

Pursuant to Article 112 paragraph 1 item 2 of the Constitution of the Republic of Serbia, I hereby pass the

**DECREE**  
**ON THE PROMULGATION OF THE LAW ON THE LIBRARY AND  
INFORMATION SERVICE**

This is to promulgate the Law on Library and Information Service, passed by the National Assembly of the Republic of Serbia at the sitting of the Sixth Extraordinary Session in the year 2011, on 14th July 2011.

Number 74

Belgrade, 15th July 2011

President of the Republic,  
Boris Tadić, sgd.

**LAW**  
**ON THE LIBRARY AND INFORMATION SERVICE**

*(Official Gazette of RS, No. 52/11)*

**The basic text came into force on the 23rd of July 2011, and it has been implemented  
as of the 24th of January 2012**

***I GENERAL PROVISIONS***

**Scope of the Law**

**Article 1**

This law shall govern the general interest, requirements and resources for the exercise of the library and information service, objectives of the development of the library and information service, library and information systems, rights and freedoms of users, establishing different types of libraries, the manner of financing libraries from public funds, basics of the national mutual cataloguing system, parent functions in the library and information service, status of the National Library of Serbia as the main national library and the Matica Srpska Library as a cultural institution of national significance, as well as other issues that are relevant to the library and information service.

**Objectives and General Interest**

**Article 2**

- (1) The library and information service is a service of general interest.
- (2) The institutions that exercise the library and information service (hereinafter referred to as: libraries) are established in order to provide the conditions for the realisation of the rights of the people to freedom of expression and to acquire and utilise knowledge.

(3) The general interest within the library and information service means that the people have free access to information, knowledge, ideas, information materials and resources that are contained in the library and the right to realise all their individual and intellectual freedoms in which libraries and information centres can assist them through their services.

## **Terms**

### **Article 3**

The terms in this law which denote positions, professions, i.e., titles and which are expressed in the male grammatical gender include the male and female natural genders of persons they pertain to.

## **Resources Utilised by Libraries**

### **Article 4**

The land, buildings, library and information materials and other resources used by a library that was established either by the Republic of Serbia, an autonomous province or a local self-government, being resources in public ownership, shall be used by a public library, in accordance with the law.

## ***II LIBRARY AND INFORMATION SERVICE***

### **Principles of the Library and Information Service**

#### **Article 5**

(1) Libraries are at the centre of the development of the information society because they are of key importance to the knowledge of the people, to their further education and individual development. Libraries are necessary for the development of education, science and culture and they are the driving force behind the overall development of a free democratic civil society.

(2) Libraries, under equal conditions and regardless of their differences, provide all people with the possibility to realise their human rights through freedom of expression, creation, intellectual and other civil liberties, as well the opportunity to exercise communication with other people and intellectual resources in the country and abroad.

(3) Libraries provide the people with access to information electronically and in other formats.

### **Definition of Library and Information Materials and Sources**

#### **Article 6**

(1) The library and information materials and sources are the information sources within which information is recorded in any manner; in various materials and mediums. The library and information materials and sources have spiritual, intellectual, literary, artistic,

scientific, expert and other kind of contents that are intended for communication between people, for the exchange of ideas, and improvement of knowledge.

(2) The library and information materials and sources are: books, manuscripts, brochures, old master prints, serial publications, pieces of music, cartographic materials, catalogues calendars, copied artistic and stage programmes, photographs, albums, postcards and drawings, spatial and other blueprints, engravings, posters and other pictorial and graphic materials, flyers, advertisements and announcements, audio and video recordings in any form (except on film), electronic publications that are distributed as hard copies and electronic publications that are distributed online, contents of the Internet domain of the Republic of Serbia, combined and multimedia publications, computer programmes in public use, and other publications (hereinafter referred to as: library materials and sources).

(3) Libraries acquire library and information materials and sources, and they create new library and information materials and sources based on independent evaluations of experts, in accordance with the established acquisition policy, and in accordance with the needs of the widest group of users, including the needs of national, religious, and linguistic minorities and users with disabilities.

(4) Libraries mutually cooperate in the acquisition of library and information materials and resources and in the creation of new library and information materials and resources, and in the case they do not have the required materials and resources in stock, it is requisite that they be involved in the exchange system for library and information materials and resources, as well as in the inter-library loan system on the national and international level.

(5) A library may also form a local studies collection in addition to its basic stock.

## **Library and Information Materials and Sources as Representative of Cultural Heritage**

### **Article 7**

Library and information materials and sources that are representative of cultural heritage are protected by the law and are kept and utilised in accordance with the law.

## **Scope of the Library and Information Service**

### **Article 8**

(1) The library and information service, in terms of this law, includes the collecting, processing, protecting, keeping, presenting and lending of library materials and sources, as well as the creating, exchanging, lending and distribution of information that are in the possession of libraries, other institutions, organisations or associations in the country or abroad, with the purpose of disseminating knowledge and providing free access to information, as well as its promotion.

(2) The library and information service is carried out by libraries in accordance with this law.

(3) Libraries which have in their stock old and rare library materials also carry on the service of legal and technical protection of these materials in accordance with the law.

### ***III LIBRARY AND INFORMATION SYSTEM OF THE REPUBLIC OF SERBIA***

#### **Library and Information System**

##### **Article 9**

(1) The library and information system of the Republic of Serbia represents a group of functionally connected libraries that implement uniform standards and enable the circulation of publications and information.

(2) The library and information system of the Republic of Serbia is comprised of the:

- National Library of Serbia;
- Matica srpska Library;
- National and University Library Ivo Andrić in Kosovo and Metohija;
- University Library Svetozar Marković in Belgrade;
- Library of the Serbian Academy of Sciences and Arts;
- public libraries network in the Republic of Serbia;
- the network of all other types of libraries and information centres in the Republic of Serbia: school, high school and university libraries, libraries of science and research institutes and institutions and special libraries.

#### **Mutual Cataloguing System**

##### **Article 10**

(1) The library and information system of the Republic of Serbia is being developed on a shared information and communication technology and programme platform.

(2) The basis of the library and information system in the Republic of Serbia is a system of mutual cataloguing within which libraries cooperate in the collecting and processing of library and information materials and sources where they appear for the first time, after which they enter information into the Central Electronic Catalogue of the Republic of Serbia.

(3) The mutual cataloguing system is based on a standardised processing of library and information materials and sources and on a uniform arrangement of the electronic database in accordance with national and international standards.

(4) Participating in the system of mutual cataloguing requires the appropriate telecommunications and computer equipment, professional training and the appropriate licenses for operation in computer and information connecting system of the libraries network.

(5) All libraries in the Republic of Serbia participate in the mutual cataloguing system, and can be connected to libraries outside the Republic of Serbia.

(6) The catalogues of libraries that participate in the mutual cataloguing system are available to all users without charge.

(7) The mutual cataloguing system is connected to other systems at regional and international levels and interacts with them.

## **Mutual Cataloguing Centre**

### **Article 11**

(1) The Mutual Cataloguing Centre of the Republic of Serbia, which operates within the library and information system of the Republic of Serbia, is an organisational unit of the National Library of Serbia.

(2) The Mutual Cataloguing Centre:

- maintains the Central Electronic Catalogue of the Republic of Serbia;
- coordinates the operation and development of the mutual cataloguing system;
- plans, designs and maintains the computer, communication and programme equipment for the operation of the mutual cataloguing system;
- organises the continuous professional development of library and information experts from the Republic of Serbia;
- issues licenses for participation in the mutual cataloguing system;
- carries out developmental and research operations;
- creates and maintains other electronic databases with direct access.

## ***IV LIBRARIES***

### **Library**

### **Article 12**

(1) A library can be established by the Republic of Serbia, an autonomous province, local self-government unit, national council of national minorities or by other domestic or naturalized foreign persons.

(2) A library can carry out library and information activities; if it has in its possession a certain number of items of library and information materials and sources intended for free use; if it meets the operational requirements in terms of space, telecommunication and computer equipment, library and information experts; if it is registered as an institution for the conducting of service in accordance with the provisions of this law; if it meets other operational requirements that have been determined in accordance with the adopted national and international standards.

(3) Libraries can also be established as organisational units of other institutions, organisations and associations if they meet the prescribed requirements.

(4) More detailed requirements for the conducting of the library and information service from paragraph 2 of this Article are prescribed by the Minister in charge of culture.

## **Types of Libraries**

### **Article 13**

According to the contents of their library, information materials, sources and the profile of their users, libraries are categorised into the following types: national library, public library, school library, higher education library, university library, library of a science and research institute or institution, special library, and information centres within other institutions, organisations or associations.

## **Establishing of Libraries**

### **Article 14**

- (1) A local self-government unit has the obligation to establish a public library as an institution and to secure all conditions that are necessary for the operation thereof.
- (2) An educational and scientific institution has the obligation to organise a school, higher educational or university library, i.e., a library of a science and research institute or institution, as well as to secure all conditions that are necessary for the operation thereof.
- (3) A special library as a special organisational unit is organised by a legal, i.e., legal person whose activity pertains to a particular area of knowledge and work.

## **Requirements for Conducting Services**

### **Article 15**

- (1) The provisions of the law that governs the area of culture are applied to the establishing of libraries; exercising of founder's rights, memorandum of association, entry into the court registry and records of institutions that have been established by funds in public ownership.
- (2) Compliance with the requirements for the conducting of the library and information service is determined by the ministry in charge of culture, on the basis of the opinion of the competent parent library.
- (3) The affairs from paragraph 2 of this Article on the territory of an autonomous province are carried out by the competent authority of the autonomous province as tasks entrusted to it.

## **Library Bodies**

### **Article 16**

- (1) Library bodies are made up of: Director, board of directors and board of supervisors.
- (2) The articles of incorporation, i.e., the articles of association of a library can define that the library has a manager instead of a director.

### **Director**

## **Article 17**

- (1) A library is run by its Director.
- (2) The Director of a library is appointed and dismissed by the Founder, as proposed by the board of directors (following a public competition) for the period of four years, with the possibility to be appointed again.
- (3) The director of a library that performs parent functions is appointed by the minister in charge of culture, i.e., the competent authority of the relevant autonomous province, with the approval of the head of the National Library of Serbia.
- (4) The function outlined in paragraph 3 of this Article is carried out by a competent authority of the autonomous province, as an entrusted task.
- (5) The appointment and dismissal of any library Director must be approved by the Director of the library that performs parent functions for the former library.
- (6) A person is appointed as the Director of a library if they have higher education and at least three years of professional experience in culture, and if they meet the rest of the requirements defined by the library's articles of association.
- (7) The competition and appointing of the director of a library, appointing of the acting director of a library, the director's competencies, and other procedures are conducted in a manner according those prescribed by the provisions of the law that governs the area of culture.

## **Board of Directors**

### **Article 18**

- (1) A library is run by a board of directors.
- (2) The chair-person and members of the board of directors are appointed by the Founder for the period of four years, with the option of being appointed again.
- (3) The articles of association of a library define in detail the number and structure of the members of the board of directors, remuneration for their work and other issues that pertain to the operation of the board of directors.
- (4) The competency, election of members and operation of the board of directors is determined in a manner and according to the procedure prescribed by the provisions of the law that governs the area of culture.
- (5) If the Founder of a library is the Republic of Serbia, an autonomous province or a local self-government unit, the approval of its articles of association and the regulation of the organisation and systematisation of its positions is given by the Founder.

## **Board of Supervisors**

### **Article 19**

- (1) The board of supervisors oversees the operation of a library.
- (2) The chairperson and members of the board of supervisors are appointed and

dismissed by the Founder, for the period of four years, with option of being appointed again.

(3) The competency, election of members and operation of the board of supervisors are determined in a manner and according to the procedure prescribed by the provisions of the law that governs the area of culture.

## **Development of Libraries**

### **Article 20**

The development of libraries and improvement of the expert operation of libraries in the Republic of Serbia fall under the purview of the National Library of Serbia as the central parent library, in collaboration with the Matica srpska Library, as well as other libraries that perform parent functions.

## **Affiliation and Association of Libraries**

### **Article 21**

Libraries can be affiliated through professional library associations, communities or federations within which they can exercise their interests including; programmes for development and improvement of operation and cooperation; exchange of library materials; technical, information, and human resources. Within such associations they can secure appropriate development of the library and information service in the Republic of Serbia and realise cooperation with other similar associations in nationally and internationally.

## ***V PARENT FUNCTIONS***

### **Parent Functions**

### **Article 22**

(1) For the purposes of systematic efforts for the development and improvement of the library and information service in the Republic of Serbia, parent functions are established for particular libraries. These libraries will handle parental functions on a particular territory, in a particular scientific or artistic area or for particular types of libraries, as an entrusted task.

(2) Parent functions within the library and information service are:

- 1) involvement in the overall development of the library and information service in the Republic of Serbia;
- 2) involvement in the development of a unified national network of libraries;
- 3) involvement in the development of a unified national library and information system;
- 4) keeping of the registry of libraries for the territory of parent libraries and other evaluation records;
- 5) providing professional assistance and tutoring for employees of libraries;



- 6) overseeing the professional operations of libraries;
- 7) ensuring the continuous professional development of library and information experts;
- 8) monitoring the stock and studying the needs and working conditions in libraries;
- 9) proposing measures for the improvement of operation and development of libraries;
- 10) participating in the design of proposals for long-term strategies for the development of libraries, short-term programmes and projects.

(3) The National Library of Serbia is the parent library and it performs parent functions for all libraries on the territory of the Republic of Serbia, in cooperation with the Matica Srpska Library, which performs parent functions on the territory of the Autonomous Province of Vojvodina.

(4) The performing of parent functions and the network of parent libraries of the Republic of Serbia are determined by a decision of the determining of libraries that perform parent functions, which is – as proposed by the National Library of Serbia, i.e., Matica Srpska Library – rendered by the minister in charge of culture, i.e., the competent authority of the autonomous province, as an entrusted task.

## ***VI SUPERVISION AND FINANCING OF LIBRARIES***

### **Supervision over the Operation of Libraries**

#### **Article 23**

(1) Supervision of the operation of the National Library of Serbia and Matica Srpska Library is conducted by the ministry in charge of culture.

(2) Supervision of the operation of public libraries established by a local self-government unit is conducted by the competent authority of the local self-government.

(3) Supervision over the operation of school, higher education and university libraries, libraries of science and research institutes or institutions and special libraries is conducted by a body of the Republic of Serbia, i.e., an autonomous province or a local self-government unit, which is in charge of supervision of institutions whose libraries are organisational units.

### **Supervision of the Implementing of the Law and Performing of Entrusted Tasks**

#### **Article 24**

(1) Supervision over the implementing of this law is conducted by the ministry in charge of culture.

(2) Supervision of the performing of the tasks entrusted through this law is conducted by the ministry in charge of culture, in accordance with the law that governs the state government.

### **Supervision over Professional Operation**

## **Article 25**

- 1) Supervision of the professional operations of parent libraries is conducted by the National Library of Serbia as an entrusted task.
- (2) Supervision of the professional operations of parent libraries, higher education libraries and libraries of science and research institutes or institutions on the territory of the Autonomous Province of Vojvodina is conducted by the Matica Srpska Library, as an entrusted task.
- (3) Supervision of the professional operations of other public libraries, school libraries, higher education libraries, libraries of science and research institutes or institutions, and special libraries is conducted by the library that has been entrusted with the performing of parent functions, as an entrusted task.
- (4) A library has the obligation to submit the information necessary for supervision of professional operations to its parent library, at the request thereof, and to provide the authorized person from the parent library with direct supervision.
- 5) The manner of supervision over the professional operations is determined by the National Library of Serbia, as an entrusted task.

## **Financing of Libraries**

### **Article 26**

- (1) The funds for the financing of libraries are secured by the founder, in accordance with the law.
- (2) The programmes and project of a library whose founder is the Republic of Serbia, an autonomous province, i.e., a local self-government unit are financed or co-financed in the manner determined by the law that governs the area of culture.
- (3) A library secures the means for its operation from its own revenue (membership fees, sale of products and services on the market, etc.), donations, gifts, and from other sources, in accordance with the law.

### **Funds for the Acquisition of Library and Information Materials and Sources**

### **Article 27**

Funds for the acquisition of library and information materials, sources and computer and communication equipment for a public library are secured by the founder, on the basis of standards prescribed for public libraries.

### **Funds for the Performing of Parent Functions and the Realising of General Interest**

### **Article 28**

- (1) The activities of the National Library of Serbia, the Matica Srpska Library and the

National and University Library Ivo Andrić in Kosovo and Metohija, in establishing the library and information system of the Republic of Serbia (including the mutual cataloguing system of the Republic of Serbia), and delivering the parent functions within the library and information service of the Republic of Serbia are financed from the budget of the Republic of Serbia, i.e., from the budget of an autonomous province.

(2) With the purpose of supporting the appropriate development of the library and information service in the Republic of Serbia and to meet the information needs of the people, the Republic of Serbia secures the funds:

- for the acquisition of domestic and foreign library and information materials and sources for the National Library of Serbia, Matica Srpska Library, National and University Library Ivo Andrić in Kosovo and Metohija, higher education and university libraries and libraries of science and research institutes or institutions;
- for the purchase of first editions of books of domestic production for public libraries;
- for the purchase of domestic books in order to promote them abroad for the organisation of the National Library of Serbia and Matica Srpska Library;
- for the development of networks of public libraries;
- for the formation and development of local studies collections;
- for the stimulation of international cooperation and inter-library loans of library and information materials and sources;
- for the digitalisation of library and information materials and resources and enabling of remote access to cultural and scientific heritage.

## ***VII RIGHTS AND RESPONSIBILITIES OF LIBRARY USERS***

### **Rights of library users**

#### **Article 29**

(1) Any person (hereinafter referred to as: library user) has the right to access libraries and library information materials and resources, whether these are kept in the libraries themselves or are accessed via an electronic network.

(2) The library user has the right to free access to stock and library and information materials and resources, the right to receive and use materials and resources, the right to assistance and advice of experts when searching and using library service, in accordance with the rules of the library.

(3) All libraries have the obligation to secure conditions for the realisation of the library user's rights, including special user groups, as well as users with disabilities.

(4) Libraries have the obligation to protect the privacy and other freedoms of library users, in accordance with the law.

### **Responsibilities of Library Users**

#### **Article 30**

- (1) The library user has the obligation to use library and information materials, resources and equipment in accordance with the library rules on use, and if they damage, sell or misuse these, they have the obligation to compensate for the occurred damage.
- (2) The manner of operation of a library with library users, the manner of providing basic service and the manner of use of library and information materials and resources are prescribed by the National Library of Serbia.
- (3) The obligations outlined in paragraph 2 of this Article are to be carried out as an entrusted task.

## ***VIII NATIONAL LIBRARY OF SERBIA AND MATICA SRPSKA LIBRARY***

### **National Library**

#### **Article 31**

- (1) The National Library of Serbia is the central national library in the Republic of Serbia that realises the general interest in the library and information service determined by this law.
- (2) Matica Srpska Library is the parent library for the territory of the Autonomous Province of Vojvodina and, in cooperation with the National Library of Serbia, it realises the general interest in the library and information service in the Republic of Serbia on the territory of the Autonomous Province of Vojvodina.
- (3) With the purpose to realise the general interest on the library and information service, the National Library of Serbia and the Matica Srpska Library form an expert commission for the coordination of the development of service.

### **Tasks of the National Library of Serbia**

#### **Article 32**

- (1) In the realisation of the general interest, the tasks of the National Library of Serbia are the following:
  - 1) collecting, processing, keeping, presenting, utilising, and providing access to the national collection of library and information materials and resources in accordance with the procurement policy that is precisely determined by a special act of the National Library of Serbia;
  - 2) informing the public about the possibilities and forms of providing information and service, as well as providing library and information service to users both on the spot and remotely via an information network;
  - 3) acceptance, processing, protecting, keeping, presenting and lending of every publication in print, electronic or other form, delivered on the basis of the law that governs the mandatory publication copy.
  - 4) popularising and promoting books, reading and free access to information for all persons, as well as organising various cultural programmes and activities with the purpose of improving the cultural life of the people;

- 5) organising and implementing the exchange of library and information materials and resources with organisations in the country and abroad;
- 6) promoting, presenting and endorsing Serbian literature around the world;
- 7) organising and coordinating efforts of the library network of the Republic of Serbia that pertain to the creation of the Central Electronic Catalogue, as well as the realisation of the Serbian Virtual Library project and organising and coordinating of affairs of the mutual cataloguing system and the Centre for Mutual Cataloguing;
- 8) producing and supplementing the bibliography of the Republic of Serbia for all kinds of library and information materials and resources and the annual national bibliography *Serbika*; producing various retrospective and special bibliographies;
- 9) conducting activities of the national agency for cooperation with publishers, for the production of CIP records (cataloguing in the publication before print) and for the allocation of international standard numbers (ISBN, ISSN, ISMN, ISAN, DOI and other) for all publications published in the Republic of Serbia;
- 10) unifying and coordinating efforts for all libraries in the Republic of Serbia, that pertain to acquiring, collecting, processing, keeping, presenting, lending and providing access to domestic and foreign scientific information within a special centre for scientific information, as well as coordinating the efforts of the consortium of libraries of the Republic of Serbia that pertain to the unified acquisition of foreign serial publications in print and electronic form;
- 11) production of records inspection and performance evaluation that pertains to the business of libraries in the Republic of Serbia;
- 12) adoption of national instructions and standards and recommendations for the implementation of international standards;
- 13) organising of professional exams for employees of the library and information service service;
- 14) organising various forms of continuous professional development of library and information experts;
- 15) performing of parent functions of the central national library;
- 16) protecting of old and rare library materials;
- 17) performing of scientific and research, developmental and professional operations within the fields of library and information sciences, archaeography, bibliography, and the science of books;
- 18) organising the archaeographic description of Cyrillic and Serbian manuscripts in the country and abroad and participating in the production of a general catalogue of Cyrillic manuscripts;
- 19) organising and coordinating the inter-library loans system at national and international levels;
- 20) publishing in the field of library and information sciences, as well as results of its own professional and scientific and research efforts;
- 21) resuming operations of the digitalisation of the cultural heritage of the Republic of Serbia and cooperation with other institutions in the country and abroad in the field of

digitalisation;

22) regular submissions of requested information to the Statistical Office of the Republic of Serbia;

23) issuance of permits for the export of library materials that do not have the status of cultural heritage;

24) performing of other tasks determined by this law and the Articles of Association of the National Library of Serbia.

(2) Tasks from paragraph 1 items 12), 13), 15) and 23) of this Article are performed as entrusted tasks.

## **Organisation of Operation and Management in the National Library of Serbia**

### **Article 33**

(1) Organisation and the manner of operation of the National Library of Serbia are governed in detail by its articles of association and regulation on the organisation and systematisation of positions, in accordance with the law that governs the area of culture.

(2) The Articles of Association and the regulation of the organisation and systematisation of positions of the National Library of Serbia are approved by the ministry in charge of culture.

(3) The governing bodies in the National Library of Serbia are the Director, board of directors and board of supervisors.

(4) The manager of the National Library of Serbia is appointed and dismissed by the Government, on the basis of a previously carried out public competition, for the period of four years, with the option to be appointed again.

## **Tasks of the Matica Srpska Library**

### **Article 34**

(1) In the realisation of the general interest, the tasks of the Matica Srpska Library are the following:

1) acquisitions, processing, research, keeping, and lending of library and information materials and resources;

2) providing library and information services to library users;

3) acceptance, processing, protecting, keeping, presenting, and lending of every publication that is delivered on the basis of the law that governs the mandatory publication copy;

4) implementation of standards in the processing of library and information materials and resources and the unified classification system;

5) involvement in the development of the unified library and information system in the Republic of Serbia;

- 6) involvement in the creation of the Central Electronic Catalogue of the Republic of Serbia and realisation of the Serbian Virtual Library project;
  - 7) involvement in the producing and supplementing of the bibliography of the Republic of Serbia, the annual bibliography *Serbika*, and producing and supplementing the bibliography of the Autonomous Province of Vojvodina and other bibliographies;
  - 8) scientific and research operations and expert operations and publications (books, catalogues, magazines, newsletters, etc.) in the field of librarianship and information sciences;
  - 9) collecting, processing, keeping and utilising old and rare library materials;
  - 10) protecting old and rare library materials;
  - 11) popularizing library and information materials and resources and encouraging interest in books;
  - 12) referral tasks, accepting and keeping of doctoral dissertations, master essays, scientific and research projects, standards, patents, documents and publications of FAO and UNESCO;
  - 13) development of the national input for the AGRIS international database
  - 14) parent functions of the central library in the Autonomous Province of Vojvodina;
  - 15) providing information from its own database and databases from other information centres in the country and abroad and inter-library loans;
  - 16) production of CIP records (Cataloguing In Publication before print);
  - 17) organising professional exams for employees in the library and information services on the territory of the Autonomous Province of Vojvodina;
  - 18) organising various forms of continuous professional development of library and information experts on the territory of the Autonomous Province of Vojvodina;
  - 19) accepting, processing and keeping of donated personal libraries;
  - 20) exchange of library and information materials and resources with organisations in the Serbia and abroad;
  - 21) issuance of permits for the export of library materials that do not have the status of cultural heritage;
  - 22) performing other tasks determined by this law and the Articles of Association of the Matica Srpska Library.
- (2) Tasks from paragraph 1 items 14), 17) and 21) of this Article are performed as entrusted tasks.

## **Organisation of Operation and Management in the Matica Srpska Library**

### **Article 35**

- (1) Organisation and the manner of operation and management in the Matica Srpska Library are governed in detail by the Law on Matica Srpska, Articles of Association of the Matica Srpska Library and regulations on the organisation and systematisation of

positions in the Matica Srpska Library.

(2) The governing bodies in the Matica Srpska Library are the Director, board of directors and board of supervisors.

## ***IX PERFORMANCE OF THE LIBRARY AND INFORMATION SERVICE***

### **Standards for Libraries**

#### **Article 36**

(1) Libraries perform their activities in accordance with national and international standards in accordance with which, types of operations and activities are determined, as well as requirements and resources.

(2) The national standards for public and other types of libraries are prescribed by the minister in charge of culture, as proposed by the National Library of Serbia, Matica Srpska Library and professional library associations.

### **Protection of Library and Information Materials and Resources**

#### **Article 37**

(1) Library and information materials and resources must not be damaged, sold, destroyed, misused, or altered, unless this law prescribes otherwise.

(2) Libraries have an obligation to take measures of protection and maintenance of library and information materials and resources determined by the generally accepted international rules and domestic regulations on the protection of library and information materials and resources.

(3) When utilising library and information materials and resources, libraries have the obligation to adhere to the law and the concluded international agreements on the protection of copyright and similar rights.

(4) Copying of the library and information materials and resources must not be done for commercial purposes, but solely for scientific and research purposes, in accordance with the regulations on the protection of copyright and similar rights and intellectual property rights.

(5) Export, exchange or leaving the country with library and information materials and resources as representative of cultural heritage is allowed in accordance with the law.

### **Keeping of Library and Information Materials and Resources**

#### **Article 38**

Library and information materials and resources are to be kept in rooms or on appropriate information carriers, in which they are adequately protected from fire, humidity, physical, biological, chemical and other causes that could lead to their damage, destruction, misuse or unauthorised modifications.

### **Processing of Library and Information Materials and Resources**



### **Article 39**

- (1) Processing of library and information materials and resources is performed in a uniform manner in accordance with the provisions of this law.
- (2) Processing of library and information materials and resources is based on the application of a unified cataloguing and bibliographical processing and a unified system of classification and indexing, as well as in accordance with the adopted national and international standards.
- (3) The National Library of Serbia renders national standards for the processing of library and information materials and resources.
- (4) The affair from paragraph 3 of this Article is carried out as an entrusted task.

### **Utilising of Library and Information Materials and Resources**

### **Article 40**

Libraries have the obligation to provide library users with an appropriate and high-quality library and information materials and resources, in libraries themselves or via an electronic network.

### **Lending and Exchange of Library and Information Materials and Resources**

### **Article 41**

- (1) Libraries that do not have library and/or information materials and resources that a user is requesting in their stock or database should secure them in an appropriate form and within reasonable time from a library in the country or abroad through the inter-library lending scheme.
- (2) All libraries in the network of libraries of the Republic of Serbia participate in the process of exchange and lending of library and information materials and resources.

### **Revision and Write-Off of Library and Information Materials and Resources**

### **Article 42**

All libraries in the network of libraries of the Republic of Serbia have the obligation to perform revision of library and information materials and resources in order to determine the actual status and write-offs of stock.

### **Regulations on the Records and Revision of Library and Information Materials and Resources**

### **Article 43**

The regulations that govern the inventory, processing, revision, and write-offs of library

and information materials and resources, as well as the keeping records on library and information materials and resources, are prescribed by the minister in charge of culture.

## **Digitalisation of Library and Information Materials and Resources**

### **Article 44**

(1) Libraries have the obligation to continuously work on the digitalisation of library and information materials and resources as a part of the cultural heritage of Serbia.

(2) The National Library of Serbia performs and coordinates the tasks pertaining to the digitalisation of library and information materials and resources in the Republic of Serbia.

(3) More detailed requirements for the digitalisation of library and information materials and resources are prescribed by the minister in charge of culture.

## ***X LIBRARY EMPLOYEES***

### **Library Employees**

### **Article 45**

(1) Library tasks, depending on their type and complexity, are performed by persons with the appropriate education and professional qualifications.

(2) Professional library tasks are performed by librarians, senior librarians and graduate librarians.

(3) Along with the persons from paragraph 1 of this Article, library tasks are performed also by professionals from other fields and volunteers (under certain conditions).

### **Education**

### **Article 46**

(1) Librarian tasks can be performed by a person with completed high school education (of four years) and a professional qualification.

(2) Senior librarian tasks can be performed by a person with completed two-year studies at a higher education institution in accordance with the previously valid regulations and with a professional qualification.

(3) Librarian tasks can be performed by a person with completed higher education studies of three years and a passed professional qualification.

(4) Graduated librarian tasks can be performed by:

a) persons with completed higher education at first and second degree studies in the field of librarianship and information technology, lasting at least four years and a passed professional qualification.

b) persons with completed higher education at first and second degree studies in other fields, lasting at least four years with a passed professional qualification.

## **Professional Exam**

### **Article 47**

- (1) Professional training for practical work in a library for employees in professional positions with higher education lasts one year, and with a high school education – nine months.
- (2) Employment of an employee from paragraph 1 of this Article who fails to pass the professional exam within three years of working at a library shall be have his contract terminated when this period expires.
- (3) The minister in charge of culture forms the commission for taking the professional exam at the National Library of Serbia.
- (4) The competent authority of the autonomous province forms the commission for taking the professional exam at the Matica Srpska Library, as an entrusted task.
- (5) The professional exam is organised and conducted by the National Library of Serbia and the Matica Srpska Library, in accordance with this law.
- (6) Members of the commission for the professional exam shall be compensated for their services in the commission.
- (7) The costs of taking the professional exam are borne by the library where the candidate is employed.
- (8) The programme of professional exams, the manner of their taking and the compensation fee for the services of the member of the commission for taking professional exams are prescribed by the minister in charge of culture.

## **Professional Titles**

### **Article 48**

- (1) Employees from Article 47 paragraph 1 of this law who are employed in professional library positions, after passing the professional qualification, acquire the basic professional titles: librarian, senior librarian and graduate librarian.
- (2) Senior professional titles in professional library positions are: chief librarian, chief senior librarian, senior librarian, librarian advisor, senior graduate librarian, and graduate librarian advisor.
- (3) Employees who are employees in the professional positions of bibliographers, archaeographers, resourcers, documentarians and conservers acquire professional titles and senior professional titles with the appropriate implementation of the provisions of this law that pertain to the acquisitions of professional titles in professional library positions.
- (4) The minister in charge of culture appoints the Republic Commission for the awarding of senior professional titles in the library and information services, as proposed by the National Library of Serbia.
- (5) The Chairperson of the Republic Commission from paragraph 4 of this Article performs the function of the head of the National Library of Serbia.

(6) The parent commission for determining of the proposals for the awarding of senior professional titles in the library and information services is appointed by the director of the parent library.

(7) Senior professional titles are acquired in accordance with the regulation on detailed requirements for the acquisition of senior professional titles that is prescribed by the minister in charge of culture.

## **Continuous Professional Development of Employees**

### **Article 49**

(1) Employees in the library and information services have the obligation to continuously develop in terms of performing professional tasks.

(2) Continuous professional development in the library and information services is conducted in accordance with the programmes whose accreditation is certified by the National Library of Serbia, as an entrusted task.

(3) Means for continuous professional development are secured by the founder of the library where the employee is employed.

(4) The manner of accreditation of the professional development programmes and the manner of organising and conducting continuous professional development in the library and information services are prescribed by the minister in charge of culture.

## ***XI SCHOOL, HIGHER EDUCATION, UNIVERSITY LIBRARIES, LIBRARIES OF SCIENCE AND RESEARCH INSTITUTES OR INSTITUTIONS, AND SPECIAL LIBRARIES***

### **School Libraries**

#### **Article 50**

(1) School libraries are organised as organisational units of education institutions, with the purpose to assist and enhance the educational process.

(2) Employees at school libraries, in terms of education, acquisition of titles and work permits (licenses), are subject to the regulations that govern the basics of the education and teaching system.

(3) School libraries are a part of the unified library and information system of the Republic of Serbia.

### **Higher Education and University Libraries and Libraries of Science and Research Institutes or Institutions**

#### **Article 51**

(1) Higher education and university libraries and libraries of science and research institutes or institutions are organised in order to provide support and improvements to the educational, research and scientific efforts of students, teachers, professors, and

researchers.

(2) University libraries are the central higher education libraries that:

- coordinate the library and information services at universities;
- coordinate the acquisitions of library and information materials and resources within universities;
- organise and align the functioning of the system of international cooperation and interlibrary loans of library and information materials and resources in the country and abroad;
- coordinate the production of bibliographies and electronic databases on higher education teachers, scientific employees and associates of universities;
- collect, process, keep, and lend the mandatory copy of library and information materials and resources that are created and published at universities (including graduate, master and doctor essays);
- align, prepare, organise, and conduct the programme for user training - students, doctor candidates and researchers in the field of communication systems in science, utilisation of information resources within the library and information system of the Republic of Serbia, copyright and evaluation of scientific efforts;
- establish and maintain digital repositories of parent higher education institutions that contain digitalised dissertations, papers of teachers, associates and students, educational materials, digitalised publications from higher education library stock and other materials of interest for the parent institution;
- provide professional assistance to employees at libraries and information centres within universities and participate in their continuous professional development.

(3) Higher education and university libraries and libraries of science and research institutes or institutions are part of the unified library and information system of the Republic of Serbia.

## **Affiliation of Higher Education Libraries**

### **Article 52**

Higher education and university libraries as university members are affiliated through the library and information system of universities and through the unified information system of scientific and technological information in the Republic of Serbia, in accordance with the law and other regulations.

## **Special Libraries**

### **Article 53**

(1) A special library can be established as a special organisational unit within government bodies, territorial autonomy bodies and/or local self-government units, public services, companies, political organisations, religious communities, associations and within other legal organisations by legal persons.

(2) The utilisation of the stock of special libraries is limited to particular user groups, depending on the type of the organisation within which the library has been established, i.e., depending on the specific profile of the user.

(3) The services of a special library includes: providing services to users, enabling access to library and information materials; providing information on library and information materials; assisting users in the selection and utilisation of library and information materials and resources; keeping records and documentation on library and information materials and users; production of newsletters, catalogues, bibliographies, and other information resources; enabling lending of library and information materials and information circulation; production, acquisition, professional processing, keeping, and protection of library and information materials; participation in the production of joint catalogues and databases.

(4) Special libraries are a part of the unified library and information system of the Republic of Serbia.

## ***XII PENAL PROVISIONS***

### **Article 54**

(1) A fine of RSD 100,000 up to RSD 300,000 is to be imposed for the offence of libraries or legal persons within which a library was established:

- 1) if the library that performs parent functions is prevented from supervising a professional operation (Article 25 paragraph 4);
- 2) if they fail to provide services to users (Article 29 paragraph 3 and Article 40);
- 3) if they fail to take measures of protection and keeping of library and information materials and resources (Article 37 paragraph 2);
- 4) if they fail to keep records and revise library and information materials and resources in the appropriate manner (Article 42).

(2) A fine of RSD 20,000 up to RSD 50,000 is to be imposed for the offence from paragraph 2 of this Article on the person responsible at the library.

## ***XIII TRANSITIONAL AND FINAL PROVISIONS***

### **Alignment of Library Regulations**

#### **Article 55**

A library that, in terms of this law, conducts the library and information services shall align its organisation, operation and general regulations with the provisions of this law within one year from the date of its entry into force.

#### **By-Laws**

#### **Article 56**

By-laws for the enforcement of this law shall be passed within six months from the date

of this law's entry into force.

### **Article 57**

On the day of the commencement of implementation of this law, the Law on Library Services ceases to be valid (*Official Gazette RS*, No. 34/94 and 101/05 - state law).

### **Article 58**

This law enters into force on the eighth day from the day of publication in the *Official Gazette of the Republic of Serbia*, and it shall be implemented after six months expire from the day of its entry into force.