

## ANNEX III.: REGULATIONS FOR THE USE OF THE ULA

### Appendix 4.: Library debts and their enforcement in the NEPTUN system

1. The integrated library system sends an automatic reminder letter to readers enrolled in the ULA 3 calendar days before the due date for the items checked out.
2. Library users who do not return a library document before the due date for the items checked out, or who have not extended the due date will be sent 3 electronic warning reminder on the 1<sup>st</sup>, 6<sup>th</sup> and 11<sup>th</sup> calendar days after the expiry date (postal notification in the absence of an e-mail address).
3. Those library users who do not settle their library debt after the 3<sup>rd</sup> warning reminder will be recorded at the end of February and September each year.
  - a. For SZE students, library books on loan must be returned to the library and overdue fines must be settled in NEPTUN. Until the outstanding debt has been settled, the SZE will block the possibility to register for the exam and the semester registration, in accordance with the legislation and the university regulations in force.
  - b. The ULA will send a final warning manually prepared to the recorded external readers and SZE alumni to settle the debt immediately. In the event of repeated failure to respond, the ULA will collect the debts of the external library user and the SZE alumni through legal action with the assistance of the university lawyer. All costs relating to the legal proceedings shall be borne by the party who owes to the library.