



EUROJUST  
P.O. Box 16183  
2500 BD The Hague  
THE NETHERLANDS

**AD 2013-04**

**ADMINISTRATIVE DIRECTOR**

**DECISION ADOPTING A EUROJUST LIBRARY POLICY**

The Administrative Director of Eurojust,

Having regard to Council Decision 2002/187/JHA of 28 February 2002 setting up Eurojust with a view to reinforcing the fight against serious crime, as last amended by Council Decision 2009/426/JHA of 16 December 2008 on the strengthening of Eurojust, and in particular Article 29(5) thereof,

Whereas:

- (1) The Eurojust Library searches for and acquires documents in various formats to support Eurojust's post-holders in their work. The Eurojust Library provides physical as well as on-line access to such documents and also allows for loans.
- (2) The mission and objectives of the library, the rights and responsibilities of the stake-holders, the principles of acquisition and collection and the modalities of access to library documents all require clarification in order to ensure a smooth running of the library and to manage expectations.
- (3) Eurojust's processes and procedures shall be adequately documented in accordance with Internal Control Standard Number 8 of 15 December 2010.
- (4) The adoption of a Eurojust Library Policy is thus desirable.

HAS DECIDED AS FOLLOWS:

*Article 1*

The Eurojust Library Policy annexed to this Decision shall be adopted.



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*Article 2*

This Decision shall enter into force on the day following that of signature.  
The Administrative Director

Done at The Hague on 15 February 2013

The Administrative Director

A handwritten signature in blue ink, appearing to read 'K. Rackwitz', is positioned above the printed name.

Klaus Rackwitz



## EUROJUST LIBRARY POLICY



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## **1. Introduction**

### 1.1 Purpose

The Eurojust Library Policy aims at ensuring that the Eurojust Library fully supports the goals of the organisation and that the rights and obligations of all Eurojust post holders in using the Library are clear and transparent.

### 1.2 Scope

This policy introduces a framework for the functioning of the Library at Eurojust.

## **2. Definitions**

”Post holder” means the Administrative Director (as referred to in Article 29 of the Eurojust Decision), national members and assistants, Eurojust staff (as referred to in Article 30 of the Eurojust Decision), interims, stagiaires, seconded national experts and any other person working of Eurojust.

“Library User” shall mean post holders as well as any other person who may be entitled to borrow lendable items from the Library, provided the Administrative Director gave prior authorisation.

## **3. Responsibility**

The organisational responsibility to implement the Eurojust Library Policy lies with the Head of the Library, who will monitor and evaluate the implementation of this Policy on a regular basis. The Head of the Legal Service will make decisions in the specific cases defined in this Policy.

## **4. Policy Requirements**

### 4.1 Mission

The Eurojust Library provides the College and the Administration of Eurojust with library resources in support of their core activities. It collects, registers, evaluates and distributes information sources on request and on its own initiative. The Library aims to be a centre of excellence in European criminal law.

### 4.2 Access

All Eurojust post holders may use the Library.

The Library may be used by non-post holders based on an agreement of their employer with Eurojust or authorisation of the Administrative Director.

Registration as a Library User is required for loaning Library material. Registration is possible in person, it is free of charge and immediate. For the registration, the presentation of the Eurojust ID badge is necessary.



Library Users shall at all times keep the Library staff informed of their current and working contact details.

#### 4.3 Physical access

The Eurojust Main Library is situated at the Atrium of the Haagse Veste 1 building. The Library has a satellite office in the ARC building, 2<sup>nd</sup> floor.

Standard opening hours for the Main Library are:

9:30-16:00 from Monday to Thursday

9:30-14:00 Friday.

Opening hours might change due to shortage of staff or exceptional circumstances. Major changes to opening hours, including days when the Library is closed, will be advertised on the Intranet.

The satellite office has no regular opening hours. Return of documents on loan from the Library is possible depending on the presence of LS staff working in the office. For consultation of Library documents in the satellite office, a previous arrangement is necessary.

#### 4.4 Online access

The Eurojust Library maintains an Intranet site within the structure of the Eurojust Intranet. The Library catalogue, all online resources (including access information) and a selection of full-text articles on the topics connected to core business of Eurojust are available on the Library Intranet site.

#### 4.5 Reporting

The Library produces and publishes on the Intranet an annual report of activities.

#### 4.6 Library User Group

The Library User Group, representing all Eurojust post holders, provides input on library policies, acquisition, circulation and services of the Eurojust Library. The User Group meets regularly (at least 4 times a year), the meeting schedule and minutes will be available on the Intranet.

### **5. Collection management**

#### 5.1 Acquisitions

The Eurojust Library collection consists of resources in all formats, printed and electronic. Preference is given to formats accessible by multiple persons in the easiest possible way.

The Library collects material in all official languages of the European Union. The working languages of the European Commission (English, French, German) are given preference, whenever possible.

The Library focuses on publications of an academic level.



The Library acquires documents through purchasing, donations, exchange with other libraries and other means.

Purchases can be initiated by Eurojust post holders or the Library.

When deciding to purchase a resource requested by a post holder, the Library staff will take into consideration budget availability, interlibrary loan possibilities and adequacy, as well as the existing Library collection. For electronic resources, the Eurojust Acceptable Use Policy has to be satisfied. If a publication request is denied, a written explanation will be given by the Head of Library.

The Library collects to a comprehensive level (aiming for a complete collection):

- works published by Eurojust;
- academic works discussing Eurojust;
- academic works discussing at the level of the European Union issues defined as the core business of Eurojust.

The Library collects to a research level (aiming for a collection containing most major works):

- other academic and reference works discussing issues related to the core business of Eurojust;
- academic and reference works on international and national criminal law and criminal procedure and related fields.

The Library also collects:

- any publication relevant to the work and professional training of the College or Administration.

## 5.2 Maintenance

The Eurojust Library collection is inventoried every 2 years.

The status of documents known to be lost or discarded is immediately updated in the Library Integrated System.

## 5.3 Discarding

To improve the quality and accessibility of the collection and to keep it up-to-date, inappropriate documents will be systematically removed. Inappropriateness may result from lack of use, obsolescence of contents or physical deterioration of documents and is judged on an individual basis, taking into consideration the whole collection and possibilities for replacement.

The Library discards:

- past issues of general interest serials;



- duplicate copies of publications containing legislation, when a newer and more complete edition is purchased.

The Library does not discard documents that are defined in 5.1 as collected to a comprehensive level.

## **6. Services**

### 6.1 Loans

#### *Loan categories and Loan period*

The collection of the Eurojust Library is available for loan to registered Library Users. As an exception, documents in the reference collection and unregistered issues of periodicals situated in the Library are not available for loan.

Documents available for loan can be borrowed for 30 days. The loan period is renewable, but cannot exceed 180 days.

Documents marked “long-term loan” can be borrowed for a year. The loan period is renewable. Documents can be placed into this category if they are of singular interest to a National Desk or Unit / Service and of very little interest to other parts of the organisation.

Issues of periodicals subscribed to on the request from a National Desk or Unit / Service may be assigned to that National Desk or Unit / Service permanently if they are of singular interest to a Desk/Unit and of very little interest to other parts of the organisation.

Documents marked as part of the reference collection are not available for loan and may only be consulted in the Library.

Loan and return of documents must be registered in the Library Integrated System by the Library staff. Return of a document from loan is acknowledged in an email sent to the post holder.

#### *Requests and reservations*

Registered Library Users may request, via the online catalogue, a document to be set aside for them until they pick it up from the Library. A document will be held for 14 days.

If the request concerns a document on loan, the original borrower will be informed and requested to return it to the Library by the end of the running loan period at the latest. Items on loan which have been requested by other post holder are not eligible to receive an extension of their loan period. Upon return, the requestor is informed. A document will be held for 14 days.

The Library staff shall keep requesters informed about any delay or other problems concerning the items they requested.

#### *Late return*

If a borrowed item is not returned on the last day of the loan period, the Library staff shall contact the borrower and inform them of their delay on the next working day by e-mail.





If the borrower does not respond for four more working days, starting with the day of due return, the Library staff shall coordinate as soon as possible with the Head of the Library on how to proceed. Following actions may include, inter alia, further contact by e-mail, telephone or in person by either the Library staff or the Head of the Library.

If for three weeks, starting with the day of due return, no reply has been made, the issue shall be referred to the Head of the Legal Service. Actions taken by the Head of the Legal Service may include demanding the borrower to reimburse the Library for the missing item.

#### *Loss or damage of Library items on loan*

Library Users are personally responsible for documents they borrowed. Items lost or damaged beyond repair shall be fully reimbursed to the Library by the borrower after this has been approved by the Head of the Legal Service.

#### 6.2 Interlibrary Loan

Registered Library Users may request documents on Interlibrary Loan at the Library. Interlibrary Loan is possible from select libraries (European Commission Library, Library of the Court of Justice of the European Union, Peace Palace Library). All material received by Interlibrary Loan must be returned to the Library by the deadline indicated by Library staff and must be duly taken care of. In cases of interlibrary Loan, the Eurojust Library is held accountable for any loss or damage of the materials borrowed. In this case, the Eurojust Library reserves its right to revert to the borrower for the reimbursement of any monetary compensation that the Library may have covered.

#### 6.3 Use of the Library of the ICC

Eurojust post holders have access to the Library of the International Criminal Court after individual registration. All registered post holders must comply with the policies of the ICC Library. The ICC Library policies are available to the Eurojust post holders in the Intranet.

Eurojust post holders are responsible for all ICC Library documents that they borrow. In cases of loss or damage, the Eurojust Library reserves its right to revert to the borrower for the reimbursement of any monetary compensation that the Library may have covered.

#### 6.4 Reference

The Library systematically collects, categorizes and, copyright restrictions allowing, displays on the Intranet documents (articles, studies, reports etc.) discussing issues defined as the core business of Eurojust.

The Library, on request from Eurojust post holders or external users, compiles bibliographies or lists of relevant legislation, case-law on topics defined by the requestor. The Reference Request Form on the Library Intranet site is recommended as a tool of making such requests.

Library staff on duty during the opening hours of the Library answers reference questions from Library Users in person or by phone or email.



### 6.5 Training

The Library organises on a regular basis Library training sessions about using the Library catalogue, databases and other electronic tools available via the Intranet.

On request from post holders, the Library staff conducts specific, targeted trainings outside of the framework of regular training sessions.

The Library participates in the induction sessions organised at Eurojust for new post holders.

### **7. Review**

This Library Policy shall be reviewed every year to accommodate changes in the Library's collection, services, operating environment and other factors.