

APPROVED
by Order No B-272
of the Director General of Martynas Mažvydas
National Library of Lithuania of 7 September
2018

RULES FOR THE USE OF MEETING ROOMS OF MARTYNAS MAŽVYDAS NATIONAL LIBRARY OF LITHUANIA

CHAPTER I GENERAL PROVISIONS

1. The Rules for the Use of Meeting Rooms of Martynas Mažvydas National Library of Lithuania (hereinafter – National Library) (hereinafter – the Rules) regulate the general procedure for the use of the meeting rooms and of the technical equipment available in the meeting rooms, as well as the rights, obligations and responsibilities of users and participants.

2. The main purpose of the meeting rooms shall be:

2.1. to provide the registered users with a possibility to use meeting rooms for the first two hours free of charge in order to increase the number of workstations in the National Library and diversify the spaces designated for work of visitors;

2.2. in close cooperation with the users and strategic partners of the Cooperation Space of the National Library to exploit the possibilities of using the meeting rooms by developing strategic projects and the creative knowledge block idea to promote knowledge creation, dissemination and use for the advancement of the State.

3. All natural and legal persons shall have the right to access the meeting rooms in accordance with the procedure set forth by these Rules.

4. These Rules constitute a component part of the Rules for Servicing the Users of the National Library¹ (hereinafter – the Rules).

5. Main terms used in the Rules:

5.1. **Meeting room** – means the National Library’s Rooms No 204, No 234, No 235, No 307 and No 333, including the furniture and technical equipment available in them. All meeting rooms have the identical technical equipment base and the number workstations. The equipment includes: a computer, a projector and a screen. There are 10 workstations.

5.2. **User** – means a recipient of the National Library’s services who is responsible for the use of the meeting room.

5.3. **Participant** – means a person who uses the meeting room invited by the user.

5.4. **Meeting room use agreement** – means a form of the meeting room use agreement approved by order of the Director General of the National Library (hereinafter – the Agreement), Annex 1 to the Rules.

5.5. **Technical equipment** – means the equipment operated in the meeting rooms.

CHAPTER II PROCEDURE OF RESERVATION AND USE OF MEETING ROOMS

6. Meeting rooms shall be reserved by phone number (8 5) 249 7028 or e-mail: susitikimukambariai@lnb.lt. The person who registers by e-mail shall specify his (her) the forename and

¹ From 14 January 2019 – The Rules for the Use of Martynas Mažvydas National Library of Lithuania.

surname, the reader pass number, the purpose of use, the number of the desired meeting room, the preferred reservation time, and his (her) e-mail address and phone number.

7. Reservation shall be confirmed or cancelled no later than within 2 (two) working days of the National Library from the moment of reservation. The user shall be notified about that by the responsible employee of the National Library by e-mail specified by the user. If there is no confirmation/cancellation of the employee of the National Library, it shall be considered that the meeting room has not been reserved and the reservation has not been cancelled.

8. Prior to using the meeting room, the user must get acquainted with these Rules, the User Servicing Rules, and, upon arrival to the National Library, to fill in and sign the approved Meeting Room Use Agreement form, excluding the case provided for in paragraph 9 of these Rules. The user who is not acquainted and/or disagreed with the provisions of these Rules may not use the meeting room.

9. The time of the use of meeting rooms free of charge – 2 (two) hours during a day – shall be accorded to the user who is a registered user of the National Library or of another library of the Lithuanian Integral Information System of Libraries (hereinafter – LIBIS). In the case of use of unpaid hours the Meeting Room Use Agreement (Annex 1 to the Rules) shall not be signed.

10. Additional hours (after 2 (two) unpaid hours) shall be charged at the rates of the short-term rent of premises approved by order of the Director General of the National Library and the Meeting Room Use Agreement (Annex 1 to the Rules) shall be signed.

11. Payment for paid hours shall be made by the user at the Registration and Information Desk prior to starting to use the meeting room. The user shall not be refunded his (her) payment made for paid hours which he (she) has not used.

12. A meeting room may be reserved and used during working hours of the National Library.

13. Users shall be let in to the meeting rooms by the employee of the National Library who shall examine and accept after that the premises and the available equipment afterwards.

14. If there is a vacant meeting room it may be used without a prior reservation in accordance with the procedure set forth in these Rules.

15. A meeting room shall be reserved for a group of persons of at least 2 (two) people and not larger than the number of seats available in the meeting room;

16. A user under 16 years of age may use a meeting room accompanied by an adult user.

17. Legal persons who wish to use meeting rooms for commercial activity shall pay for the use of the meeting room according to the rates of the short-term rent of premises approved by order of the Director General of the National Library;

18. If the user arrives 15 (fifteen) minutes later, the meeting room's reservation shall be cancelled.

19. The user who has reserved the meeting room must inform the National Library in advance about the cancelling of the reservation. The user who fails to inform in advance about the cancelling of the reservation for two times shall be deprived of the right to use meeting rooms for two months.

20. The National Library shall have the right to organise in the meeting rooms the meetings (training, workshops, discussions, etc.) that correspond to the National Library's mission and goals and are initiated and arranged by the National Library – either alone or in concert with partners – or by third parties with the participation of the National Library as the partner (in observance of point 6 of the Description of procedure for the arrangement and promotion of the organised events, direct broadcasts and exhibitions approved by Order No B-28 of the Director General of the National Library of 31 January 2018 on the approval of the description of procedure for the arrangement and promotion of the organised events, direct broadcasts and exhibitions).

21. Employees of the National Library may use meeting rooms for job purposes reserving them in accordance with the procedure specified in these Rules. A Meeting Room Use Agreement shall not be signed with the National Library's employee.

CHAPTER III RIGHTS AND OBLIGATIONS OF USERS

22. The user shall have the right:

22.1. to invite to his meetings other participants ensuring the discipline and the compliance with the Rules;

22.2. to use the meeting room for commercial purposes having paid for the whole time of rent of the meeting room at the established rates;

22.3. to bring personal laptops.

23. The user must:

23.1. use the meeting room for the purposes specified at the time of registration in the Meeting Room Use Agreement in observance of the User Servicing Rules and these Rules;

23.2. after using the meeting room leave tidy it: collect rubbish, turn off technical equipment, put in places chairs and transfer the meeting room to the responsible employee of the National Library;

23.3. inform the National Library about the cancelling of the reservation;

23.4. pay for the paid hours of the use of the meeting room at the rates approved by the Director General of the National Library.

24. The user shall be prohibited from:

24.1. transferring the reserved meeting room to third parties or use it for the purposes other than those specified at the time of registration or in the agreement;

24.2. changing the meeting room's design, e.g., by using personal posters, photos, personal decoration items, stick any items to the walls, windows, write on the walls, etc.;

24.3. bringing to the meeting rooms furniture and equipment not specified in these Rules from other premises of the National Library;

24.4. voluntarily turning off or damaging technical equipment of the meeting rooms;

24.5. installing in any downloaded software the meeting room's computer;

24.6. using meeting rooms for the purposes of pornography, violence, terrorism as well as other criminal acts and acts that are in conflict with the public order and good morale as well as for religious ceremonies and political activities;

24.7. using alcoholic beverages, narcotic, psychotropic substances, smoking, eating, causing noise, using devices and other materials emitting specific odours;

24.8. infringing in other ways or by unlawful acts the laws of the Republic of Lithuania or procedures applicable in the National Library.

CHAPTER IV LIABILITY OF USERS

25. The user who has reserved the meeting room shall be responsible for damage caused by him (her) or by the participants who use the meeting room.

26. The user who has reserved the meeting room shall be responsible for the technical equipment and inventory of such meeting room. If when turning on the technical equipment it is noticed that the equipment is in bad order and/or does not turn on the user must immediately report this to the responsible employee of the National Library and specify the arising problems.

27. On expiry of the meeting room's reservation time, the meeting room shall be transferred to the responsible employee of the National Library.

28. Where when accepting the meeting room the responsible employee of the National Library at the time of its return notices any defects or breakdowns of the premises of the meeting room and/or of the technical equipment of the meeting room which were not identified at the time of transfer of the meeting room for use to the user, the damage caused to the National Library shall be registered in writing in the Meeting Room Use Agreement at the presence of the User.

29. Where it is established that the property of the National Library was damaged through the fault of the user, the user shall, within 30 (thirty) calendar days of the day of receiving the notification, reimburse to the National Library the actually incurred losses by replacing the damaged objects, equipment, etc. by identical or equivalent objects and equipment or shall reimburse the damage in monetary terms according to the current market prices of the damaged objects or equipment, having deducted the depreciation. If the user fails to reimburse the damage in accordance with the procedure set forth in these Rules, the National Library shall have the right to apply to third parties for recovery of damage or losses in accordance with the procedure set forth by legal acts of the Republic of Lithuania.

30. The National Library shall not be responsible for personal belongings of users and participants left in meeting rooms.

31. If the user who has reserved the meeting room infringes these Rules and the User Servicing Rules, the reservation of such user shall be cancelled without prior notice. The user shall be informed about the cancelled reservation by e-mail.

32. The user who infringes these Rules, depending on the type and extent of the infringement, may be deprived of the right to reserve and use the meeting room for a fixed term in future. A decision in each separate case shall be taken by the Director General of the National Library considering the individual circumstances of the infringement.

33. The National Library shall have the right to cancel reservation at any time for reasons that do not depend on the National Library.

CHAPTER V FINAL PROVISIONS

33. Persons shall be held liable for the infringement of these Rules in accordance with the procedure set forth by legal acts of the Republic of Lithuania.

34. These Rules shall be approved, amended and repealed by order of the Director General of the National Library.

35. These Rules shall be published on the internet website of the National Library at www.lnb.lt.

MEETING ROOM USE AGREEMENT

___ - _____ - 20__ No
Vilnius

Applicant:			
Forename and surname / Name			
Reader's pass number / Personal ID code (only for unregistered users of the National Library)		Meeting room number	
Legal person's legal form, entity's code, VAT payer's code and power of attorney to act on behalf of the entity			
Address, phone, e-mail			
Purpose of use of the meeting room		Types (to underline the appropriate): commercial / non- commercial	
Free of charge reservation time of the meeting room	Beginning of reservation	hr	
	End of reservation	hr	
Paid reservation time of the meeting room	Beginning of reservation	hr	
	End of reservation	hr	
Total price of the service price, incl. VAT, in EUR (the price shall be calculated by the responsible employee of the National Library on the basis of approved rates), receipt No	Price: Receipt No		
I am informed and confirm that:			
1) I am familiar with the User Servicing Rules and the Rules for the Use of Meeting Rooms of the National Library;			
2) Information provided in the Agreement is correct.			
The meeting room was accepted by: _____	The meeting room was transferred by: _____		
Applicant's forename, surname, signature	Employee's forename, surname, signature		
The meeting room was returned by: _____	The meeting room was accepted by: _____		
Applicant's forename, surname, signature	Employee's forename, surname, signature		

Defects, breakdowns identified in the meeting room _____.

- To be completed in the case referred to in paragraph 28 of the Rules.
