

INTERNAL OPERATION GUIDE

PUBLIC CENTRAL

HISTORICAL LIBRARY

CORFU

The Internal Operation Guide of the Public Central Historical Library of Corfu was drawn up in accordance with Law 3149/10.6.2003 "National Library of Greece, Public Libraries and other provisions" and the "Regulation for the Operation of Public Libraries" M.A. 83064/IZ (ΦΕΚ/Β/1173/20.8.2003).

For the proper functioning of the Lending Department and, in general, of the Library, the public must be aware of and comply with the following rules. Failure to comply with this Internal Operating Guide may lead to the removal of the individual from the premises, and to the temporary and/or permanent suspension of the ability to use the services of ΔΙ.ΚΕ.Ι.ΒΙ.Κ..

The Internal Operation Guide will be updated when circumstances require it, with the aim of adapting it to the current needs of users and harmonizing it with the development of new technologies. This publication was approved by the Minister of Education, Religious Affairs and Sports (Decision No.: 90179/Γ4/5-8-2024 ΑΔ: ΠΣΚ946ΝΚΠΔ-ΜΖ5). The Internal Operation Guide of ΔΙ.ΚΕ.Ι.ΒΙ.Κ. may be revised by article or in its entirety, following a recommendation by the Head, by decision of the Electoral Council and the, in accordance with the Law, approval of the Minister of Education, Religious Affairs and Sports.

Article 1

Purpose and objective of the Library

The purpose of ΔΙ.ΚΕ.Ι.ΒΙ.Κ. is to promote knowledge, reading, education, cultural development of the place, providing experiences for personal creative development, developing the imagination and creativity of young people, providing information on issues of cultural heritage or scientific achievements, as well as citizens' access to any kind of information related to the

local society. These efforts are made without any political, religious, racial or other discrimination.

The work of DI.KE.I.BI.K. is addressed to all residents of the place, regardless of age, origin, gender, socioeconomic status or special needs. The Library also acts as an information organization, making access to information material possible for all its users without exception.

DI.KE.I.BI.K. through its operation aims to:

- In the creation of a complete and updated collection of printed and audiovisual material with the ultimate recipient being the reading public.
- In the systematic and homogeneous organization of the Material with the application of international library standards and tools.
- Ensuring free and equal access to it for all citizens.
- Active participation in the cultural events of the region, as well as in vital social issues or in the organization of cultural and other events (seminars, conferences, etc.), with the ultimate goal of raising the spiritual level of the residents of the region.
- In supporting educational programs for young readers.

Article 2

Material organization

a. Enrichment policy

- Material acquisitions are made through purchases, donations or exchanges, as well as through the deposit of copies by the authors themselves (Documents published in the Library's area of responsibility are mandatorily deposited in two copies by the author, printer, lithographer or publisher in accordance with the relevant provisions) :

For purchases, the prescribed legal procurement procedures of the Public Sector are followed, as well as those provided for by the "Regulations for the Operation of Public Libraries".

- The acceptance of donations of important/multi-volume collections is approved by the Electoral Council of DI.KE.I.BI.K. following a recommendation from its Director. In any case, the Library is responsible for the manner, means and duration of recording the donation, as well as for the space/department where it will be placed.

- Exchanges of material are made based on existing publications and existing copies, between DI.KE.I.BI.K. and other Bodies, Associations, etc., from Greece and abroad. The exchanges are carried out following a recommendation by the Head and approval by the Ephorate Council.

The material is sealed with the Library's seal and recorded in the Printed Material Book, receiving a serial number. It is then electronically processed and registered in the electronic catalog (OPAC) using the Koha Libraries software program or the program currently being used.

The collection development policy and the selection of material are carried out by the Head of DI.KE.I.BI.K., following approval by the Board of Trustees.

In order to create a complete and representative collection that responds to the needs and specificities of the local community, it is advisable to have an even development and, if possible, to cover all thematic categories of the material available to the Library without this preventing the further or even greater development of the generally *more* important or of collections of local interest. Knowledge of the interests, needs, requirements and suggestions of users of each social group and origin is a necessary condition for the formation of a complete collection.

b. Material processing

The catalog of the DI.KE.IBK collection is electronic. The Library's material is cataloged based on the Anglo-American Cataloguing Rules 2 (AACR2). The subject indexing is based on the subject heading list of the National Library of Greece. The classification is done according to the DEWEY International Decimal Classification System. The material is entered into the electronic catalog using the Koha Library Automation System or the respective system used by the Library . The arrangement of the bibliographic data is done using the UNIMARC bibliographic standard or the respective system used by the Library.

The catalog of the collection is also available to the public through the website of the Library [of Corfu \(www.corfulibrary.gr \)](http://www.corfulibrary.gr).

c. Material Withdrawal

The withdrawal of DI.KE.I.BI.K. material is carried out in accordance with the provisions of the Public Libraries Operating Regulations.

H A Library may withdraw material and make it available, provided it can be used, to other Libraries or Institutions, after obtaining the consent of the Board of Trustees.

Material that has suffered irreparable damage and whose restoration is not possible is withdrawn. If it is rare material, it is stored, otherwise, it is destroyed with a Destruction Protocol following a decision of the Ephorate Council.

Article 3

Access to Collections

The Library of the Hellenic Republic, the oldest library in Greece, has in its collection rare material, manuscripts, maps, 39 large books, old prints, 2 archetypes, as well as donations from I. Siniosoglou, S. Papageorgiou, G. Lychnos, Philip and Helen Sanson, Philip Falbos, Plato Petrides, etc. The oldest books it has date from 1481 and 1494, while a large part of its collection dates back to 1850.

It has a remarkable Local Closed Collection, the "Ionian", which consists of archives, as provided for by the Regulation of Operation of Public Libraries, (rare books, single pages, double pages, brochures, newspapers, magazines, manuscripts, maps).

Material from the Ionian Islands Collection, rare books , as well as old newspapers and magazines, are provided for internal loan upon request from the interested party, which will indicate the purpose of use of the document. The Head of DI.KE.I.BIK. may approve or reject the request. After approval, the staff delivers the material to the interested party for on-site

research/study, always under the supervision of the competent staff. For each new research object, a new printed application is completed.

Access to the Ionian Islands Collection and the Archive of DI.KE.I.BI.K. is exclusively granted to the Library staff or any other member approved in writing by the Ephorate Council, for the purpose of carrying out specific tasks (cataloging, archiving, classification, digitization).

In particular, old (pre-1900) and rare publications, as well as manuscripts, are given for study exclusively to researchers, after the interested party has submitted a written reasoned request (on a special form of the Library), which is approved or rejected by the Electoral Council. In the case of diploma/postgraduate theses or dissertations, the applications are accompanied by a written letter of recommendation or a certificate from the School regarding the undertaking of the specific research. In each of the two aforementioned cases, the researcher also submits a Police Identification Card and a supporting document for the verification of the permanent residence address.

Researchers must handle manuscripts with particular care, whether they are codes or simple documents, etc., otherwise, the supervising staff may interrupt the research process.

Reproduction of documents from the Archives of DI.KE.I.BI.K. or the Ionian Islands Collection (Closed Collections) is carried out only by the Library, if deemed necessary, and always in accordance with the provisions of the "Regulations for the Operation of Public Libraries" :

Article 4

Material playback

The Library does not provide the ability to photocopy or print materials.

Books published up to 50 years ago may be photographed on certain pages or chapters (up to 20% of the total pages), provided that there is no prohibition written on the book, under the supervision of the competent staff, and following approval of the signed, reasoned request of the interested party by the Supervisor.

The reproduction of entire documents or parts thereof, older than fifty (50) years, is permitted only by photography, in the presence of the relevant staff, and following approval of the signed, reasoned request of the interested party by the Supervisor.

The publication of images and material of DIKE.I.BI.K. is necessarily accompanied by the disclosure of origin with the indication "Public Central Historical Library of Corfu", as well as a reference to the individual collection (e.g. "Ionian Islands Collection").

The possibility of photocopying pages for a minimal fee could be considered, in accordance with the reference to the Library Operating Regulations.

Article 5

Members

Every citizen, regardless of nationality, aged 6 years and over can obtain the "Membership Card" of DIKE.I.BI.K., if he submits a) a completed and signed Registration Application with his contact details b) a copy of his police report, student ID or passport and c) a document to verify his permanent residence address. In case the latter cannot be presented, the applicant must complete a solemn declaration regarding his permanent residence.

For minor members of the Library, a) a registration application completed and signed by the parent/guardian, b) a copy of the parent/guardian's police ID or passport and c) a document, in the name of the parent/guardian, to verify the permanent address. In case the latter does not exist, a sworn declaration of permanent residence is completed as above.

The "Membership Card" is completely personal, is issued without financial charge and its holder bears sole responsibility for material registered on it.

New members, upon registration, become aware of the operating rules of DIKE.I.BI.K.

Article 6

Lending

DI.KE.I.BI.K. has an updated collection of approximately 2,000 books in various fields such as Philosophy, Psychology, Social Sciences, History, Literature, Pedagogy, Music, etc. in digital format. It also has collections of foreign language books (English, German, French, Spanish, Italian).

The total number of modern and old publications reaches approximately 120,000 volumes.

The possibility of internal borrowing (on-site use of book material) is provided to every Reader - Visitor, regardless of whether they are a registered member. The possibility of external borrowing is only allowed to registered members.

Each member is obliged to return the borrowed material within a certain period of time, in the condition in which it was borrowed. It is prohibited to exchange the borrowed items with another Reader.

The Reader may study the material in any of the public areas of DI.KE.I.BI.K. and must, after studying , place it on the tables, so that it can then be placed back on the shelves by the competent staff only.

The maximum limit of borrowed material per member is three (3) items. The loan period of the items is twenty (20) days. The loan period may be renewed once more, for an additional fifteen (15) days, provided that the borrowed material has not been reserved by another Reader and provided that the renewal is requested before the return date has passed. Renewal can be made by telephone, or by e-mail, or in person at the Library reception area. Renewal of overdue material is not permitted.

Readers - Visitors must submit their requests clearly to the Library staff, comply with the Internal Guide Operation of the Library and to ask for the assistance of the staff in case they encounter difficulties . In case they consider that there is a problem with their service, they address the Head of the Library, avoiding, in any case, creating conflict with the staff or other users.

It is possible to reserve borrowed items. In this case, the borrowed items are made available to the member who has made the reservation as soon as they are returned to the Library, after being informed (by telephone, by e-mail) .

All material in the Lending Department's collection has an anti-theft protection system.

Notes on books, folding or removing pages, removing photographic or other inserted material, and any action that may cause damage to the documents (use of sharp objects or correction material, use of ink, etc.) are prohibited.

In the event of a delay or return of the material after the set deadline, the member is reminded of the deadline and the need to comply with it is highlighted.

Repeated delays in returning borrowed material result in either the suspension of borrowing rights or the removal of the Member's status.

In the event of damage or loss of the borrowed material, which constitutes an asset of ΔΙ.ΚΕ.ΙΒΙΚ., the person responsible for the damage or loss must compensate ΔΙ.ΚΕ.ΙΒΙΚ. for this material.

Compensation can be made by replacing the worn, damaged or/lost material with new material (of the same type and in the event that this is not possible with a later edition), as well as with another proposed one, after consultation with the competent staff of ΔΙ.ΚΕ.Ι.ΒΙ.Κ..

Encyclopedias, Luxury Editions, Dictionaries, Albums, books published before 1950, books with red markings on the spine, magazines and newspapers are provided for internal lending only.

Rare/Uncatalogued/Archival material and material whose condition does not allow it, as well as material that requires maintenance or is under maintenance, are not provided for internal or external lending.

Article 7

Reading Room Operation

Readers are served by the competent employees of the Lending Department, who are located in the reception area and in the staff office, as well as electronically on the Library website (www.corfulibrary.gr), through which there is access to the Library catalog.

Readers can contact the Lending Department by sending-message to the Library's email address plicorfu@gmail.com.

General Rules

Visiting and using the premises is not permitted for large groups of people, except for scheduled tours, scheduled educational programs or other scheduled events. In the case of tours, these are done in sections.

Groups of people with only a tourist interest are not allowed to enter.

Entry is permitted to a) registered members, upon presentation of their personal "Membership Card", b) non-registered members (researchers/students/scholars) who have a specific reason for being in the Library (study, conducting research), as well as c) individual visitors. The public entering the Library and belonging to cases (b) and (c) must necessarily complete the following information in the Guest Book, which is kept in the reception area: Date, Name, Identity Card/Student ID/Passport Number, purpose of the visit and signature under the supervision of the competent staff.

Pets are not allowed to enter and stay in the premises of ΔΙ.ΚΕ.Ι.ΒΙ.Κ., with the exception of assistance dogs, in accordance with the relevant provisions in force (Law 3868/2010, article 16).

During their stay and use of the premises, Readers and Visitors must respect the space, not make noise and take care not to disturb other Readers with their behavior. Maintaining silence is essential for the smooth operation of the Library and the protection of private reading.

Readers - Visitors must put their mobile phones on silent mode upon entering the Library premises.

Furthermore, readers are required to make good use of the documents provided to them, not to make notes on them and generally not to take any actions that could cause damage to them.

Additionally:

Smoking, the use of electronic cigarettes, as well as the transportation and consumption of food and drinks (coffee, soft drinks, water) are not permitted in all areas of the Library.

The movement of furniture and equipment, as well as any kind of modification thereof, is not permitted without the prior permission of the competent officials. Any damage or destruction thereof will be borne by the person responsible.

Each Reader/Visitor must keep their personal belongings (such as camera, any type of bag regardless of size, backpack, laptop), in the lockers in the reception area. DI.KE.I.BI.K. is not responsible for any loss, theft or possible damage to personal belongings of readers and visitors that are not kept in lockers.

The reception staff reserves the right to check the personal belongings of Readers - Visitors upon their entry and exit from the premises of DI.KE.I.BI.K..

The children's companions are solely responsible for the safety and behavior of the children, who must comply with this Regulation.

The staff of DI.KE.I.BI.K. is not responsible for children who are left unattended on its premises. In such a case or if it considers that they are in danger, it may call the Police.

The Reading Room, the materials and all areas of the Library are protected by an electronic security system.

Article 8

Public Information Center

The Public Information Center is part of DI.KE.I.BI.K., it was established within the framework of the Operational Program "Information Society" of the 3rd CSF and operates in accordance with the terms of the Library's Internal Operating Guide with the aim of expanding the Library's services in matters of information and public awareness in various fields.

All Readers - Visitors, whether registered members of DI.KE.IBIK. or not, have access to the desktop computers of the Public Information Center, on the 1st floor of the Library, in order to use the Internet or to use the already installed programs, with the obligation to comply with the general rules of operation of the Reading Room mentioned above. Otherwise or in case of disruption of the smooth operation of the Information Center, the staff of DI.KE.IBIK. has the right to deny access to the computers, to interrupt their use or even to deprive the right to be a member of DI.KE.IBIK.

The staff of DI.KE.IBIK. supports **users** in matters of computer operation, searching for material in the electronic catalog, using the Internet, etc. In the event of a technical problem, the user informs the competent staff.

The use of computers is permitted to adults, middle and high school students, as well as elementary school students, provided that the latter are accompanied by a parent/guardian, who is also solely responsible for the minor's access to the Internet. Access to computers is on a first-come, first-served basis, in consultation with the Library staff.

DI.KE.IBIK. reserves the right to block part or all of the computers for scheduled maintenance or scheduled activities.

Any interference with the equipment and/or software is expressly prohibited and DI.KE.IBIK. reserves the right to impose sanctions and/or seek compensation for any damage caused intentionally or by gross negligence or possible fraud.

It is not permitted to delete, change, upgrade and/or add software and change settings already present on the computer.

Readers - Visitors cannot save their files on the computers of the Public Information Center, but only on their personal, virus-free, external storage media (external hard drives, memory sticks, stick).

The copying or downloading from the Internet of any software or other material (music, video , images, etc.) for which the users do not hold the copyright or a legal license to use it, is expressly

prohibited. This excludes software and generally freely available material under the terms and conditions of the legal owner of the copyright or other proprietary rights.

The use of computers and equipment in general of DI.KE.I.BI.K. for illegal purposes or in a manner that offends good morals is not permitted.

The duration of continuous use of the computers of the Public Information Center is set at 15 minutes per person, during peak hours, otherwise, there is no time limit. Access to it is interrupted 30 minutes before the end of the Library's opening hours, in order to update the backup copies (back up).

Article 9

Internet Use

Readers - Visitors of DI.KE.I.BI.K. can freely use the wireless network (wi fi) which is provided in all areas of the Library, and can be connected for free with their personal devices (laptops, tablets , mobile phones).

DI.KE.IB.I.K. does not control, nor approve, nor is it responsible for the content of the information provided on the Internet, its quality, reliability and suitability.

Readers - Visitors, in any case, are responsible for their access to the internet (wired, wireless) and for the material they search for and possibly use.

The display of material with a violent, racist, offensive or sexual connotation, participation in gambling and access to illegal material is expressly prohibited.

DI.KE.I.BI.K. is not responsible for any damage or loss of data or software or equipment damage that may be caused by the use of the Internet services it offers.

Article 10

Robotics Laboratory

The Robotics Laboratory (Corfu) Tech Lab), which was created with a grant from the Cultural Department of the American Embassy, is located on the 1st floor of the Library and includes a collection of English books, educational robotics kits, a 3D printer , four (4) laptops and a desktop computer.

English books are part of the Library's Lending Department.

The robotics equipment is intended for use by school groups, accompanied by the supervising teacher, who visit the Laboratory to carry out a planned educational program.

A specific number of robotics boxes can be made available for loan to IT teachers who are carrying out a specific educational activity in a Primary or Secondary School.

For the loan, the required Declaration or Protocol for the receipt-delivery of educational materials in Robotics is signed. The material is borrowed without financial burden, for a specific period of time and as long as it is not necessary for planned educational activities within the Library, within the framework of the operation of the Laboratory, with the only obligation to submit a sample of work from the utilization of the borrowed material.

Any loss or damage to the contents of the robotics boxes is the responsibility of the responsible teacher who borrows the material.

Electronic equipment (3D printer, desktop and laptop computers) are used only during educational activities and are not intended **for** use by the reading public.

Article 11

Children's Department

The Children's Department operates in a Reading Room appropriately designed for the needs of children, where adults are permitted to stay if they accompany children.

Children under eight (8) years of age must be accompanied throughout their stay in the Library.

The Children's Department's collection includes books in Greek, English (American Space) and French.

DI.KE.I.BI.K. implements Educational Programs and organizes book exhibitions in its Children's Department, as well as pedagogical, recreational or educational activities, on its own initiative, sometimes in collaboration with authors, representatives of the cultural life of the place, Schools, Organizations, etc.

Article 12

Student Internship

The Library provides the opportunity for students of the Departments of Archives /Library and Museology, History, Philology and Informatics to carry out their mandatory internship. In order to carry out the internship, approval is required from the Library's Board of Trustees, following a request and consultation between the Library and the above departments.

Article 13

Volunteer work offer

DI.KE.I.BI.K. enables individuals interested in volunteering to offer their services in all sections of the Library, depending on the needs at the time. In this case, a signed application must be submitted by the interested party or a special form must be completed by the Library and approved by the Board of Trustees.

Each Volunteer is supervised by the competent staff, cooperates with them and offers his/her services respecting the Internal Library Operation Guide. In the event that the Volunteer either does not comply with the instructions of the competent staff and the rules of the Internal Library Operation Guide or demonstrates negligence and inconsistency, any type of volunteer work is interrupted, even if the agreed period of time has not elapsed.

Article 14

Event hosting

At DI.KE.I.BI.K., events are held following a proposal-suggestion from citizens.

These events aim, each time, to highlight letters, arts or sciences and may be educational or cultural meetings, as well as presentations of original intellectual, artistic or scientific works. They must be part of the Library's current operating hours and no buying and selling of any kind or provision of catering services is permitted during their holding .

To hold the event, interested parties submit to the Electoral Council of DI.KE.I.BI.K. an application, which they send in electronic form (plicorfu@gmail.com), at least 1 month in advance of the possible date of the event. The request is accompanied by a short CV, which states the subject-content of the event, the objectives, the proposed date and the necessary equipment for its holding.

Applications are evaluated by the Electoral Council of DI.KE.I.BI.K. based on criteria related to the historicity, the cognitive-educational-cultural goals of the Library, as well as the availability of the room. The proposed events can last up to three (3) hours.

Hosting events does not financially burden the organizer. Photocopying of any material that may be distributed to the event participants does not burden DI.KE.IB.I.K. Both the available equipment (video projector – laptop – sound amplifiers) and the event hall, in general, are delivered in the condition in which they were received.

Article 15

Photography - Videography

Photography or videography is prohibited in all areas of DI.KE.I.BI.K.. Exceptionally, they are only permitted inside the Events Hall or in the events area of the Children's Department, during presentations, seminars or educational activities.

In cases of individuals carrying out work or research for the purpose of which they need to take photographs or video recordings within the DI.KE.I.BI.K., their written, reasoned and signed request is submitted. After relevant approval from the Electoral Council, the photography or video recording is carried out under the supervision of the competent personnel.

article 16

Staff of DI.KE.I.BI.K.

The staff of DI.KE.I.BI.K. is obliged to conscientiously perform the duties assigned to them, depending on their qualifications and in accordance with the job descriptions, by the Head of the Library. They are obliged to serve and assist, with enthusiasm, users in searching for and locating documents. They provide information requested, using the Library's material and new technologies. They treat users with courtesy and ensure that any problems that arise are resolved. They actively participate in organizing Library events . They inventory the material. They are encouraged and may attend, from time to time, training programs with the aim of further expanding their knowledge and skills, always in relation to their field of knowledge and the purposes served by the Library.

Article 17

Library opening hours

DI.KE.I.BI.K. is housed in the English Barracks of the Old Fortress of Corfu and has a Loan Department which operates on the Ground Floor (Children's Department) and the 1st floor (Adult Collection).

The operating hours of the Loan Department of DI.KE.I.BI.K. are as follows:

Winter hours: Monday, Tuesday, Thursday, Friday: 08:00 a.m. -14:50 p.m.

Wednesday: 08:00 a.m. – 19.50 p.m.

Summer hours: Monday, Tuesday, Wednesday, Thursday, Friday: 08:00-15:00



The Library is closed on weekends and public holidays.

Modification of the Library's operating hours is possible following a relevant decision by the relevant Board of Trustees, based on the circumstances at that time.