies

2.1. General framework

2.1.1. LIC-DUTH is a separate Administration made up of two (2) Departments, whose powers are clarified in the DUTH Organisation:

- a) the LIC-DUTH Administrative, Financial and Educational Support Department, and
- b) the LIC-DUTH Collections Organisation & Management Department.

2.1.2. All the organisational units of LIC-DUTH constitute a single entity with it, both in terms of human resources and in terms of development policy and management of financial resources.

2.1.3. The operation of LIC-DUTH is supervised by the LIC-DUTH Committee, while each Library-Collection Branch has an employee in charge of the Library-Collection Branch, who is directly supervised by the respective Library-Collection Branch Committee.

2.2. LIC-DUTH management

2.2.1. Higher Authority

LIC-DUTH is an independent and decentralised DUTH unit at Administration level that falls directly under the Rector.

2.2.2. Director

The LIC-DUTH Director holds a university or technological institute degree in Library Studies and has the following powers:

a) Manages the services of LIC-DUTH, coordinates its overall operation and allocates the powers of the Staff to the individual Library-Collection Departments and Branches.

b) Proposes the annual budget to the LIC-DUTH Committee and prepares the planning and reporting for LIC-DUTH

c) Ensures the continuous information and training of the Staff, as well as of the LIC-DUTH users;

d) Proposes cooperation programmes with other Libraries and Organisations in Greece or abroad.

e) Plans the developmental and other activities of LIC-DUTH, forwards them to the competent bodies and committees for approval, and oversees their implementation in collaboration with the higher bodies and committees.

f) Introduces discussion items to the LIC-DUTH Committee

g) Collaborates with the University Services to ensure the resources and infrastructure required for the smooth operation of LIC-DUTH

h) Prepares and submits the annual reports for the staff of LIC-DUTH;

i) Represents LIC-DUTH in Greece or abroad.

2.2.3. LIC-DUTH Committee

2.2.3.1. The LIC-DUTH Committee supervises the operation of LIC-DUTH and contributes to the smooth operation and development of a uniform LIC-DUTH policy. It evaluates the services provided, seeks ways to continuously improve and ensure its sustainable development.

2.2.3.2. It is composed of one Vice Rector as Chairperson, three faculty members, two librarians and one student, who are proposed by the Senate, and is supported by one secretary.

The term of office for all members is three years, except for that of the student, which is one year.

The three faculty members shall be the Deans of the School of Law, the School of Engineering and the School of Health Sciences, or their substitutes who are appointed by the respective Deans and are faculty members in the respective Schools/Faculties.

2.2.3.3. It convenes as a body at the Chairperson's invitation twice a year or whenever deemed necessary. All decisions shall be made in accordance with the provisions of the DUTH Internal Rules and Regulations, supplemented by the Administrative Procedure Code.

2.2.3.4. The Director of LIC-DUTH shall attend the Committee meetings; the persons in charge of the Library-Collection Branches and those responsible for its activities and services may also attend, as appropriate.

2.2.3.5. At the invitation of the Chairperson of the Committee, a general meeting of all LIC-DUTH staff is convened once a year.

2.2.3.6. *Powers of the LIC-DUTH Committee*

2.2.3.6.1. The LIC-DUTH Committee shall forward to the competent bodies for approval:

- a) the budget, following a recommendation by the LIC-DUTH Director;
- b) the policies for using and developing the LIC-DUTH collections and services;
- c) the amendment of all or part of these Rules and Regulations;
- d) the development of training programmes for Library staff;
- e) Submits a reasoned proposal to the Senate, at the recommendation of the LIC-DUTH Director for the potential abolition of existing or creation of new Library-Collection Branches.

2.2.3.6.2. Explores the potential for sponsorships or donations to develop the services, the LIC-DUTH participation in financed programmes, and contends for funds from the competent Ministry.

2.2.3.6.3. Makes decisions or forwards to the competent services of the University matters related to article 2.2.4.2.8. of these Rules and Regulations.

2.2.3.6.4. Examines proposals for partnerships to LIC-DUTH, with the aim of optimising the implementation and use of the opportunities provided through them. As part of this, the Committee suggests the librarians in charge for every activity, service, etc. to the competent bodies of the university.

2.2.3.6.5. It may determine at any time: a) the categories of users that have been granted permission to use the LIC-DUTH services, infrastructure and equipment, b) the services, infrastructure and equipment that may be used by different categories of users, c) the duration of the loan period for each category of items and users, as specified in the ANNEX, d) payment of fees for the provision of any service or use of the infrastructure and equipment provided by LIC-DUTH.

2.2.3.6.6. The LIC-DUTH Committee is responsible for operating the DUTH Institutional Repository (IR), while the employee in charge, appointed by the

competent Vice Rector, coordinates the procedures and ensures the implementation of policies in collaboration with the employees in every Library-Collection Branch.

2.2.3.6.7. The LIC-DUTH Committee approves or revises the selection, inclusion and transfer of collections or the creation of new closed or rare collections, taking into account the academic orientation or orientation of the institution.

2.2.3.6.8. The LIC-DUTH Committee decides on whether or not to accept and manage large donations in general (with over 100 items), which require additional costs to the budget of the respective Library-Collection Branch and the employment of additional staff for its management, librarian processing or maintenance, following a reasoned recommendation on their usefulness by the Head and the Committee of the respective Library-Collection Branch.

2.2.4. Library - Collection Branch Committee

2.2.4.1. The Library-Collection Branch Committee consists of its chairperson, a faculty member from the departments supporting the Library-Collection Branch, and the Head of the Library-Collection Branch. The Committee shall meet at least twice a year and whenever it is deemed necessary. The Committee may not have more than five members, including the chairperson and the Head of the branch. The chairperson and faculty members of the Committee shall be appointed by the Dean of the respective School/Faculty. In the case of the Library-Collection Branch of the School of Law and the School of Social, Political and Economic Sciences, the members of the committee shall be appointed by the Dean of the School of Law.

2.2.4.2. Powers of the Library-Collection Branch Committee

2.2.4.2.1. The Library-Collection Branch Committee acts as a communication channel between LIC-DUTH and the academic community, with the purpose of providing high-level services that effectively support the educational and research needs of the academic community.

2.2.4.2.2. It decides on the allocation of available resources. Recommends and requests to the competent authorities and bodies the procurement of equipment, scientific books, periodicals, databases, etc.

2.2.4.2.3. Discusses appeals from borrowers pertaining to articles 5.2.4. and 5.2.5. hereof. Has the right to validate, reduce or cancel the removal of borrowing rights. The decision of the Library-Collection Branch Committee is final without the right to appeal the decision.

2.2.4.2.4. The Library-Collection Branch Committee may impose the following penalties, individually or cumulatively for articles of these rules and regulations, which do not lay down sanctions: a) a warning, b) a written reprimand, which is included in the student's personal file, c) a monetary fine examined as appropriate for every violation, d) deprivation of borrowing rights for a period that shall be examined as appropriate, e) deprivation of all rights to use any service provided by this particular Library-Collection Branch.

2.2.4.2.5. The Library-Collection Branch Committee has the right to require any person to comply with Article 5.2.4. hereof.

2.2.4.2.6. The Library-Collection Branch Committee grants special permission for the use of special, closed and rare collections.

2.2.4.2.7. For medium-scale donations (up to 100 items), the Library-Collection Branch Committee is responsible for evaluating and accepting or rejecting donations, following a recommendation by the Head of the Library-Collection Branch.

For large donations (more than 100 items) that require additional costs to the budget of the respective Library-Collection Branch and the employment of additional staff for handling, librarian processing or maintenance, the Library-Collection Branch Committee sends a reasoned recommendation on their usefulness to the LIC-DUTH Committee, following a recommendation by the Head of this particular Library-Collection Branch. The final decision on whether or not to accept and manage donations in general is taken by the LIC-DUTH Committee

2.2.4.2.8. Issues that exceed the powers of the Library-Collection Branch Committee are forwarded to the LIC-DUTH Committee.

Article 3.

Policies and Strategies for Developing and Evaluating DUTH Collections.

3.1. Objectives of collection development policies and strategies

Policies and strategies for maintaining and developing LIC-DUTH collections are based on structured principles, in order to:

- a) reflect the objectives and promote the mission of the University and its Libraries, and
- b) fulfil their role in research, teaching and learning.

3.2. General principles for developing collections, criteria and procedures

3.2.1. General principles for developing collections

The development of collections may be specialized depending on the topic and type of items. The following criteria pertain to general principles for the inclusion of items in the main collections of Libraries- Collections Branches of the University:

a) Modern and enduring value. Ensuring that the collections are relevant to the priorities of teaching, learning and research, as applicable or reflected in the analytical and research programmes of the University.

b) Diversity of resources. The continuous expansion of print and mainly digital or electronic resources, taking into account the thematic specificities of the University's Schools or Departments and the different research media (hard copy or electronic) of the members of the academic community.

c) Focus on the intellectual production of the University; To focus on the intellectual production of the University as much as possible. In this context, members of the academic community are encouraged to offer the minimum of their writing and research activity to the Library-Collection Branches of the University, and university

students must deposit their theses/dissertations to the University's Institutional Repository.

d) Effective management of the budget. The budget available from time to time is allocated based on qualitative and quantitative criteria.

e) Open access. LIC-DUTH monitors the evolving Open Access landscape.

f) Collaboration/Partnership. LIC-DUTH cannot cover the entirety of the scientific knowledge provided. To this end, it collaborates with other academic libraries, organisations, etc., in order to provide its members with comprehensive thematic coverage, through interlibrary loans or joint purchase of electronic resources.

3.2.2. Criteria for developing collections and selecting items.

Choosing to develop the LIC-DUTH collections is a dynamic process.

3.2.2.1. The main criteria for acquiring material are the following: a) relevance with the informational needs of the academic community, b) reputation or prestige of the author or organisation and the publishing house, c) topicality of the content and information, d) reviews of the publication, e) language, f) coverage of the topic in relation to the thematic area of the collection, g) demand from members of the academic community, h) cost, i) availability of multiple copies, with the exception of textbooks or high demand items, j) availability in the collection of another university Library, k) priority in electronic material, especially in sciences that require topical and up-to-date information, l) characteristics, such as bookbinding for hard copy items, m) for electronic sources: the level and method of access, the number of concurrent use licenses and the ability to access back files or issues over time.

3.2.2.2. LIC-DUTH does not purchase individual issues of periodicals.

3.2.2.3. Starting a new subscription for printed periodical titles is examined based on cost, the budget of LIC-DUTH and its availability in electronic format.

3.3. Item acquisition procedures

The Library-Collection Branches acquire items through: a) purchase, b) collaborations or partnerships, the most prominent of which is the electronic sources service of the Hellenic Academic Libraries Link (HEAL-Link), and c) donations under the terms and procedures set out in Article 3.7 of these Rules and Regulations.

3.4. Policy for describing items, data, metadata and terms

3.4.1. All Library-Collection Branches of the University follow common policies, implement common international standards for the organisation of knowledge and information, and are centrally coordinated.

3.4.2. The coordination of procedures and librarian processing of descriptive data, metadata and terms is deemed necessary for the proper and quality organisation of the items (hard copy, electronic or digital) that are or will be added to the collections of the Library-Collection Branches.

3.4.3. LIC-DUTH makes the relevant decisions by monitoring the development of standards in Library and Information Science and the instructions of the collaborative schemes or partnerships in which it actively participates.

3.5. Institutional Repository (IR) of the Democritus University of Thrace (DUTH.)

3.5.1. General

3.5.1.1. The DUTH Institutional Repository (IR) is the DUTH infrastructure for the collection, organisation, management, maintenance and promotion of the intellectual production of the university. Its purpose is to safeguard and make accessible the entire intellectual and research work of the university, contributing to the dissemination of knowledge. The DUTH IR contributes to:

- a) Increasing the visibility and dissemination of research results produced in DUTH.
- b) Centralising the collection and long-term preservation of the digital results produced.
- c) Quantifying the research and academic activity and performance of DUTH.
- d) Collecting part of the current research performed in DUTH in a central site.
- e) The collaboration between researchers of different institutions, as well as multidisciplinary research.
- f) Gathering and providing students with educational material.
- g) The detection of plagiarism.
- h) Student support by providing access to older theses and doctoral dissertations.
- i) Saving and preserving the content of old and rare items.

3.5.1.2. In every Library-Collection Branch, a librarian/employee is appointed to operate and manage the IR. His/her responsibility is to deposit the theses/dissertations in accordance with the depositing specifications, the metadata, the drawing up of the thematic list, the appropriate description of the theses content, adherence to policies, etc.

3.5.2. IR policies, management and procedures

The IR DUTH is governed by the following policies:

3.5.2.1. Content Policy

3.5.2.1.1. The items deposited in the IR must have been produced by members of the DUTH academic community. Depositing works in which at least one member of the DUTH academic community has participated is permitted.

3.5.2.1.2. Greek is the official language of the metadata and description of the items of IR. The keywords, summaries, creator, title, members of the examination committee, etc. shall be entered in Greek and English.

3.5.2.1.3. The items to be deposited must have scientific, research or educational content.

3.5.2.1.4. The items to be deposited may be:

- a) graduate and postgraduate theses;

- b) doctoral dissertations;
- c) articles published or under publication in Greek or foreign journals;
- d) conference presentations;
- e) unpublished surveys;
- f) research programme results;
- g) electronic journals issued under the responsibility of DUTH members;
- h) book chapters or books;
- i) data sets;
- j) technical reports-patents;
- k) audio-visual items;
- l) digitised items from the Library's collections.

3.5.2.1.5. Works by members of the DUTH academic community produced in collaboration with other bodies, without any involvement of DUTH, are recommended to be deposited in the institutional repositories of these bodies.

3.5.2.1.6. Previous versions of works already deposited in DUTH are not removed or replaced by newer versions. New editions of works are deposited by their creators as distinct items and are marked as such.

3.5.2.2. *Intellectual property policy*

3.5.2.2.1. LIC-DUTH bears no responsibility, direct or indirect, for the content of the items deposited, for the clearance of intellectual property rights of the content of items, or for infringement issues of the intellectual property of others.

3.5.2.2.2. Authors of items under publication or of published items in journals are obligated, prior to depositing, to check the intellectual property status of the items based on the policy of every journal/publisher. LIC-DUTH recommends checking via SHERPA/ROMEO (<https://v2.sherpa.ac.uk/romeo/>).

3.5.2.2.3. The intellectual property rights of the items deposited in the DUTH IR belong to the author(s) or third parties (if licensed by the author(s)).

3.5.2.2.4. Depositing items to the IR does not prohibit the author(s) from publishing this or a different version of them in the future.

3.5.2.2.5. By depositing his/her work, the depositor grants the DUTH Library and Information Centre the non-exclusive right to publish and make available his/her thesis/dissertation on the internet for educational, research or private use of non-profit or commercial nature, in accordance with the terms and conditions of the Intellectual Property Law. For maintenance or security reasons, the Library reserves the right to transfer the electronic format of the thesis/dissertation to another medium or to keep more than one copy thereof, without altering its contents. Maintenance may require content to be reproduced in different formats to ensure future accessibility.

3.5.2.2.6. For items with more than one author, the depositor shall sign the licensing of the non-exclusive right, after having obtained the consent of the other authors as well.

3.5.2.2.7. By depositing, the depositor guarantees he/she does not infringe or is not conflict with the intellectual property rights of others (e.g. publishers).

3.5.2.2.8. The full texts of the items are provided with Creative Commons open licenses.

3.5.2.3. Deposit Policy

3.5.2.3.1. Only members of the DUTH academic community have the right and/or duty to deposit items. Items are deposited either through self-deposit or via intermediation (i.e. by authorized staff of the DUTH Library and Information Centre).

3.5.2.3.2. The DUTH IR is not used for commercial purposes.

3.5.2.3.3. The items deposited must be accompanied by a statement of approval for their electronic publication.

3.5.2.3.4. The items shall be deposited by their creator(s).

3.5.2.3.5. Access to items to which permanently restrictive terms apply (e.g. book chapters) shall only be given with the author's permission. Their bibliographic data is freely available.

3.5.2.3.6. The validity and authenticity of the content of items is the sole responsibility of the creator(s).

3.5.2.3.7. In the event that a member of the DUTH academic community leaves the university for any reason, items that he/she has deposited in the DUTH shall remain in the repository.

3.5.2.3.8. Non-commercial formats must be used to store the content of the deposited items. Formats must meet the criteria of openness, sustainability, and wide use.

3.5.2.3.9. As mentioned in 2.2.3.6.6, the LIC-DUTH Committee is responsible for the operation of the DUTH IR, while the appointed person in charge coordinates the procedures and ensures the implementation of policies in collaboration with the employees in every Library-Collection Branch.

3.5.2.4. Removal or non-acceptance policy

3.5.2.4.1. DUTH IR has the right to not accept items deposited in a form that does not comply with the depositing specifications or cannot be stored in the database.

3.5.2.4.2. DUTH IR has the right to not deposit and/or to remove works in the following cases: a) Proven infringement of intellectual property rights or plagiarism, b) National security, c) Falsified research, d) Legal issues and proven violations.

3.5.2.4.3. Items related to the aforementioned cases shall be removed from the DUTH IR. However, the entry of the item remains so that there is historical record. A note is created in the respective metadata field and there is a removal statement.

3.5.2.5. Access Policy

3.5.2.5.1. Despite the fact that the DUTH IR is directly related to the concept of open access, the entirety of its content is not freely available. In certain documents, restricting access to the full text is necessary. Access restrictions are imposed for

various reasons, such as avoiding intellectual property rights infringement, protecting an original research work that is in an early stage, protecting patents, etc.

3.5.2.5.2. For every document/file made available through the IR, different access policies may apply depending on the document category and the rights of every user. Even in the case of open access files, internet users are allowed to store them in electronic media, copy and print the files exclusively for private use, for educational and research purposes, and under no circumstances for commercial purposes or commercial use.

3.5.2.5.3. Documents deposited to the IR for private use, research and educational purposes may be reproduced without prior permission from the Democritus University of Thrace or LIC-DUTH provided that: a) Reference is made to the author, title and full bibliographic data of the item, b) There is a hyperlink or the URL of the metadata home page is given, c) The item will not be commercially exploited in any medium or form, d) Reproduction does not impede the normal exploitation of the work and does not harm the legitimate interests of the authors.

3.5.2.5.4. In any other case and for any other use, the written permission of the administrative bodies that are entitled and/or specifically authorised for this purpose, as well as of the authors of these items or the holders of intellectual property rights is required.

3.5.2.5.5. The items deposited in the DUTH IR shall have one of the following types of access:

a) Open Access. Free, direct and continuous online access to the content of items. Users are permitted to freely use these items for research and educational purposes.

b) Institutional access (via IP addresses). The full content of items may be accessed solely via the *IP addresses* of DUTH. This category includes items produced before 05/03/2015 (unless the author(s) wanted otherwise) and items for which there is an embargo period for a specific period of time. Access to the content of such items is granted solely to members of the DUTH academic community, who are verified through their university account.

c) Prohibited access to the full text of items for a specific period of time (embargo period). The embargo period for accessing the contents of items may last from one (1) to three (3) years. During this time, only institutional access is possible. After the end of the embargo period, the item is freely available online. Bibliographic data are freely available from the time of deposit.

d) Closed/authorised access (using a code) to special collections. Access is granted only to authorised users. This category includes digitised items from special collections and items to which permanent restrictive access conditions apply.

3.5.2.6. Personal Data

DUTH IR uses personal data, such as authors'/creators' names, collected during the process of depositing or self-depositing items, in order to correctly link the item with its creator(s) or in order to communicate with the creator(s) if needed. Personal data

collected during the registration of depositors in DUTH IR falls under the provisions on confidentiality, remains in the DUTH and is not given to third parties. The IR policy falls under Article 6.4 of these Rules and Regulations, as applicable.

3.5.2.7. Preservation Policy

DUTH IR strives to take all necessary measures for the long-term preservation of items and the accessibility of its contents.

3.6. Special, restricted, rare collections, and Grey literature

3.6.1. Special, restricted and rare collections

3.6.1.1. LIC-DUTH handles rare books and special or restricted collections in hard copy with care, in accordance with this article of the Rules and Regulations.

3.6.1.2. Rare, restricted or special collections in hard copy are kept in a separate area of the Library due to their age, their specialized thematic content, their form or the source from which they originate.

3.6.1.3. The use of such collections requires registration to the Library in accordance with article 4.3 hereof and is subject to different rules of use or loan.

3.6.1.4. Handling differs from that of the main collection of LIC-DUTH. In some cases, a special permission is required from the Library-Collection Branch Committee.

3.6.1.5. The policy of selection, inclusion and transfer from the main collection and/or the creation of new special, restricted or rare collections is carried out based on special criteria and a written policy, approved by the LIC-DUTH Committee and revised, taking into account the academic programming or orientation of the University.

3.6.1.6. Under no circumstances shall special or restricted collections be created to serve personal or other interests.

3.6.1.7. Digitisation of rare collections is implemented in accordance with the applicable legal framework.

3.6.2. Collection of Grey Literature

3.6.2.1. The collection includes: a) undergraduate and postgraduate theses and doctoral dissertations issued at DUTH Departments; LIC-DUTH bears no responsibility, direct or indirect, for late deposit of undergraduate and postgraduate theses, and doctoral dissertations, for the clearance of intellectual property rights of their content, or for infringement issues of the intellectual property of others. b) the collection is to include research papers, technical reports, patents, University publications, reports, financed project deliverables, etc.

3.6.2.2. Procedure for submitting theses/dissertations

3.6.2.2.1. In accordance with Senate Decision no 91/6/19-2-2015, after successfully defending their thesis/dissertation, students must submit it in digital format to the DUTH Institutional Repository. More specifically, they must deliver one (1) CD-ROM/DVD-ROM or flash drive (which is not returned) that includes the following: a) a single and unique .pdf file containing the entire thesis/dissertation, b) a second text file with the form "Information of Undergraduate Thesis/Postgraduate

Thesis/Doctoral Dissertation” which is available on the LIC-DUTH website, filled out in lower case. This form is filled out by the candidate(s) and must be signed by the Secretariat of his/her Department. It is delivered to the relevant Library in electronic format.

3.6.2.2.2. The relevant Library or the competent secretariat shall provide the candidate with the receipt of submission required. The receipt is granted after a relevant check for the accuracy and correctness of the forms and for the completeness of the files submitted, and only in this case. Forms and CD-ROMs/DVD-ROM or flash drives with incomplete data shall not be accepted.

3.6.2.2.3. Students (where applicable) and PhD holders (where applicable) also hand over a hard copy of their thesis/dissertation to the relevant Library - Collection Branch or the competent Secretariat, which then forwards it to the Library - Collection Branch that serves the respective Department. The hard copy of the thesis/dissertation is incorporated into the collection of the relevant Library - Collection Branch. The full text of the thesis/dissertation is deposited to the Institutional Repository and is available via the LIC-DUTH website. For doctoral dissertations, in particular, if the PhD candidate requests an extension to provide the full text, the extension period may be set only following a reasoned request from the author to the Committee of the relevant Library - Collection Annex.

3.6.2.2.4. The collection of grey literature is non-loanable in accordance with article 5.2.1.1.3.

3.7. Donation Policy

3.7.1. General

3.7.1.1. Donations, in cash or in kind, are welcome at LIC-DUTH for the enrichment and growth of its collections and services.

3.7.1.2. The LIC-DUTH Committee is obligated to evaluate the generous offers of its donors, based on the policies for developing the Library - Collection Branches. In this context, it offsets the benefits of the donation in relation to the cost of maintenance, preservation and librarian processing, and reserves the right to refuse it or accept it in whole or in part.

3.7.2. Donation acceptance criteria

Following an obligatory communication with the competent Collection - Library Branch Committee, and taking into account its recommendation, the LIC-DUTH Committee *does not accept*:

- a) Printed material in poor physical condition that requires significant costs for its maintenance and preservation.
- b) Individual issues or individual volumes of periodical publications or series, with the exception of those that supplement existing collections;
- c) Material that is already in the collections in hard copy, electronic or digital format.
- d) Textbooks from past years.

- e) Material with various content.
- f) Printed material that is freely accessible on the internet.
- g) Unpublished works, manuscripts, unless they have proven academic or collectible value and importance.
- h) Unpublished dissertations.
- i) Photocopied articles, magazines, books, etc.
- j) Offprints of articles or works.
- k) Electronic material (e.g. DVDs, CD-ROM, etc.), unless it has proven academic or collectible value and importance, and can be used or reproduced by the University's technical infrastructure.
- l) Material related to any kind of propaganda.
- m) Material not belonging to the donor's personal collection.
- n) Unsolicited donations.

3.7.3. Conditions for accepting donations

3.7.3.1. LIC-DUTH shall not bear the cost of transporting the donations. Delivery of the donated material is the responsibility of the donor.

3.7.3.2. Any donation that has been accepted is the property of LIC-DUTH and the donor waives all rights thereto.

3.7.3.3. After receipt by LIC-DUTH, the donated material is not recalled or returned.

3.7.3.4. LIC-DUTH reserves the right to handle, make available, preserve and use the donation for the benefit of the community it serves.

3.7.3.5. Conditions from donors with regard to the librarian processing of the donation, the bookbinding and placement in the Library - Collection Branch cannot be accepted. For donations of significant academic value, where splitting them would constitute a degradation of their role, consideration may be given to their placement in a separate space in the Library - Collection Branch.

3.7.3.6. LIC-DUTH is not responsible for providing a financial evaluation of the donated material.

3.7.3.7. As part of the rational growth of its collections, LIC-DUTH reserves the right to: a) re-evaluate or reassess donations that are or will come in its possession, b) exchange or offer the donations to other libraries or organisations, or withdraw them from its collection, in accordance with the material withdrawal policy (article 3.9 hereof) as applicable.

3.7.4. Procedure for accepting or rejecting donations

The Library - Collection Branch informs the donor of the acceptance or rejection of the donation in writing.

3.7.4.1. The Candidate Donor

3.7.4.1.1. Is informed of the donation acceptance policy.

3.7.4.1.2. States his/her intention and the reasons that drove him/her via a relevant application of LIC-DUTH. In his/her application, he/she shall provide

information about the thematic content, number, type, weight, size, physical condition and age of the material.

3.7.4.1.3. Produces an electronic description list, containing the title, author and year of publication, for the purpose of making an initial assessment on the relevance of the proposed donation with the material found in the Library collections or its deviation from the development policies of the Library's collections and its thematic field.

3.7.4.2. The Library as a potential receiver of donations

The donation is evaluated prior to arrival at the Library by the Head of the Library-Collection Branch or a special librarian tasked with developing the Library Branch collection, and, if deemed necessary, the assistance of a faculty member specialised in the thematic field of the proposed donation is also requested.

3.7.4.2.1. *Small-scale donation (up to 20 items)*. The person in charge of evaluating and accepting or rejecting small-scale donations (up to 20 items) is the Head of the Library-Collection Branch or a special librarian tasked with developing the Branch collection, with the assistance, if deemed necessary, of a member of a competent body of the Department or School designated for this purpose.

3.7.4.2.2. *Medium-scale donation (up to 100 items)*. For medium-scale donations (up to 100 items), the Library-Collection Branch Committee is responsible for evaluating and accepting or rejecting donations, following a recommendation by the Head of the Library-Collection Branch.

3.7.4.2.3. *Large-scale donation (over 100 items)*. For large donations (more than 100 items) that require additional costs to the budget of the respective Library-Collection Branch and the employment of additional staff for handling, librarian processing or maintenance, the LIC-DUTH Committee is responsible for accepting or rejecting the donations, following a reasoned recommendation by the Library-Collection Branch Committee on their usefulness, which is based on the relevant recommendation of the Head of this particular Library-Collection Branch.

3.7.4.2.4. If the donation is accepted, a relevant document shall be signed by the donor that will accompany the shipment of the donated material and will be entered into the computer system of the Library - Collection Branch under DONATION NAME OF DONOR in the appropriate librarian field. After accepting the donation, a letter of gratitude is sent by the Committee of the Library-Collection Branch, drawn up by the Head of the Library-Collection Branch.

3.8. Inventory of items

3.8.1. At a predetermined time and depending on the human and technological resources available, LIC-DUTH makes an inventory of the material in its collections. Part of this process is locating damaged, incorrectly placed or lost printed material. The inventory is carried out at a time when the academic timetable allows it.

3.8.2. During this time, all users are encouraged to return the material they have borrowed. Material which: a) is not found b) is not in the temporary possession by its users through loans or interlibrary loans, is considered lost after a 3-year period, and LIC-DUTH must update its online catalogue.

3.9. *Material withdrawal policy*

The withdrawal of obsolete or unused material is a critical factor in the management of the LIC-DUTH collection. The withdrawal of material aims at upgrading the collection and its effective use. It is common knowledge that the collection of academic libraries must be focused on the academic interests and courses of study of the University, and kept up to date.

3.9.1. *Withdrawal criteria for printed material*

3.9.1.1. To ensure the necessary balance between the printed material of the Library, the available bookrooms and the study areas, the printed material shall be withdrawn according to specific criteria. With the exception of material belonging to closed or rare collections, the Library - Collection Branch takes into account the following:

a) *Relevance*: Material that is no longer relevant to the Collection Development Policy's objectives or is incompatible with the educational and research programmes of the University's Schools and Departments.

b) *Unused material*: The levels of use of the material are evaluated with a time horizon proportional to the type of science.

c) *Accessibility*: The information contained in the material is found in another electronic medium, provided that the medium allows access inside or outside the Library.

d) *Content*: Information or works that have been revised or replaced, are inaccurate, outdated or misleading. Older versions of works also fall into this category.

e) *Physical condition*: Worn out or damaged material which cannot be restored or replaced, or in the case of audiovisual or electronic material which is technologically obsolete.

f) *Number of copies*: Material in multiple copies, which are not included in the study programmes. One of these remains in the main collection of the Library - Collection Branch.

3.9.1.2. *The material withdrawn is:*

a) Stored in auxiliary or storage areas.

b) Digitised, if deemed necessary, in order to be rescued.

c) Available in another Library - Collection Branch of the University.

d) Donated to other libraries or organisations; shipping costs to be borne by the prospective donation recipients.

e) Considered to be up for sale, with the proceeds being used exclusively for the acquisition of new material.

f) Destroyed as a last resort, following the procedures set forth in the applicable legislation for the destruction of public property, as in force from time to time.

3.9.2. Withdrawal criteria of electronic, digital or digitised material

The withdrawal criteria of digital or digitised material are subject to article 3.5.2.4. and the written policy on electronic means withdrawal.

3.10. Maintenance

3.10.1. Printed items

LIC-DUTH, depending on the availability of the annual budget, proceeds to bookbinding: a) its printed subscriptions and b) damaged items based on the following criteria: their availability in the market in hard copy or electronic form, their use by its members, the cost of their replacement or bookbinding.

3.10.2. Digital media

It does not concern the maintenance of the digital medium, but its repair, so that it is accessible or readable for copying or transferring to another modern medium. The process is carried out in collaboration with a competent Department of the Directorate of Information Communication Technology or whatever it will be called (e.g. Digital Governance Unit). Said material is subject to the laws governing intellectual property and related rights (article 6.3), as applicable, or to any agreements concluded by the University or LIC-DUTH.

Article 4.

Use and Procedures of LIC-DUTH

4.1. Operating Hours

4.1.1. With the exception of Public and University holidays, LIC-DUTH is open during the academic semesters, based on the needs and the available staff.

4.1.2. The librarian or the appointed employee of the Library - Collection Branch or a competent person of the University may order the closure of the Library whenever they deem that there is a risk for the Library, the staff or the users.

4.2. LIC-DUTH users

The following persons have the right to use LIC-DUTH's services, equipment or facilities:

4.2.1. Users of the University's academic community:

4.2.1.1. Members of the university staff, active or retired.

4.2.1.2. University students of all cycles of study.

4.2.1.3. Within the context of inter-university cooperation programmes, students and professors visiting the University shall acquire the rights of the corresponding user category for the duration of their stay.

4.2.1.4. University staff and students pay no fees for the services and use of the facilities or the equipment provided by LIC-DUTH.

4.2.2. External users:

4.2.2.1. Staff members of other universities and members from organisations cooperating with DUTH. The provisions of article 5.2.6 hereof apply to the loan of University Libraries' items.

4.2.2.2. DUTH alumni, unless otherwise provided by law.

4.2.2.3. Users other than those mentioned above who are permanent residents of the city where the Library - Collection Branch is located.

4.2.2.4. The LIC-DUTH Committee may determine the payment of annual subscription or a lump sum for the external user category. The annual subscription or lump sum payment shall be credited to a special account of the University.

4.3. Registration to LIC-DUTH - LIC-DUTH library card

4.3.1. It is necessary to obtain a library card, without any exception, in order for the holder to make use of the lending and interlibrary lending services or other services of the Library - Collection Branches of the University.

4.3.2. The library card shall be activated for members of the academic community or issued to external users, following an online pre-registration request via the respective LIC-DUTH application.

4.3.3. The registration of members is completed exclusively in the respective Library - Collection Branch of the user.

4.3.4. The library card is valid for all Library - Collection Branches of the University.

4.3.5. Upon registration, every member automatically states that they are aware of and accept the terms governing the operating regulation of LIC-DUTH and consents to article 5.2 hereof, as described or amended from time to time.

4.3.6. For members of the academic community (Teaching Staff, Administrative Staff, Students, etc.) their academic ID card serves as the library card.

4.3.7. External users issue a library card and pay an annual subscription fee or lump sum, in accordance with article 4.2.2.4., when the LIC-DUTH Committee makes the relevant decision. Unemployed persons with unemployment cards and disabled persons are exempt from the obligation of Article 4.2.2.4.

4.3.8. The use of another person's card is not permitted.

4.3.9. In the event of loss or destruction of the library card or the academic ID card, or change of the personal details of the holder, it is necessary to notify the respective Library - Collection Branch.

4.3.10. The library card is valid for as long as the user is a DUTH Member. For external users, it is valid for three years.

4.3.11. Students regardless of the cycles of study, will be removed from LIC-DUTH upon completion of their studies according to the process described in article 4.5.1. The same also applies to external users following a 3-year period of not using the LIC-DUTH services

4.4. Use of equipment and user behaviour

4.4.1. A book or another item of the Library may only be moved or removed in accordance with article 5.2.1 hereof.

4.4.2. Absolute quiet is required in the reading rooms and specialised service areas.

4.4.3. It is not allowed to enter the above areas with bags (it is recommended that they be placed in special storage lockers, if available) and other objects, which are specified in detail by an announcement at the entrance to the Library-Collection Branch.

4.4.4. The competent employees of the Library - Collection Branch have the right to check upon entering and exiting the Library.

4.4.5. No one should bring food or beverages or soft drinks inside the Library - Collection Branch. Only bottled water is allowed.

4.4.6. No one is allowed to smoke or eat in the Library.

4.4.7. No one should deliberately move, mistreat, destroy or attempt to destroy a book or other object or any piece of furniture in the Library-Collection Branch. Without limiting the generality of the foregoing, tearing pages, erasing cassettes, CDs (or any electronic media), marking or writing on a Library book or on any other subject constitutes a violation of the rule.

4.4.8. No one should bring a weapon, flammable or caustic material or any other material or object that could cause damage to the contents of the Library inside the Library-Collection Branch. If any such object is found in the Library - Collection Branch, thus violating this rule, it may be confiscated by the Head of the Library - Collection Branch.

4.4.9. No one should delete an item from a file or catalogue in the Library - Collection Branch, move it to another file or modify it in any way.

4.4.10. No one shall be allowed to use any confidential material in the files of the Library - Collection Branch, with modifications, interventions, for transactions or in any other way.

4.4.11. Permanently occupying a seat in the reading room is not permitted.

4.4.12. Users are not permitted to enter areas of the Library - Collection Branch to which the public does not have access, unless they are accompanied by an employee of the Library - Collection Branch.

4.4.13. Posters, brochures, newspapers or other materials, unofficial documents of the Library-Collection Branch or the University may not be distributed or posted, unless approved by the Library-Collection Branch Committee.

4.4.14. Animals are not allowed inside the areas of the Library - Collection Branch, with the exception of guide dogs.

4.4.15. The use of laptops and portable devices is permitted in the Library - Collection Branch, provided that they operate quietly. Otherwise, users working with the devices in question are required to move to special areas or stop using them, so as not to

distract other readers. Any person who does not comply with this procedure shall be expelled from the Library - Collection Branch.

4.4.16. The use of equipment that may disturb or distract other readers or harm the material of the Library - Collection Branch is not permitted in the Library. Mobile phones must be set to "silent" mode in the Library. Any person who does not comply with this procedure shall be expelled from the Library - Collection Branch.

4.4.17. Taking photographs or videotaping the premises of the Library - Collection Branch is not allowed, except with the permission of the Dean of the School where it operates.

4.4.18. The Library - Collection Branch bears no responsibility for the loss or theft of, or damage to the personal belongings of users.

4.4.19. Anyone who comes to the Library - Collection Branch with the right to use its infrastructure, must, if requested, show their academic ID card or the library card of the Library - Collection Branch and state the reason for their visit. Any person who refuses this procedure shall be expelled from the Library - Collection Branch.

4.4.20. The use of the Library's services by a representative is not permitted.

4.4.21. All users of the Library - Collection Branch must leave the study areas clean and tidy after every use, in order to ensure a safe and clean environment.

4.4.22. LIC-DUTH terminals, applications, services or computer systems are used solely for research and educational purposes. Under no circumstances may they be used in a manner that offends public decency or entails any form of discrimination among users.

4.4.23. Any use of computer and network facilities within the premises of the Library - Collection Branch is subject to the terms of use set out in the legislative framework and the principles morality. Any wear, damage or potential malfunction caused to them shall be repaired at the expense of the responsible user.

4.4.24. Individual or group study rooms are available upon reservation for a specified time of use.

4.4.25. Users of the Library - Collection Branch must treat staff and other users courteously and show a willingness to cooperate.

4.4.26. Violation of these rules

4.4.26.1. Violation of Articles 4.4.1, 4.4.2, 4.4.3, 4.4.5, 4.4.6, 4.4.7, 4.4.8, 4.4.9, 4.4.10, 4.4.12 and 4.4.13 may result in the user or visitor being banned from the Library for a period of two days.

4.4.26.2. Failure to comply with the above rules or behaviours leads to referral to the Library-Collection Branch Committee, which determines the penalty or penalties as appropriate.

4.5. Withdrawal of Library members

To safeguard the collections of the Library - Collection Branches, a specific procedure shall be followed within a reasonable time before the departure, retirement, resignation of any member of the University.

4.5.1. Students of all cycles of study

Every Department or School Secretariat must notify the relevant Library - Collection Branch within a reasonable time of the termination or graduation of its students, in order to check for pending loans of its collections. The Library - Collection Branch issues a certificate and sends either an official or personal letter that no items are owed. The letter confirms that the students do not owe any item belonging to the collections of the Library - Collection Branches of the University. In case of pending issues and until these are settled by the student, the Secretariat shall not proceed with the swearing in procedures. This process also applies to inter-university or interdepartmental postgraduate programmes based at the University.

4.5.2. University staff

4.5.2.1. Faculty members, Laboratory Teaching Staff , Special Teaching Staff , Special Technical Laboratory Staff and any other category of teaching staff, as well as administrative staff who leave, resign or whose contracts expire, must return any books and other material or equipment which they have borrowed before their departure. They must also return the library card when the academic ID card is no longer valid. If the library card is not returned, the Library - Collection Branch cancels it automatically.

4.5.2.2. The Administrative Support Directorate notifies LIC-DUTH and the respective Library-Collection Branch of the member who leaves within a reasonable time prior to retirement or departure of the teaching and administrative staff. The relevant Library-Collection Branch issues and sends an official letter that no items are owed to the competent University service.

4.5.3. In the event of failure to resolve pending issues by any member hereof, article 5.2.4 shall apply.

Article 5.

LIC-DUTH services

5.1. General

LIC-DUTH, taking into account the advances in technology and Library and Information Science, works to implement services that facilitate and inform the user, and contribute to the accomplishment of its mission.

5.2. Circulation of LIC-DUTH material

Members of the Library-Collection Branches must comply with the law on intellectual property and related rights, as described in article 6.3, respect the loan periods, ensure the timely renewal of the material and its good physical condition. Otherwise, penalties shall apply as specified in articles 5.2.4. and 5.2.5. as applicable.

5.2.1. Loan

5.2.1.1. Conditions

5.2.1.1.1. A loan may take place only if the material has undergone librarian processing and the user has been registered to the Library - Collection Branch, as provided for in Article 4.3.

5.2.1.1.2. Material classified as non-loanable can only be used within the premises of the Library-Collection Branch.

5.2.1.1.3. Material belonging to closed and rare collections or to the grey literature is non-loanable. Access is only permitted to a special area of the Library - Collection Branch. Special cases require permission from the Library-Collection Branch Committee.

5.2.1.1.4. Material whose physical condition does not allow for a loan is non-loanable.

5.2.1.1.5. Non-loanable materials: a) material classified as information, b) periodical publications, c) undergraduate and postgraduate theses or doctoral dissertations of the University, d) audiovisual material after assessing the specific medium.

5.2.1.2. Loan period and maximum number of items

5.2.1.2.1. The Library - Collection Branch loans its material depending on the type, the availability of copies and the status of its members.

5.2.1.2.2. The loan period refers to calendar days and the number of items is calculated cumulatively for all Library - Collection Branches of the University.

5.2.1.2.3. In exceptional cases, the loan of an item may be revoked before the expiry of the loan period for items of the main collection, but under no circumstances before the completion of eight (8) days from the day the loan was made.

5.2.1.2.4. The employee of the Library - Collection Branch may, in exceptional cases, allow the adjustment of both the number of borrowed items and the loan period.

5.2.1.2.5. Main collection loan: Items accessible to all LIC-DUTH users. The loan period and the number of items is determined according to the user's status (See ANNEX).

5.2.1.2.6. Short loan (2-5 days): Items of high demand or with limited number of copies. Depending on the educational needs, items of the main collection may be incorporated into this rule. The maximum number of items is determined according to the academic needs of the Library-Collection Branch (See ANNEX).

5.2.1.2.7. Overnight loan: Items of high demand and with limited number of copies are available for overnight loan (from the time the Library-Collection Branch closes to the time it opens). The maximum number of such items does not exceed two items (See ANNEX).

5.2.1.2.8. Long term loan (3 years): Following a decision of the Library-Collection Branch Committee, items of specialised collections may be loanable to Sectors or Laboratories in the name of their director or to a Programme in the name of the Scientific Coordinator, if deemed necessary for the operational educational and research process, provided that: a) the Sector, the Laboratory or the Programme assumes all the responsibilities of the Library - Collection Branch for these items, b) the items remain available in the event of a loan application by the users of LIC-DUTH and are subject to the short loan rule. If the Sector or the Laboratory is abolished or the Programme expires, they shall be returned to the Library-Collection Branch and be included in the collection under the loan rule determined by the Library-Collection Branch. The maximum number of such items does not exceed 100.

5.2.1.2.9. "EUDOXUS" loan: Textbooks which the Library - Collection Branch incorporated into its collection in accordance with the procedures of articles 5.6.1 and 5.6.2. "A joint decision of the Ministers of Finance and Education and Religious Affairs shall determine the criteria based on which the number and the procedure for granting the above copies, the procedure for lending books to students and any related matters are calculated" (Article 285(3) of Law 4957/2022) (See ANNEX).

5.2.1.3. Renewal of loan period

5.2.1.3.1. Up to 3 renewals are allowed for the items of the main collection and the long term loans (see ANNEX).

5.2.1.3.2. Every renewal is valid for as many days as the initial loan period per user category.

5.2.1.3.3. Renewal is not permitted for items that are subject to the overnight and short loan rule, and overdue items.

5.2.1.3.4. The renewal may be granted only if in the meantime this particular item has not been requested by another user.

5.2.1.3.5. A renewal request can be made on-site at the Library-Collection Branch, via e-mail or via the OPAC application of the LIC-DUTH catalogue.

5.2.2. Return of material

5.2.2.1. Users must return the borrowed items in the condition they were when they borrowed them.

5.2.2.2. If someone is going to be away for a long time, then they have to return everything they borrowed.

5.2.2.3. The borrower's obligation is for the items to be returned to the relevant return points, namely the Library - Collection Branch from which the loan was made. Otherwise, the items are considered not returned.

5.2.2.4. In order to effectively manage the material of the Library - Collection Branches, notifications are sent through automated messages to users: a) 1 day before the expiry of the borrowed item, as a reminder of the obligation to return it or the timely loan renewal, b) 1 day after the expiry of the borrowed item and c) 10 days after the expiry of the borrowed item.

5.2.2.5. The timely return of the material is the sole responsibility of the Library users. As such, it is not linked to the automatic updating system and the potential failure to receive messages.

5.2.3. Material reservation

5.2.3.1. If the item requested for loan is already borrowed, the item may be reserved.

5.2.3.2. The user makes the reservation via the LIC-DUTH automated system.

5.2.3.3. Every reservation is in priority order and the user shall be notified automatically in order to receive it.

5.2.3.4. The material remains in the name of the user who requested the reservation for 2 days from the date of its return. If these days elapse and the user has not received it, the reservation is cancelled.

5.2.4. Loss or destruction of borrowed item

5.2.4.1. The borrower is responsible for any loss or destruction of the item during the loan period.

5.2.4.2. In the event of loss or destruction of the borrowed material, the borrower is required to replace it at their own expense in any case.

5.2.4.3. If the item is not commercially available, it may be replaced by another item of the same current value and topic as proposed by the Head of the Library - Collection Branch.

5.2.4.4. In case of any wear or notes on the item by a user, the user must repair (if possible) or replace the item(s). The user bears all expenses. During the repair period, the items are considered not to have been returned to the Library - Collection Branch. If the items cannot be repaired, they are deemed lost and replaced by the user, in accordance with articles 5.2.4.2. and 5.2.4.3 hereof.

5.2.5. Negative points – Penalties

5.2.5.1. A borrower who is late in returning LIC-DUTH material receives negative points.

5.2.5.2. Negative points are charged from the first day of delay to return it. Every day of delay results in one negative point per day and per item delayed.

5.2.5.3. During the delay in the return of the borrowed material, in addition to negative points, the loaning right is completely suspended and the borrower cannot borrow from any DUTH Library-Collection Branch until the return of the borrowed material or the expiry of penalties.

5.2.5.4. If the borrower has earned 30 negative points, the loaning right is suspended for one month.

5.2.5.5. Systematic material delay (3 recurring times) excludes the user from loaning rights for the current academic semester.

5.2.5.6. The user who uses the Interlibrary Loan Service (article 5.2.6. herein) and does not comply with the terms and conditions of the Supplier-Library is

automatically charged 60 negative points. Any penalties imposed by the Supplier-Library shall be borne exclusively by the user.

5.2.6. *Interlibrary loan*

The service is centrally coordinated. In every Library-Collection Branch, the Committee of the respective Library-Collection Branch appoints an employee and his/her deputy (among the employees of the specific Library-Collection Branch) to carry out the procedures described in article 5.2.6.3.

5.2.6.1. *Definitions*

5.2.6.1.1. *Interlibrary loan* is the service that meets the information and educational needs of its users with items that it does not have in its collections.

5.2.6.1.2. *Client-Library* means LIC-DUTH when requesting items or electronic material (books, journal articles, book excerpts) from collaborating libraries.

5.2.6.1.3. *Supplier-Library* means the collaborating Library that lends items or supplies electronic material to LIC-DUTH.

5.2.6.2. *Conditions*

5.2.6.2.1. The service is used for material that the relevant Library-Collection Branch does not possess and which is necessary for teaching or research purposes.

5.2.6.2.2. The service is not provided for the following type of material: a) information, b) audiovisual, c) prior to 1900 (including old, rare or damaged books), d) belonging to special collections, e) with increased demand, f) borrowed or reserved by registered members of the DUTH Library-Collection Branches, g) Grey literature.

5.2.6.2.3. A separate interlibrary loan request is created for each item.

5.2.6.2.4. An item that becomes part of an Interlibrary Loan, is subject to the restrictions of articles 6.3 and 6.4, as well as to the terms set by the lending Library.

5.2.6.3. *Procedures*

Every DUTH Library-Collection Branch may function as a Client and as a Supplier of the Interlibrary Loan Service for Books and Journal Articles.

5.2.6.3.1. *As Client*

5.2.6.3.1.1. The user submits a request via the respective application (for books or journal articles) of LIC-DUTH.

5.2.6.3.1.2. The cost is paid in advance, concerns the delivery, and return expenses or expenses arising from the processing of the service.

5.2.6.3.1.3. A request for renewal of the material is submitted by the user 3 days before expiry of the original deadline.

5.2.6.3.1.4. In case of delay, destruction or loss of the borrowed item, articles 5.2.4. and 5.2.5 shall apply.

5.2.6.3.2. *As Supplier*

5.2.6.3.2.1. LIC-DUTH satisfies requests for interlibrary loans submitted by other collaborating Libraries in Greece and Cyprus or collaborating networks through the respective application (for books or journal articles); the shipping cost is borne exclusively by the recipient Library.

5.2.6.3.2.2. The service only concerns organised libraries, not natural persons.

5.2.6.3.2.3. The borrowing Library must return the material it borrows in good condition within the prescribed period of time. In the event of loss or destruction, articles 5.2.4. and 5.2.5 herein apply.

5.3. Information and communication with users

5.3.1. The LIC-DUTH staff is available to provide advisory services to users or visitors, on site or remotely.

5.3.2. Remote communication is carried out by phone, e-mail, or via the “Ask a Librarian” application. The application uses a system to check the status and progress of submitted requests and two-way communication. LIC-DUTH ensures compliance with the EU General Data Protection Rules and Regulations (GDPR) (see article 6.4 hereof) and works to provide additional means of communication and information to its public, taking into account developments in technology.

5.4. VIKEP - DUTH Educational Programmes

5.4.1. Aiming to support the University’s educational and research work, self-service and user autonomy, LIC-DUTH organises educational programmes in real or digital settings.

5.4.2. On-site educational programmes are curated by the Library-Collection Branches, voluntarily or in consultation with a faculty member of the School or Department: a) at the beginning of each academic year for first-year students, b) at a time that will be specifically selected for the presentation of new services that are added to LIC-DUTH per user category or categories.

5.4.3. Educational programmes in digital settings are curated by LIC-DUTH with the creation of guides and educational videos, including informational education, which are posted on its website in order to assist its users’ needs.

5.4.4. At the beginning of each academic year a “Library Day” is established, with a common thematic orientation for all the Library - Collection Branches of the University. As part of this, the Library - Collection Branches are open to citizens of the prefecture where they are located for browsing and information. In the same context, school visits may be organised.

5.5. Services to persons with special needs and disabilities

5.5.1. LIC-DUTH cooperates with the competent services of the University, the AMELib (Accessible Multi-modal Electronic Library) of HEAL-Link, as set out in its regulatory framework and national infrastructures, in order to provide equal services to persons with special needs and disabilities.

5.5.2. The Library - Collection Branches provide workstations to support people with special needs and disabilities. Special devices and software facilitate access to the computer, the internet and the collections of the Libraries.

5.6. “EUDOXUS” Service

The Library - Collection Branches participate in the Online Integrated Textbook Management Service “EUDOXUS”, which operates on three axes:

5.6.1. Book orders: Every Library-Collection Branch request textbooks that are necessary to cover the teaching needs of the semesters. The items are collected and sent electronically by the secretariats of the Departments of the relevant Library - Collection Branch. The Library-Collection Branch is responsible for selecting the maximum number of copies and titles of items, applying the legislative framework or the relevant decisions of the competent Ministries, as in force. The relevant list is sent to the competent service of the University.

5.6.2. Book returns: The Library-Collection Branch accepts returns of the books that the students erroneously received in their previous course registration. It reserves the right not to accept the books. The receipt of books by Academic Libraries is not mandatory and is determined by their need to enrich local collections and the condition of the copy. If the copy/copies is/are in poor condition, the student has to replace the copy/copies. The Library-Collection Branch is not responsible for checking the outstanding issues of students. It is the student's personal responsibility to settle such outstanding issues with the system.

5.6.3. Book distribution: The Library-Collection Branch distributes to students textbooks that came into its possession through returns in accordance with the procedure of article 5.6.2. hereof.

5.7. Reproduction

5.7.1. Reproduction of any form of material, number of photocopies and storage of files must comply with the terms and conditions of article 6.3, as in force or amended.

5.7.2. The payment of reproduction fee is made exclusively for the maintenance of the reproduction machines and not for the use of the service.

5.7.3. LIC-DUTH is not liable for reproductions of its printed and electronic material carried out by users.

5.7.4. Any reproduction of entire books, volumes, or periodical issues is prohibited.

5.8. LIC-DUTH Internet services and terminals

5.8.1. All Library-Collection Branches of the University provide access to the internet via: a) physical network (i.e. a network socket), b) wireless network (Wi-Fi), c) virtual private network (VPN), of DUTH, or via the Shibboleth software, for remote access.

5.8.2. Access to internet resources is provided only to support teaching, educational or research needs.

5.8.3. The internet or the terminals of the Library-Collection Branch or the computer room may not be used for entertainment purposes.

5.8.4. The Library-Collection Branch cannot check all the information available via the Internet and is not responsible for its content; therefore users must correctly evaluate its content and use, in compliance with the applicable legislation and article 6.3 hereof.

5.8.5. In case of destruction or wear, damage, malfunction, etc. to the infrastructure and systems of the Library-Collection Branch by the user, article 4.4.23 shall apply.

5.9. Plagiarism detection service

5.9.1. LIC-DUTH is not responsible for detecting plagiarism.

5.9.2. Plagiarism is detected by the teaching staff of the University through the relevant application.

Article 6.

Other provisions

6.1. Partnerships and outreach

In response to the demand of the information, knowledge and lifelong learning society for outreach, LIC-DUTH: a) develops synergies, collaborations or partnerships with other institutions, organisations, etc., b) organises events in real and digital settings, c) is active on social media and d) works and actively participates in the actions of the HEAL-Link, where it is a member.

6.2. LIC-DUTH evaluation

LIC-DUTH keeps in aggregate: statistical data, conducts qualitative and quantitative surveys to ensure high-level services, natural and digital resources for the evolving needs of the community it serves. In this context, it collaborates with the Quality Assurance Unit of Academic Libraries of HEAL-Link, provides numerical data to the DUTH-QAU or authorised services of the University and the National Statistical Authority (a competent employee coordinates the process). The survey results are shared with the LIC-DUTH Committee to help shape its priorities, strengths and weaknesses, and make the appropriate decisions towards its orientations.

6.3. Intellectual property

The systematic storage or printing of all or part of the content of the electronic resources available through the DUTH Services, as well as the reproduction of any type of material borrowed or studied in the premises of the Library-Collection Branches, is prohibited. The use of the resources is permitted only for personal educational, teaching or research needs, in accordance with the applicable provisions of the legislation on Intellectual Property and Related Rights (Law 2121/93), as in force or amended.

LIC-DUTH is not liable for reproductions of its printed and electronic material carried out by users.

6.4. Privacy and personal data

LIC-DUTH adheres to the commitments and the University Policy for Privacy and Personal Data Protection, which is in line with the EU General Regulation and the applicable legislation.

6.5. Resolution of issues not covered by these Rules and Regulations

The LIC-DUTH Committee shall resolve any procedures, services or general matters not covered herein.

6.6. Amendment of Rules and Regulations

These Rules and Regulations may be amended in whole or in part, following a recommendation from the LIC-DUTH Committee to the Senate.

ANNEX											
User category	Maximum number of items	Main collection items		Special collection items ¹		Short loan (2-5 days)		Overnight loan (up to 2 items at a time)		“EUDOXUS” loan ²	
		Loan Period (calendar days)	Renewals	Loaning right	Renewals	Loaning right	Renewals	Loaning right	Renewals	Loan Period	Renewals
Faculty Members	50 ³	70	3	v	-	v	-	v	-	30	1
Special teaching staff	20	70	3	v	-	v	-	v	-	30	1
Contracted teaching staff	10	30	3	v	-	v	-	v	-	30	1
Postgraduate and PhD students	10	15	3	-	-	v	-	v	-	30	1
Undergraduate students	5	15	3	-	-	v	-	v	-	30	1
University Staff	10	30	3	-	-	v	-	v	-	30	1
Retired University members, Emeriti Professors	5	30	1	*	-	v	-	v	-	-	-
External users - Alumni	2	7	1	-	-	-	-	-	-	-	-
Collaborating Organisations	5 per Institution/ Organisation	15	1	-	-	-	-	-	-	-	-

¹ The duration of the loan period and the number of items depend on the relevant decisions of the Library Branch Committee.

² The duration of the loan period, the number of titles, ² the number of renewals, is determined in accordance with the applicable legal framework or the relevant decisions of the competent Ministries.

³The maximum number of items does not include the long-term loan rule.