



**Republika e Kosovës**  
**Republika Kosovo - Republic of Kosovo**  
*Kuvendi - Skupština - Assembly*

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**Law No. 04/L-097**

**FOR LIBRARIES**

**Assembly of Republic of Kosovo,**

Based on Article 65 (1) of the Constitution of the Republic of Kosovo;

Approves:

**LAW FOR LIBRARIES**

**CHAPTER I**  
**GENERAL PROVISIONS**

**Article 1**  
**Purpose of the Law**

This law establishes basic principles and practices of library activities and the organization and operation of libraries.

**Article 2**  
**Action Field**

1. This Law regulates:

- 1.1. types of libraries;
- 1.2. library activity;

- 1.3. structure, organization and financing of libraries;
- 1.4. functions and responsibilities of libraries;
- 1.5. development and processing lections;
- 1.6. library Network of Kosovo.

### **Article 3 Definitions**

#### 1. Terms used in this Law shall have the following meanings:

1.1. **Libraries**- cultural institutions, education and information which collects, stores, process and makes available to users of its collections, offer free access to information in whatever form that are deposited.

1.2. **Library Collection** - a set of library-recorded materials, processed and stored.

1.3. **The Library material includes:** publishes works and graphic printed materials, such as: incunabula, new books, old, rarities, manuscripts, brochures, magazines, newspapers, official publications, reproductions of works of visual art, reproductions of works mapping, urban planning reproductions, musical works, re-programmed materials, placards, posters, photo-papers, phonofile, visual and film recordings, other reproduced work in the press or in another way as well as new materials like: doctorates and MA , photocopies, and materials stored in hard copy, electronic and others.

1.4. **Library source material** - a manuscript, printed material or created in any other form, which has a value document about the culture, art and science, old material, the archived copy of the publication.

1.5. **User** - a person which the library provides information and gives the user library material.

1.6. **Library service** - grant for books and other materials for library service, information services through manual and electronic catalogs, orientation and referral services to find information, services to assist the user in using information and communication technology.

1.7. **ISBN** - International standard book number;

1.8. **ISMN** - International Standard number of music;

- 1.9. **ISSN** - International Standard number of serial publications;
- 1.10. **CIP** - book-catalog in publication.

#### **Article 4** **Establishment of Libraries**

1. Any natural or legal person is entitled to establish a library in accordance with applicable law.
2. Criteria and conditions for the establishment and operation of libraries will be determined by the relevant Ministry of Culture in cooperation with the relevant Ministry of Education and Municipalities Association.

#### **Article 5** **Types of Libraries**

1. Types of Libraries by funders are:
  - 1.1. Public Libraries
  - 1.2. Private Libraries
2. According to the functions, activities and their dependence, public libraries are classified into the following types:
  - 2.1. National Library of Kosovo;
  - 2.2. Municipal Library;
  - 2.3. University Library;
  - 2.4. School Library;
  - 2.5 Special Libraries.
3. According to their functions and activities, private libraries are classified into the following types:
  - 3.1. University Library;
  - 3.2. School Library;
  - 3.3. Special Libraries;

3.4. Private libraries for public use.

**Article 6**  
**The Activity of Libraries**

1. The activity of libraries includes:

- 1.1. the collection, enrichment, processing, delivery use, disposal, storage, archiving, creating information of the library collections of various types and formats;
- 1.2. digitization of Library Collection;
- 1.3. library offers services to users;
- 1.4. organization activities Cultural, scientific and other Activities.

**CHAPTER II**  
**STRUCTURE, ORGANIZATION AND FUNDING OF PUBLIC LIBRARIES**

**Article 7**  
**Structure of Public Libraries**

1. The structure of Kosovo National Library and Central University Library shall consist of:
  - 1.1. The Executive Board;
  - 1.2. Director.

**Article 8**  
**Governing council of public libraries**

1. National Library Board consists of five (5) members with a four-year term, which have to be in the field of librarianship, culture, education and science.
2. The National Library Board is appointed and dismissed by the relevant Minister of Culture.

3. One of five (5) Council members must be a representative of the respective Ministry of Culture.

4. Members of the Board will be compensated for their work. The form and the amount of payment shall be determined with sub-legal act by the Minister.

### **Article 9 Governing Council of the University Library**

1. Governing Council of the university library consists of five (5) members who are appointed and dismissed by the rector of the respective university.

2. Members of the Governing Council for their work will be compensated. The form and amount of payment shall be determined with sub-legal act by the Rector.

### **Article 10 Duties and Responsibilities of Governing Council**

1. Governing Council has the following duties and responsibilities:

1.1. prepares and adopts strategies and development policies of library;

1.2. approves the annual work plan and annual financial plan of the library;

1.3. approves the annual work report and financial report of the libraries;

1.4. compiles library statute, which approves the founder;

1.5. approves the rules of its work;

1.6. elects and dismisses the President with the absolute majority of votes of members.

1.7. elects and dismisses the director of the library;

1.8. reports and responses for its work to the body which appoints him.

### **Article 11 The Director of Public Libraries**

1. The library director is elected by public competition. National Library Director, University Library Director and Director of Municipal Library should have at least a University degree.

2. The Director's mandate is four (4) years with possibility of reappointment.
3. The library director manages, organizes and supervises operation and functioning of the library.
4. The Board proposes the annual plan and financial plan.
5. For his work reports and responses to the executive.
6. Takes part in meetings of the Council and has no right to vote.
7. Represents the library in and outside the country.
8. Performs other duties and other authorization in accordance with applicable law.

**Article 12**  
**Organization of the Public Libraries**

Organization and functioning of public libraries is regulated by statute and other legal acts in accordance with this Law.

**Article 13**  
**The Funding of Public Libraries**

1. National Library of Kosovo is financed by the respective Ministry of Culture.
  - 1.1. National Library of Kosova, has a Code separate budget and manages its own Finances.
2. Municipal library is funded by the municipal budget.
  - 2.1. respective Ministry of culture, from its own budget, through annual advertisement for projects, shall finance projects for municipality libraries with the fund of five percent (5%) of the overall annual budget of National Library of Kosova.
3. University libraries are funded by the university.
4. School libraries are funded by the institution within which it operates.
5. Special Libraries are funded by the institution in which they operate.
6. All the above libraries are funded from other sources in accordance with applicable law.

7. Implementation of this law may be subject to fiscal and budgetary situation.

**Article 14**  
**Functions and Responsibilities of Public Libraries**

1. Public libraries within the overall function have the following functions:

1.1. provides collection of all kinds of materials in all formats, as well as information and knowledge about national cultural heritage and world wide, so that users recognize the value of culture, art, science and education;

1.2. elaborates library collections in relevant standards;

1.3. preserves and presents collections of cultural heritage in Kosovo in all its diversity;

1.4. develops the cultural act, social and educational activities for promoting books and the promotion of lifelong learning;

1.5. provides materials and information that supports education and organizes education, individual users and satisfies school library services;

1.6. provide services to all citizens on equal terms and without discrimination, as in the library and in the community:

1.6.1. provides free access to information for users of all ages to use appropriate information and technology;

1.6.2. creates opportunities for independent access for people with special needs;

1.6.3. ensures equal access and services to users, who for various reasons, can not use the usual library services, organizing mobile libraries for those living in rural areas, who can not move from home, who are in hospitals and prisons, for the blind and deaf-mute.

**Article 15**  
**Collection development and processing**

1. Libraries form enriches and develops the collections in accordance with the type of library functions that have, as well as the needs of those they serve.

2. Enrichment and development of collections are made on the basis of professional criteria for the provision and presentation of library material that contains information and knowledge from all fields of knowledge in local and global level.
3. Enrichment of library collection is made through purchasing, donation, exchange and mandatory specimen.
4. Collection and library material may not be harmed, nor disposed to be destroyed, unless this Act is not defined in other bylaws.
5. Collection and library material must be stored and maintained in fire-protected sites, humidity and other physical causes, biological and chemical that could harm or destroy.
6. Extraction of rare collections and old libraries abroad for the purpose of cooperating with various institutions made under the legislation in force.
7. Processing of library material is implementing in certain international standards.
8. Each library inventory processes and creates catalogs library materials and electronic manual.
9. Each library audits, cleans and de-registries the collections and library materials.
10. Revision, cancellation of cleansing and library collections and materials is made by special regulations which are issued from the relevant Ministry of Culture.
11. Preservation and protection of library materials is a specific regulation which is issued by the relevant Ministry of Culture.
12. Libraries enable a professional employee authorization by the National Library of Kosovo to exercise professional supervision of the library network throughout Kosovo, in order to implement the standard library.

## **Article 16**

### **Kosovo's Library Network**

1. Each library is a part of the Library Network unified to implement the Kosovo's standard library, preparing and distributing the database and prosperity of interlibrary cooperation coordination.
2. Strategy for development of Kosovo's library shall be drafted by the relevant Ministry for Culture and approved by the Government.
3. Libraries cooperates to exchange information, ideas and experience in sharing resources, collection development, the coordination of services, in education and training



of staff, in providing access to library and information resources through the creation, maintenance and participation in electronic networks all levels.

4. Automated information network library is compatible with the network of state-level information.

5. Libraries collaborate with cultural institutions, educational, scientific and other institutions to increase the level of services to users.

### **Article 17**

#### **Functions and Duties of National Library of Kosovo**

1. National Library of Kosovo is the highest library in Kosovo and has its headquarters in Pristina.

2. National Library of Kosovo's status, it has its own seal and logo.

3. Organization and functioning of the National Library of Kosovo is under the authority of the respective Ministry of Culture.

4. It is the center of scientific research in the field of library and information center in the national library.

5. It is the center of the deposit receipt and a binding copy.

6. Creates and enriches its collection of archival publications and various types of formats in order to maintain their standing.

7. It is the center of the creation and maintenance of comprehensive catalog, respectively of the database.

8. It is the center for studies in the field of librarianship, bibliography and information.

9. It is the center of the preparation and delivery of bibliographic information, the national carrier of bibliographic control in other libraries and publishing the national bibliography and other bibliographies.

10. It is a based methodology for implementation of standards and recommendations of relevant international institutions and associations in library operations and library information.

11. It is the center for restoration, conservation, reproduction, microfilming and digitization of library materials.

12. It is a center for coordinating the Library Network of Kosovo.

13. Interlibrary loan is at the center of the country and international level.
14. It is the memory center of Kosovo for library materials.
15. The book makes cataloging in publication CIP device standard international publications with ISBN numbers, ISSN and ISMN publishers in Kosovo.
16. Designs training programs and continuing professional development of library employees and workers organizing the professional examination for librarians.
17. Designs securities regulation to achieve professional librarians to be approved by the relevant Minister for Culture.
18. Designs regulation to achieve professional librarian's titles to be approved by the relevant Minister for Culture.
- 19 Links international cooperation agreements with different institutions and joins relevant international associations.
20. Establishing a digital archive for publications in the network library.
21. Collects and publishes statistical data for all types of libraries.

**Article 18**  
**Functions and duties of Municipal Library**

1. Municipal library shall be established in each municipality as a cultural and educational institution.
2. Municipal library shall be established by a decision of the Municipal Assembly.
3. Municipal library is cultural institution that promotes information to lifelong learning, expansion of knowledge and interest in reading in the region where it develops its activity.
4. Municipal Library provides free access to knowledge and information and provides equal service to all citizens.
5. Municipal Library is a key institution for the collection, preservation and dissemination of culture in the country where it operates.
6. Municipal Library creates catalog and provides information and library materials with the historic characters, cultural and scientific territory where it operates.

7. Municipal libraries may establish its branches in localities according to the request and budget.
8. The professional staff of the library is selected in accordance with the professional librarian.
9. For the realization of common goals and interests, two or more municipalities have the right to enter into cooperation in the field of librarianship to provide mutual assistance to each other and supplement their activity with the collections, loans and forgiveness of library materials.
10. Involved Municipalities in whatever forms of cooperation individually and jointly bear legal responsibility for all legal actions that result from such cooperation.
11. Respective Ministry of Culture may propose an agreement with two or more municipalities to determine the library that will perform the function of coordinating library to determine the basis of the agreement.

#### **Article 19** **Functions and Duties of University Library**

1. University libraries are established by the respective University in Kosovo.
2. Organization and functioning of university libraries is the authority that university establishes.
3. Central Library of the University of Pristina functions within the University of Pristina.
4. University libraries collect, process and provide instructions in the use collections, materials, information and library services for development of educational, scientific as well as development of skills and knowledge to students and their teachers.
5. Provides services for students and teaching staff by giving the borrowing library materials and providing access to electronic information resources.
6. Provides professional services for libraries of the respective faculties.
7. The activity of university libraries shall be based on international standards.

#### **Article 20** **Functions and Duties of School Library**

1. School library operates within the relevant educational institution.

2. School Library provides materials, information and library services in order to provide school education and skills development of students and teachers.
3. School library collections are formed in accordance with the curriculum of schools and teachers needs.
4. School libraries provide: the borrowing of books and other materials, information services through the print and electronic media, educate the reader to use the advantage of the public library and electronic file.
5. School library cooperates with the scope of their public libraries and other libraries.

**Article 21**  
**Functions and Duties of Special Library**

1. Special library is created and functions within the central and local authorities, within the Academy of Sciences and Arts, scientific research institutions, cultural, religious, economic, health, social, correctional, educational, military and law enforcement.
2. Special Libraries collect, process and provides used library materials and information as required by the needs of users.
3. Head librarians and staff are appointed by the founder.

**Article 22**  
**Private Libraries**

1. Libraries established by private persons and entities.
2. Structure, organization and financing of private libraries is regulated by statute to be approved by the founder.
3. Statute of private libraries must be in accordance with this Law and other applicable laws.

## **CHAPTER III LIBRARY PUBLICATIONS AND MATERIALS**

### **Article 23 Publications**

1. Any person or entity who publishes in Kosovo, which is dedicated to public use, are liable to five (5) copies of each publication to the National Library of Kosovo within thirty (30) days of publication. If the publisher is not identified or is identified false, unknown, or there is no residence or headquarters, this obligation shall perform printing, or the entity that made the publication.
  
2. Publications are considered as printed and electronic books, non book material means phono-document, photo-document, cramped library materials, brochures, prints, magazines, newspapers, art reproductions, musical works written in the score, geographical maps, atlases, globes of all kinds , urban plans, posters, catalogs, programs, Braille materials, slides and their constituent parts or reproduced accompanying graphics, CD-ROM s, DVD's, gramophone discs and compact discs, audio and visual tapes registered, recorded computer discs and other works that are reproduced by printing or other similar materials.

### **Article 24 Library materials with particular importance**

1. Every Person who possess library material with special importance for culture should:
  - 1.1. inform the National Library of Kosovo for the identification of the material;
  - 1.2. to enable the National Library of Kosovo and access to those materials necessary to take measures for their conservation and restoration under the agreement with the holder;
  - 1.3. to provide the National Library of Kosovo in advance of purchasing such material, if the aim is to transfer it within or outside the country.
  
2. Extraction of these materials overseas indefinitely under the legislation becomes effective.

## **CHAPTER IV PUNITIVE PROVISIONS**

### **Article 25 Fines**

1. With a fine of one hundred (100) to one thousand (1000) € will be punished for that offense who does not return or damages, alters or destroys library materials or in any other way violates the rules of use of library material.
2. By fine of two hundred (200) to five hundred (500) € shall be imposed unless the director of the library sends to Kosovo National Library the relevant data.
3. With a fine of five hundred (500) to one thousand (1000) € the publisher will be punished for a misdemeanor, or the entity that carries no obligation for sending a copy of the mandatory of National Library of Kosovo.
4. With a fine of hundred (200) to one thousand two hundred (1200) € a person will be punished for a misdemeanor for public sector library which does not submit to the National Library of Kosovo a list of library collections that are derived from the use or the list of library collections that has stopped functioning.
5. With a fine of five hundred (500) to five thousand (5000) € will be punished the persons for misdemeanor which holds relevant library materials relevant to cultural heritage who did not notify the National Library of Kosovo for their disposal.

## **CHAPTER V TRANSITIONAL AND FINAL PROVISIONS**

### **Article 26 Transitional Provisions**

1. After the entry this Law, the National Library and University Library of Kosovo will be divided into the National Library of Kosovo which manages the Ministry for Culture and the Central Library of the University of Pristina, which is managed by the University of Pristina.
2. Separation of these two (2) libraries shall be made with the cooperation memorandum between MCYS and MEST.

**Article 27**  
**Sub-Legal Acts**

1. The respective Ministry of Culture shall issue sub-legal acts to implement the law for libraries within six (6) months from the date of entry of this Law.
2. Libraries and other entities must within six (6) months to harmonize the normative acts of the new law.

**Article 28**  
**Repeal**

With the entry of the Law of Libraries, will be repealed the former provisions of the Law on Library 2003/6 in Kosovo.

**Article 29**  
**Entry into force**

This law shall enter into force fifteen (15) days after publication in the Official Gazette of the Republic of Kosovo.

**Law No. 04/L-097**  
**06 April 2012**

**President of the Assembly of the Republic of Kosovo**

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**Jakup KRASNIQI**