

OFFICIAL COMMUNICATION



Dr. Jorge Villalobos Padilla, SJ
Library

Regulations

Regulations

ACADEMIC COUNCIL



ITESO, Universidad
Jesuita de Guadalajara

Dr. Jorge Villalobos Padilla, SJ Library Regulations

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[Spanish](#)

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The Dr. Jorge Villalobos Padilla, SJ Library is an integral part of ITESO's Academic Information Subdirectorate. Its functions are established in Article 44 of the Organic Statute.

Within the range of functions and processes carried out in this Subdirectorate, these regulations regulate the services provided by the Library and the relationship between the Library and its users.

These regulations are complemented by instructions and procedures for the various processes and operations of the Library.



REGULATIONS

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CHAPTER I. GENERAL PROVISIONS

ARTICLE 1. DEFINITIONS

For the purposes of the provisions of these regulations, the following definitions shall apply:

Document: material object containing data or information:

Physical documents: those that, in order to have access to the information, the presence of the object is required (examples: books, magazines, maps, photographs, data disks, audio or video, etc.).

Digital documents: those that can be consulted through computer networks.

Digital documents with limited access: the ones that have some kind of restriction for their consultation, imposed by the document provider or by ITESO.

External user: user of the Library from outside the university community.

In-house user: Library user belonging to the university community.

ITESO: the Instituto Tecnológico y de Estudios Superiores de Occidente.

Library security personnel: any of ITESO's employees, affiliated to the Security Office, in charge of security in the Library.

Library services: lending of physical documents; access to digital documents for limited consultation; access to and use of public areas; use of the projection room and study cubicles; and consultation of information banks.

Library Staff: any of ITESO's employees with assigned duties in the Library.

Library: the Dr. Jorge Villalobos Padilla, SJ Library, attached to the ITESO's

Academic Information Subdirectorate.

SECOBI: the Service for Consultation of Information Banks.

University community: academic and support services personnel; students who

are duly enrolled and up to date with their payments at ITESO; the Jesuit team working at ITESO; members of ITESO, AC, and ITESO graduates. All of them must be accredited as such by means of the corresponding valid credential.

ARTICLE 2. RATIONALE, PURPOSE AND LOCATION OF THESE REGULATIONS

- 2.1. These regulations are based on Articles 44 and 47, paragraph d, section 10, of the Organic Statute.
- 2.2. The purpose of these regulations is to establish the general bases for the use of the physical document collections, digital documents for limited consultation, and spaces for study and academic work.
- 2.3. The Library shall keep these regulations updated on its website, visible to the public, so that users may be aware of them and comply with them.

ARTICLE 3. MANDATORY COMPLIANCE

The provisions of these regulations are mandatory for all library users. Failure to comply shall result in the application of the penalties set forth in the University's current regulations.

Article 4. Place where the hours of service are posted

The Library's hours of service shall be made known to users through its website.

ARTICLE 5. LOST OR MISPLACED OBJECTS

The Library is not responsible for objects or identity documents belonging to users that are forgotten or lost on its premises. If they are found by Library staff, they shall be sent to the Library's safekeeping area. After 8 (eight) working days, they shall be sent to the institutional lost and found.

ARTICLE 6. ACCESS TO THE PREMISES ACCORDING TO THE USER

- 6.1. All users shall have access to the open stacks, reading rooms and user service areas.
- 6.2. In-house users may use the projection room and study cubicles, for which they must make a reservation.

ARTICLE 7. PROHIBITIONS AND RESTRICTIONS

- 7.1 With the exception of the cafeteria area and in the offices, eating and loud talking are prohibited in the Library; the latter at the discretion of Library staff.
- 7.2 It is prohibited to introduce and use any device of any kind that, in the judgment of Library staff, disturbs silence, tranquility and due order.

ARTICLE 8. USE OF SAFEKEEPING AREA AND INSPECTION OF BELONGINGS

- 8.1 Users should deposit their suitcases, bags and packages in the Library's safekeeping area. The Library shall provide the user with a deposit receipt that must be presented later in order to regain their belongings.

- 8.2 The loss or destruction of the deposit receipt shall result in a charge for the cost of its replacement, which shall be determined and charged by the Library in accordance with the general provisions in force for the case in question. The items corresponding to the lost or destroyed deposit receipt shall not be returned to the depositor until the depositor returns the receipt or after identifying himself/herself and paying for its replacement.
- 8.3 Library security personnel may search the contents of briefcases, purses, packages, backpacks, briefcases, or other containers of belongings when users enter, leave, or at any other time.

CHAPTER II. DOCUMENT LOANS AND OTHER SERVICES

ARTICLE 9. TYPES OF PHYSICAL DOCUMENT LOANS

The borrowing and consultation of physical documents may be carried out in the following modalities:

- 9.1. In-house loans. The document is consulted within the Library premises..
- 9.2. External loans. The document is consulted outside the Library premises. This may be done in two ways:
- 9.2.1. Two hours, on campus. The document may be taken out of the Library to be used in other areas of the ITESO campus.
- 9.2.2. For home use. The document may be taken off the ITESO campus.

ARTICLE 10. IN-HOUSE LOANS

In order to make use of the documents on in-house loan:

- 10.1 In-house users must present their valid ITESO credential when required by Library staff.

10.2. External users must present a valid photo ID. The Library reserves the right to refuse service to prospective users who present out-of-date identification documents.

ARTICLE 11. EXTERNAL LOANS

External loans shall only be made to internal users with a valid ITESO credential, for personal and non-transferable use.

ARTICLE 12. PROVISIONS FOR LENDING AND CONSULTING PHYSICAL DOCUMENTS

12.1. External users shall only be able to access in-house consultation.

12.2. In-house users may obtain in-house and external loans, for two hours or at home, of physical documents, according to the limitations and provisions indicated in the corresponding instructions.

12.3. The Library shall not lend documents that are in any of the following situations: before or in the process of classification, in the process of restoration or with legal impediment.

ARTICLE 13. PROVISIONS FOR ACCESS TO DIGITAL DOCUMENTS FOR LIMITED CONSULTATION

Access to digital documents for limited consultation shall be subject to the following provisions:

13.1. This service shall only be offered to in-house users.

13.2. Consultation and lending modalities shall depend on the conditions agreed upon with the document provider and those defined by ITESO. These modalities may change over time.

13.3. The Library shall have the following responsibilities:

13.3.1. To maintain constant connectivity with contracted digital document collections.

13.3.2. To inform users about the types of content available, as well as search, consultation and lending conditions.

ARTICLE 14. USE OF THE PROJECTION ROOM AND STUDY CUBICLES

The use of the projection room and study cubicles shall be subject to the following provisions:

14.1. The use of the projection room and cubicles is exclusively for academic and teamwork purposes.

14.2. The Library is entitled to establish specific uses for cubicles, furniture and equipment, as well as to determine the procedures, conditions and restrictions for the reservation of same. The provisions established by the Library in this regard shall be accessible to all users through its website.

14.3. The use of the projection room and cubicles is subject to prior reservation by users, through the system provided by the Library for this purpose.

14.4. The user making the reservation represents the group using the room or cubicles. In order to access the space, it is necessary for the representing user to turn over his/her ITESO credential at the corresponding counter and to be present during the session. Said user is responsible for any misconduct committed in these spaces.

14.5. The representing user shall receive and return the room, equipment and furniture clean and in good order. It is the responsibility of the personnel of the corresponding areas to provide the room or cubicles, furniture and equipment in good condition.

14.6. Users shall vacate the room and cubicles at the end of the reserved time. If they wish to continue, they shall reapply for the space in the system and authorization shall be subject to availability.

14.7. It is forbidden to raise the volume of the voice and sound devices beyond the minimum necessary, at the discretion of the Library staff. In the event of non-compliance with the above, the Library staff shall have the authority to:

14.7.1. Adjourn the study session.

14.7.2. Expel one or more members of the group from the Library.

14.8. If the representing user is not present or must leave the space before the end of the session, then another member of the group shall take responsibility and identify himself/herself in accordance with paragraph 14.4 of this Article.

14.9. The representing user's ITESO credential shall be returned when s/he vacates the space, once the audiovisual area staff verifies that the room, furniture and equipment are in the same conditions in which the user received them.

ARTICLE 15. PROVISIONS FOR THE USE OF THE SECObI ROOM

Use of the SECObI room shall be offered in accordance with the following provisions:

15.1. The computer equipment and documentary resources of the area shall be for the exclusive use of academic activities related to the consultation of information banks.

15.2. The room is exclusively for in-house users. Users must present a valid ITESO credential to make a consultation.

15.3. Users must leave the work area clean and orderly.

CHAPTER III.**REPORTING AND REPLACEMENT OF LOST OR
DAMAGED DOCUMENTS****ARTICLE 16.**

In the case of loss or damage of the borrowed document, the user must:

16.1. Report it immediately to the lending area within the established return period. The staff of the area shall indicate the procedure to follow.

16.2. Pay for or repair losses and damages in accordance with the Library's established policies to that effect, whereby:

16.2.1. The Library shall not accept, under any circumstances, titles other than those that have been lost or damaged, and may reject replacements that, in its judgment, do not meet the characteristics of the original document.

16.2.2. In the case of a replacement, it must be an original document, i.e., copies shall not be accepted.

16.2.3. In the case of loss or damage of the material accompanying the documents, the replacement cost shall be equivalent to the total price of the work. The accompanying material may include, but is not limited to: videos, audios, maps, supplements, photographs, lithographs, discs or other elements with digital or analog information.

CHAPTER IV.**INAPPROPRIATE BEHAVIOR****ARTICLE 17.**

The following shall be considered improper behavior:

- 17.1. Late return of documents or materials, i.e., after the due date of the authorized loan.
- 17.2. Altering the identification of Library documents or materials or any of the lending control elements.
- 17.3. The unlawful theft of documents or materials; that is, without these having been duly registered as loans in the user's account, whether attempted or consummated, intentionally or unintentionally.
- 17.4. Physical damage of any kind caused to documents, complementary materials, furniture and installations.
- 17.5. The actions of one or more persons who, either individually or collectively, disturb the order of the Library.

CHAPTER V.

APPLICATION OF PENALTIES AND ITS PROCEDURE

ARTICLE 18.

- 18.1. In case of late return of documents or materials from the Library, the user shall be obliged to pay a fine in accordance with the policies established by the Library for such purpose.
- 18.2. Other misconduct shall be penalized in accordance with the Student Regulations, the Academic Personnel Regulations, the Internal Work Regulations or the applicable laws of society, as the case may be:
 - 18.2.1. Library staff shall document the misbehavior prior to the application of a penalty.
 - 18.2.2. The head of the Academic Information Subdirectorate shall notify the coordinator of the respective educational program, in the case of improper behavior of a student; the head of the corresponding unit, in the case of a member of the academic staff or support services; the head of the Security Office in the case of other users, so that they may apply the corresponding penalties within a period not to exceed 5 (five) working days from the date on which they receive the written notice.

18.3. When deemed necessary, Library staff may request support from the Security Office.

TRANSITORY ARTICLE

SOLE.

These regulations were approved by the Academic Council, through agreement 441-4, dated May 21, 2014. Published by the Rector on July 4, 2014. It shall enter into force as of the day following the day of its publication in the institutional media.