

Under Articles 53 and 54 of the Institutions Act (Official Gazette "Narodne novine" Nos. 76/93, 29/97, 47/99, 35/08), Article 16 of the Library Act (Official Gazette "Narodne novine" Nos. 105/97, 5/98, 104/00, 87/08 and 69/09), and Articles 22 and 70 of the Statute of the National and University Library in Zagreb dating from 31 October 2005 (Reg. No. 52/26-05), the Governing Board of the National and University Library in Zagreb at its 9th Session held on 01 December 2010 adopted the Decision on the Passing of the Statute of the NUL. On 17 December 2010 the Government of the Republic of Croatia adopted the Decision on the Granting of Approval for to the Statute of NUL.

THE STATUTE of the National and University Library in Zagreb

I. GENERAL PROVISIONS

Article 1

This Statute, as the basic general act of the National and University Library in Zagreb (hereinafter: the Library), regulates:

- status,
- name and seat,
- activity,
- seal, emblem and flag,
- legal status,
- legal representation,
- internal organization,
- the bodies of the Library and their scope of work,
- general acts,
- the supervision of the Library's work,
- the publicity of the Library's work,
- confidential information,
- and other issues relevant to the work of the Library.

Article 2

(1) The Library, being the central institution of Croatian culture, science and education, is a public institution of national importance owned and founded by the Republic of Croatia.

(2) The rights and obligations of the founder of the Library shall be assumed by the Government of the Republic of Croatia.

II. STATUS, NAME, OFFICE, ACTIVITY, SEAL, EMBLEM AND FLAG OF THE LIBRARY

Article 3

The Library shall conduct its activities and business operations and appear in legal transactions under the official name:

NACIONALNA I SVEUČILIŠNA KNJIŽNICA U ZAGREBU
(THE NATIONAL AND UNIVERSITY LIBRARY IN ZAGREB)

- (1) The acronym by which the Library shall be referred to is: NSK (NUL).
- (2) The official name of the Library is inscribed on the plaque put up on the building of the Library.

Article 4

The principal offices of the Library are located in Zagreb, 4 Hrvatske bratske zajednice Street (Ulica Hrvatske bratske zajednice 4, 10000 Zagreb).

Article 5

The decisions concerning the changes of the name and location of the offices of the Library shall be under the authority of the founder.

Article 6

- (1) The Library shall conduct library activities and provide information services of the national library of the Republic of Croatia and the central library of the University of Zagreb, as well as the scientific, research and development activities, with the primary purpose of organizing and developing the library system of the Republic of Croatia.
- (2) The principal tasks of the Library shall be:
 1. the assembling and organizing of the Croatian national collection of library materials and the coordination of the acquisition of international scientific works at both the national and the University level,
 2. the preservation and restoration of library materials in the context of the Preservation and Conservation international programme (PAC),
 3. the promotion of Croatian printed and electronic publications,
 4. the integration of its bibliographic activities and information services within international programmes,
 5. the organization of the Library as the centre of the library system of the Republic of Croatia and the University of Zagreb,
 6. the conducting of scientific research in the field of library and information sciences,
 7. the conducting of publishing and various promotional activities and the organization of exhibitions.
- (3) In performing the abovementioned tasks the Library shall:
 1. collect, process, archive, protect, ensure long-term preservation and provide access to all the materials contained within the holdings of the Croatia national collection, which include manuscripts, printed, electronic and other library material,

2. compile and provide access to the representative collection of foreign scientific and specialist journals, books and other information resources,
3. assemble and provide access to the information resources which are of special interest to the faculty and students of the University of Zagreb,
4. collect the official publications of international organizations and foreign governments (deposit library),
5. organize general library holdings which include books, periodicals and standard collections, as well as special collections:
 - Archival Copy Collection
 - Printed Ephemera Collection
 - Official Publications Collection
 - Doctoral and Master's Theses Collection
 - Homeland War Book Collection
 - Manuscripts and Old Books Collection
 - Print Collection
 - Map Collection
 - Music Collection
 - Microfilm Collection
 - Digitized Heritage Collection
 - Digital Archive of Network Publications,
6. undertake the assignments pertaining to the national centre for the preservation and restoration of library materials,
7. give formal assessment of the library materials which are classified as cultural assets, develop the strategies for the protection of such materials and ensure their implementation,
8. collect and distribute the legal deposit copies of publications published in the Republic of Croatia,
9. ensure the availability of national printed and electronic publications (Croatia) within the holdings of foreign libraries,
10. compile Croatian current and retrospective bibliographies,
11. create authority files for the library system of the Republic of Croatia,
12. implement the Cataloguing in Publication (CIP) Programme for the City of Zagreb and Zagreb County and coordinate the activities of other CIP services in Croatia,
13. conduct and coordinate bibliographic activities for the University of Zagreb,
14. create catalogues and other databases,
15. be responsible for the production of union catalogues and national databases,
16. undertake all the duties pertaining to its role of the information centre of the Republic of Croatia and the University of Zagreb,
17. undertake all the duties pertaining to its role of the national centre for interlibrary loan,
18. provide user services in order to ensure an efficient and organized system which enables the ready availability of the Library's materials and information resources,
19. coordinate and provide user instruction,
20. act as an advisor, expert supervisor and coordinator for all Croatian libraries,
21. organize and coordinate continuous professional development of Croatian librarians,

22. integrate and coordinate the activities of the libraries of the University of Zagreb,
 23. organize and coordinate scientific research and development as well as professional and scientific conferences in the field of library and information sciences,
 24. undertake all the duties pertaining to its role of the national centre of book- and library-related research,
 25. act as the official authority in the Republic of Croatia with regard to the conducting of the programmes of the International Federation of Library Associations (IFLA), United Nations Educational, Scientific and Cultural Organization (UNESCO) and other international organizations operating in the field of library and information services,
 26. undertake all the duties of the Croatian ISBN Agency (International Standard Book Number),
 27. undertake all the duties of the Croatian ISMN Agency (International Standard Music Number),
 28. undertake all the duties of the National ISSN Agency (International Serial Standard Number)
 29. publish guides, bibliographies and publications based on its own library materials, publications in the field of librarianship, and other,
 30. act as the expert supervisor of the activities of the central libraries and general science libraries,
 31. coordinate the activities related to the development of the defence systems in the libraries of the Republic of Croatia in the event of war,
 32. organize exhibitions, arrange guided tours and customized visits of the Library, and act as the public representative for the Library and the Croatian library system,
 33. undertake all other activities pertaining to its role and place within the Croatian library system.
- (4) The Library shall perform other duties within the scope of library activity regulated by the law and this Statute, as well as all other activities which advance its library, information, cultural, scientific and educational tasks.
- (5) Apart from the activities specified in Section 1 of this Article, the Library may to a lesser extent perform other activities, provided that these are in accordance with the Library's registered activity, that they contribute to the effective utilization of the Library's physical facilities and human resources and additionally further the organization and conducting of the programmes of continuous professional development in the field of librarianship.
- (6) The Library may expand its scope of activity. The decisions related to these matters shall be made by the founder.

Article 7

- (1) The Library shall have its distinctive seal, emblem and flag.

- (2) The seal of the Library shall be circular in shape, 35mm in diameter, bearing at its centre the emblem of the Library and the following inscription:

Republika Hrvatska (The Republic of Croatia)
Nacionalna i sveučilišna knjižnica u Zagrebu (The National and University Library in Zagreb)

- (3) In its administrative tasks the Library's accounting department shall use a stamp whose shape and appearance shall be equal to the seal described in the previous section of this Article, except for its diameter which shall be 25mm.
- (4) The number of seals and stamps, their manner of use as well as the persons responsible for their keeping shall be determined by the Director General. In case there should be several seals and stamps, each stamp and seal shall be marked by its distinctive number.
- (5) The Library shall have its distinctive emblem which shall be used with the Library's name in official acts, on stamps and seals and in other documents of the Library.
- (6) The flag of the Library shall be white. The ratio of the flag's length and width shall be 2 to 1. The white base of the flag shall bear the Library's emblem and its name, i.e. Nacionalna i sveučilišna knjižnica u Zagrebu (The National and University Library in Zagreb).

III. LEGAL STATUS, LEGAL REPRESENTATION AND PUBLIC PRESENTATION OF THE LIBRARY

Article 8

The Library is a legal entity registered with the Commercial Court in Zagreb, filed by the subject identification number (MBS) 080120081 and the personal identification number (OIB) 84838770814.

Article 9

The Library shall operate as an independent entity and perform its activities in accordance with the provisions of the law, this Statute and other general acts of the Library.

Article 10

Real and movable property along with other property rights related to entities which had been qualified as public property and over which the Library had had the rights of use and disposal until the enactment of the Institutions Act on 24 April 1993, constitute the assets of the Library.

Article 11

- (1) The Library shall assume full liability for its legal transactions with its total assets.

- (2) The founder of the Library shall assume joint and unlimited liability for all of the Library's obligations.

Article 12

- (1) The Library may not independently enter into legal transactions whose total value exceeds HRK 1.500.000,00 without the founder's approval.
- (2) The Director General shall be authorized to enter into legal transactions on behalf of and for the account of the Library which do not exceed HRK 750.000,00.
- (3) The decisions on the conducting of the legal transactions whose value is between HRK 750.000,00 and HRK 1.500.000,00 shall be made by the Director General with the approval of the Library Governing Board.
- (4) The decisions on the conducting of the legal transactions whose value exceeds HRK 1.500.000,00 shall be made by the Library Governing Board with the approval of the founder.
- (5) The amounts specified in the previous sections of this Article do not include their VAT values.

Article 13

The Library shall have its business account opened with a commercial bank for the purposes of conducting its regular financial transactions, based on which all of its payment operations shall be carried out and recorded.

Article 14

The Director General of the Library (hereinafter: Director General) shall have complete authority over the Library's legal transactions within the scope of the Library's activity officially registered with the court register of companies.

IV. INTERNAL ORGANIZATION OF THE LIBRARY

Article 15

The Library's internal organization and its work procedures shall be specified by the regulations laying down the internal organizational structure of the Library, which shall be issued by the Library Governing Board at the proposal of the Director General.

Article 16

The internal organization shall enable the rational and efficient conducting of the Library's activities and its programmes.

Article 17

- (1) The dual aspect of the Library's tasks pursuant to Article 6 of this Statute shall be enabled through the instituting of two distinct divisions:
 1. The National Library Division
 2. The University Library Division
- (2) The Library shall be headed by the Director General, while the abovementioned Divisions shall be headed by their respective Directors. The Directors of both Divisions shall at the same time act as the Director General's assistants in matters related to their respective Divisions.
- (3) The abovementioned Library Divisions shall not be independent legal entities nor have the authority over activities pertaining to the Library's legal transactions.

Article 18

The conditions for the election of the Director General and the Directors of the Library Divisions, as well as the scope of their activity and official authority shall be specified by the provisions of this Statute.

Article 19

- (1) For the purposes of enabling the efficient conducting of the Library's activities and programmes related to its scope of work the Library shall be structured in several organizational units.
- (2) The code of rules laying down the internal organization of the Library shall specify the number of the Library's organizational units, as well as their names and tasks.
- (3) The organizational units shall not be independent legal entities nor have the authority over activities pertaining to the Library's legal transactions.
- (4) All organizational units shall be managed by their respective heads.

V. BODIES OF THE LIBRARY

Article 20

1. LIBRARY GOVERNING BOARD

- (1) The Library shall be managed by the Library Governing Board. The Board shall consist of nine members of which three members shall be appointed by the minister in charge of the cultural affairs, another three members by the minister in charge of

higher education and science, while the remaining three members shall be elected by the Professional Committee of the Library among the Library's employees.

- (2) The members of the Library Governing Board shall be appointed for a four-year term of office.
- (3) The decision-making procedures of the Library Governing Board and the conditions and procedures for the election of its Chairman and other Library's bodies shall be laid down by the Rules of Procedure of the Library Governing Board.

Article 21

- (1) A member of the Library Governing Board may be relieved of his duties before the expiry of his term of office if:
 1. this member shall personally request to be relieved of his duty,
 2. this member shall not fulfil his duties,
 3. this member shall lose the capacity to perform his duties,
 4. this member shall act in a manner which dishonours his position within the Board.
- (2) The procedure for the establishment of the conditions necessary for the removal from office of a Board member may be initiated either by the Chairman of the Board or by at least three Board members, by submitting a request to the Board.
- (3) After the Board receives the request mentioned in Section 2 of this Article the Board shall appoint a commission consisting of Board members and based on the commission report the Board shall either propose to the founder to remove from office the particular Board member or turn down the request.

Article 22

The Library Governing Board shall perform the activities laid down by the law, this Statute and other general acts of the Library, in particular:

1. establish and outline the programme of work and development of the Library,
2. supervise the implementation of its programmes,
3. make decisions regarding the financial plan and the final annual financial statement and other decisions related to the Library's activities,
4. submit to the founder the Library's business report and the report on the implementation of its programme of work,
5. submit to the founder the proposals for the expansion of the Library's scope of work,
6. submit to the founder and the Library's Director General its proposals and assessments in relation to relevant issues,
7. pass the Library's Statute with the approval of the founder,
8. pass other general acts of the Library,
9. make second-instance decisions about the individual rights of its employees, unless it shall be laid down by the law or other legal regulation that the Board is entitled to make first-instance decisions,

10. bring forward the proposal for the election of the Director General of the Library,
11. elect the Director of the National Library Division,
12. elect the Director of the University Library Division,
13. determine the persons authorized to sign financial and other types of the Library's documents, in case the Director General shall be prevented from performing his official duties for extended periods of time and at the same time there shall be no other person authorised to temporarily assume the Director General's specified duties,
14. make decisions related to the purchase, sale and debiting of the Library's assets as well as the Library's investments in accordance with the provisions of this Statute,
15. give its approval for the decisions on the entering into legal transactions whose value is between HRK 750.000,00 and HRK 1.500.000,00,
16. make decisions related to the entering into legal transactions whose value exceeds 1.500.000,00 with the approval of the founder,
17. make decisions on the leasing of the Library's premises,
18. examine and decide on other issues in accordance with the law, this Statute and other general acts of the Library.

Article 23

- (1) The Library Governing Board shall perform activities pertaining to its authority through its sessions. The Board may plenipotentiary debate on various issues and make related decisions provided that its sessions are attended by over half of the Board members.
- (2) The Library Governing Board shall make its decisions by the majority of its members' votes. In cases of equality of votes the decisions shall be made by the vote of the Director General.

Article 24

The Library Governing Board shall adopt the Rules of Procedure which shall lay down the issues not settled by the law or the provisions of this Statute.

Article 25

The Library Governing Board may establish commissions and councils with the purpose of settling issues under its authority. The number of the members of such commissions and councils shall be determined through the decisions occasioned by their establishment.

2. DIRECTOR GENERAL OF THE LIBRARY

Article 26

- (1) The Director General shall be the principal manager of the Library.
- (2) The Director General shall:

1. organize and manage all the activities and operations of the Library, organize and supervise the implementation of the Library's planned activities and outlined programmes, and make decisions concerning the Library's regular operations,
2. represent the Library and act on its behalf,
3. submit to the Library Governing Board the proposal for the operational programme and development plan of the Library,
4. undertake legal actions on behalf of and for the account of the Library ,
5. act as the Library's legal representative in all legal actions and before administrative and other government bodies as well as before legal entities with public authorities,
6. present to the Library Governing Board the Library's business report, report on the implementation of the Library's programme and be responsible for the Library's programme implementation,
7. make decisions on the placement of employees within the Library, and in relation to other employment rights and responsibilities in accordance with the law, other legal regulations and this Statute,
8. instruct individual employees or groups of employees in relation to the fulfilment of their specific tasks,
9. be responsible for the financial transactions of the Library within the scope of its authority,
10. decide on all legal transactions whose value does not exceed HRK 750.000,00,
11. make decisions on the conducting of all legal transactions whose value is between HRK 750.000,00 and HRK 1.500.000,00 with the approval of the Library Governing Board,
12. conduct the procedures and decide on the measures to be taken in cases of the violation of work obligations of the Library's employees in accordance with the provisions of the law and the general acts of the Library,
13. make decisions in relation to data and information which shall be treated as confidential or shall not be publicly announced,
14. summon and preside over the Library's Professional Committee,
15. submit to the Library Governing Board the proposals concerning the general acts specified by this Statute,
16. be responsible for the continuous professional development of the Library's employees,
17. be responsible for the Library's overall development, the conducting of scientific research and the organization of scientific and professional conferences in the field of library activity and information services,
18. be responsible for the conducting of publishing and various promotional activities as well as for the organization of exhibitions,
19. consider the proposals of the Union concerning the exercise of the employees' rights and their material position,
20. make decisions on other issues in accordance with the law and the general acts of the Library.

(3) The Director General shall take responsibility for the lawful conducting of all the Library's activities.

(4) The Director General may not act as another contracting party and enter into legal transactions with the Library on his behalf and for his account, on his behalf and for the account of other physical or legal entities, nor on behalf and for the account of

other physical or legal entities, without the special authorization either of the Library Governing Board or the founder, i.e. a body specifically authorized by the founder.

- (5) The Director General may confer on another person the power of attorney to formally represent the Library in its legal transactions. This person may be thus authorized exclusively within the scope of the Director General's powers and in accordance with the provisions of the law which regulates obligatory relations.
- (6) Official documents on behalf of and for the account of the Library shall be signed by the Director General, while in case of the Director's absence or any other kind of inability to perform one of the Director's assistants or some other person authorized by the Director General shall act as a signatory.

Article 27

The Director General of the Library shall be appointed to and removed from office by the Government of the Republic of Croatia at the joint proposal of the minister responsible for the cultural affairs and the minister responsible for higher education and science.

Article 28

- (1) The person eligible to be appointed the Director General must have the appropriate academic qualifications, i.e. hold a graduate university degree or integrated undergraduate and graduate university degree or specialist graduate professional degree or have an academic degree obtained in accordance with the regulations which were in force before the enactment of the Science and Higher Education Act (Official Gazette "Narodne novine" Nos. 123/03, 198/03, 105/04, 174/04 and 46/07), the record of published distinguished research or scientific works, work experience in the fields of library activity and information and documentation services, as well as the capacity and organizational skills based on which this person could be expected to efficiently manage the Library.
- (2) The Director General shall be appointed for a four-year term and may be re-appointed by the same procedure.

Article 29

The Director General shall be appointed on the basis of the vacancy announcement.

Article 30

- (1) The vacancy for the post of Director General of the Library shall be announced by the Library Governing Board, which shall subsequently also hold the election of candidates, not later than two months before the expiry of the term of office of the incumbent Director. The vacancy shall be announced in daily press and the Official Gazette "Narodne novine".

- (2) The vacancy announcement shall specify the requirements which the candidates must fulfil, a period of appointment to office, a deadline for the admission of applications and a deadline by which the candidates shall be notified of the results of the election.
- (3) Apart from presenting all the necessary evidence confirming the fulfilment of the abovementioned requirements the candidates must outline their own programme of work and the development plan for the National and University Library in Zagreb.
- (4) All candidates must submit their applications within fifteen days from the day of the announcement and they must be notified of the results of the election within thirty days from the deadline for the submission of applications.
- (5) The Library Governing Board must formulate the proposal for the election of a candidate for the post of Director General within eight days from the deadline for the admission of applications and submit it to the minister responsible for the cultural affairs and the minister responsible for higher education and science, who shall further submit their proposal for a particular candidate to the Government of the Republic of Croatia.

Article 31

- (1) It shall be the duty of the Library Governing Board to notify all applicants of the election results by the deadline specified in the vacancy announcement, inform them of their right to get insight into the complete competition documentation and claim judicial protection with an authorized court within fifteen days from the receipt of the notification.
- (2) All applicants for the vacancy for the post of the Director General may contest in court the decision on the appointment of the Director General on account of the substantial violation of the election procedure or the non-fulfilment of the specified conditions by the elected candidate. By filing a law suit such person shall initiate an administrative dispute before the Administrative Court of the Republic of Croatia.
- (3) If no candidates apply for the vacancy for the post of the Director General nor any of the candidates be appointed to the office, the vacancy shall be re-announced. Until the appointment of the Director General on the basis of the vacancy re-announcement, the Acting Director General shall be appointed for a period of no longer than one year.

Article 32

- (1) The Director General may be removed from office before the expiry of his term of office.

- (2) It shall be the duty of the Library Governing Board, i.e. the Government of the Republic of Croatia, to remove from office the Director General if:
1. the Director General personally requests to be removed from office,
 2. such circumstances occur which, by special regulations or the regulations specifying labour relationships, lead to the termination of employment contract,
 3. the Director General does not act in accordance with the regulations or general acts of the Library, or unjustifiably does not uphold the decisions of the Library's authorized bodies of acts contrary to these decisions,
 4. the Director General inflicts substantial damage on the Library by his negligence or irregular acts or if he disregards or inappropriately performs his duties so as to have already caused or may cause major obstructions of the Library's activities.
- (3) Before the final decision on the removal from office is made the Director General must be allowed to declare himself concerning the grounds for his removal from office.
- (4) In case of the removal from office of the Director General the Government of the Republic of Croatia shall appoint the Acting Director General, and it shall be the duty of the Library to announce the vacancy for the post of Director General within thirty days from the appointment of the Acting Director General.

Article 33

- (1) If the Director General who has been removed from office holds that the prescribed procedure related to his removal from office has been violated and that this violation could have had a substantial bearing on the final decision or that there were no valid grounds for his removal from office as specified by Article 32, Section 2, Paragraphs 2, 3 and 4 of this Statute, he may request judicial protection of his rights by filing a complaint.
- (2) The complaint from Section 1 of this Article shall be filed to the authorized court within thirty days from the receipt of the decision on the removal from office.

Article 34

Director of the National Library Division

- (1) The Director of the National Library Division, as the Director General's assistant, shall be directly responsible for the planning, organization, management and the supervision of the following activities:
1. the collecting, archiving, protection, long-term preservation and providing access to the complete holdings of the Croatica national collection,
 2. the organization and management of the Library's special collections,
 3. the collecting and distributing of the legal deposit copies of publications published in the Republic of Croatia,

4. ensuring of the availability of national printed and electronic publications (Croatica) within the holdings of foreign libraries,
 5. the compiling and publishing of Croatian current and retrospective bibliographies,
 6. the activities of the Croatian ISBN Agency, Croatian ISMN Agency, National ISSN Agency and CIP service,
 7. the creation of authority files for the library system of the Republic of Croatia,
 8. the production of union catalogues and national databases,
 9. the activities within the scope of interlibrary loan,
 10. the integration of the Library and other Croatian libraries into the national library system,
 11. research and development within the scope of the Library's activities.
- (2) The Director General may delegate to the Director of the National Library Division other tasks and duties, provided that these are in accordance with the law and this Statute.
- (3) The Director of the National Library Division shall be directly responsible to the Director General for the performance of his duties.

Article 35

The Director of the National Library Division shall be appointed to and removed from office by the Library Governing Board.

Article 36

- (1) The person eligible to be appointed the Director of the National Library Division must have the appropriate academic qualifications, i.e. hold a graduate university degree or integrated undergraduate and graduate university degree or specialist graduate professional degree or have an academic degree obtained in accordance with the regulations which were in force before the enactment of the Science and Higher Education Act, at least five years of work experience in library profession, knowledge of two international languages and be able to present evidence confirming his professional, managerial and organizational skills.
- (2) The Director of the National Library Division shall be appointed for a four-year term and may be re-appointed by the same procedure.

Article 37

The Director of the National Library Division shall be appointed to and removed from his office by the Library Governing Board on the basis of the vacancy announcement, at the proposal of the Commission for the Election of the Director of the National Library Division (hereinafter: the Commission) upon the formal assessment by the Library's Professional Committee.

Article 38

- (1) The vacancy for the post of the Director of the National Library Division shall be announced in daily press by the Library Governing Board, which shall subsequently also hold the election of candidates.
- (2) Apart from presenting all the necessary evidence confirming the fulfilment of the abovementioned requirements the candidates must outline their own programme of work and the development plan for the National Library Division.
- (3) The deadline for the admission of applications shall be within fifteen days from the vacancy announcement.

Article 39

- (1) The Commission shall be appointed by the Library Governing Board and consist of five members.
- (2) The head of the Commission shall be appointed by the Library Governing Board.

Article 40

- (1) The Commission shall bring forward the proposal for the election of the Director of the National Library Division by the majority of votes of the Commission's members.
- (2) If the proposal is not brought forward in accordance with Section 1 of this Article, a new Commission shall be appointed. In case that this new Commission likewise cannot bring forward the proposal, the vacancy shall be re-announced.
- (3) The Commission may propose to the Library Governing Board one or more candidates for the election of the Director of the National Library Division. Before the final decision on the appointment the Library Governing Board must obtain and take into account the formal assessment of the Library's Professional Committee.
- (4) If the Library Governing Board does not elect any of the candidates proposed for the election, the vacancy shall be re-announced.
- (5) Until the appointment of the Director of the National Library Division on the basis of the re-announcement of vacancy, the Acting Director of the National Library Division shall be appointed for a period of no longer than one year.

Article 41

The Director of the National Library Division shall be elected by the Library Governing Board by secret ballot, while the decision on the election shall be made by the majority of votes of all of its members, in accordance with Article 23 of this Statute.

Article 42

Director of the University Library Division

- (1) The Director of the University Library Division, as the Director General's assistant, shall be directly responsible for the planning, organization, management and the supervision of the following activities:
 1. the compiling of and providing access to the representative collection of foreign information resources and materials necessary for scientific-research and professional academic activities; the giving of special consideration to the compiling of and providing access to the collection of secondary (bibliographies and bibliographic databases), interdisciplinary and multidisciplinary information resources and materials,
 2. the assembling of and providing access to the information resources which are of special interest to the faculty and students of the University of Zagreb,
 3. the organization and the management of the Official Publications Collection and Doctoral and Master's Theses Collection,
 4. the coordinating of the acquisition of information resources for the University of Zagreb,
 5. the organization of the library system of the University of Zagreb,
 6. the conducting of the bibliographic activities for the University of Zagreb,
 7. the organizing of the information centre of the University of Zagreb,
 8. providing of user instruction.

- (2) The Director General may delegate to the Director of the University Library Division other tasks and duties, provided that these are in accordance with the law and this Statute. The Director of the University Library Division shall be directly responsible to the Director General for the performance of his duties.

Article 43

The Director of the University Library Division is appointed to and removed from office by the Library Governing Board, upon considering the formal assessment of the candidate given by the University of Zagreb.

Article 44

- (1) The person eligible to be appointed the Director of the University Library Division must have the appropriate academic qualifications, i.e. hold a graduate university degree or integrated undergraduate and graduate university degree or specialist graduate professional degree or have an academic degree obtained in accordance with the regulations which were in force before the enactment of the Science and Higher Education Act, at least five years of work experience in library profession, knowledge of two international languages and be able to present evidence confirming his professional, managerial and organizational skills.

- (2) The Director of the University Library Division shall be appointed for a four-year term and may be re-appointed by the same procedure.

Article 45

- (1) The Director of the University Library Division shall be appointed to and removed from office by the Library Governing Board on the basis of the vacancy announcement. The procedure for the election of the Director of the University Library Division shall be equal to the procedure for the election of the Director of the National Library Division.
- (2) Apart from presenting all the necessary evidence confirming the fulfilment of the abovementioned requirements the candidates must outline their own programme of work and the development plan for the University Library Division.

3. PROFESSIONAL COMMITTEE OF THE LIBRARY

Article 46

- (1) The Library shall have its Professional Committee.
- (2) The Library's Professional Committee shall consist of the following members: Director General, Director of the National Library Division, Director of the University Library Division, Head of the Croatian Institute for Librarianship and heads of all the Library departments.
- (3) The Director General may summon other skilled employees of the Library to participate in the sessions of the Professional Committee.

Article 47

The Professional Committee of the Library shall:

1. discuss and settle the specific issues related to the activities and services of the Library as part of the tasks specified by the law and this Statute,
2. submit proposals and give assessments to the Library Governing Board, Director General and Division Directors in relation to the organization of work and the conditions for the development of the Library's activities,
3. give its assessment in relation to the preparation of the plans of development both for the Library as a whole and for its distinctive departments,
4. give its assessment in relation to the development of the annual work programme,
5. discuss the annual business report,
6. submit proposals in relation to the professional and scientific development and continuing education of the employees of the Library,
7. give its assessment of national and international collaborative projects of the Library,
8. discuss and settle the issues in relation to the Library's scientific programmes,
9. give assessments and submit proposals in relation to the fulfilment of conditions for the development of the Library's scientific research activities,

10. monitor and promote the development of the scientific research activities in the field of library and information sciences,
11. develop and propose plans and programmes related to scientific and research activities of the Library,
12. give special consideration to the organization of professional and scientific conferences,
13. give its assessment of other professional and scientific issues related to the work of the Library.

Article 48

- (1) The Professional Committee of the Library shall meet once a month, and if necessary more frequently.
- (2) The Rules of Procedure for the Library's Professional Committee shall specify its operating procedures.
- (3) The Rules of Procedure for the Library's Professional Committee shall be issued by the Library Governing Board at the proposal of the Director General of the Library.

VI. PROGRAMME OF WORK AND DEVELOPMENT PLAN OF THE LIBRARY

Article 49

- (1) The programme of work of the Library shall be outlined by the Library Governing Board.
- (2) The programme of work of the Library shall be funded as a public need.

Article 50

The plans for the development of the Library shall be outlined by the Library Governing Board.

VII. FUNDING OF THE LIBRARY AND ALLOCATION OF FINANCIAL RESOURCES

Article 51

Financial resources for the funding of the Library shall be provided from the state budget of the Republic of Croatia, income of the Library, various foundations, sponsorships, endowments and other sources in accordance with the law.

Article 52

The means and conditions for the acquisition of resources necessary for the Library's activities shall be specified by the law, general acts of the Library and contracts.

Article 53

The assets of the Library shall consist of physical objects, rights and monetary resources. The management of the Library's assets shall be specified by the law, regulations issued on the basis of the law and general acts of the Library.

Article 54

The Library Governing Board shall decide on the allocation of the Library resources in accordance with the business plan of the Library and lay down the allocation criteria.

Article 55

- (1) The financial operations of the Library shall be conducted in accordance with the law and other regulations issued on the basis of the law.
- (2) The financial operations of the Library shall include the composition of financial and procurement plans, generating income and meeting expenditures, keeping of accounts and records of the Library's financial operations and assets, as well as the preparation of periodical financial statements and final annual financial statement.

Article 56

- (1) The Library shall conduct its financial transactions through a gyro account. The financial resources of the Library shall be used exclusively for the purposes of the conducting of the activities and operations of the Library which have been specified by the law, other acts passed on the basis of the law, and business plan of the Library.
- (2) Resources provided from the state budget and other financial sources specified in Article 51 of this Statute may exclusively be used for the purposes which they have been allocated for.

Article 57

- (1) The Library shall develop the annual financial plan before the year to which the plan refers to. If there should be no conditions necessary for the development of the plan within the specified deadline and for the entire year, a provisional financial plan shall be developed for a period of no longer than three months of the work of the Library.
- (2) The decision on the financial plan and the provisional financial plan shall be made by the Library Governing Board.

Article 58

Financial transactions, the meeting of payments and maintaining of liquidity shall be provided for and enabled in accordance with the regulations and general acts of the Library.

Article 59

- (1) The implementation of the Library's financial plan shall be under the authority of the Director General of the Library, who must act with the approval of the Library Governing Board.
- (2) The Library Governing Board may authorize the Director of the National Library Division or the Director of the University Library Division to assume the responsibility for the implementation of the entire financial plan or a particular part of it.

Article 60

The Library shall prepare the final annual financial statement after the expiry of a calendar year. Based on this final statement the Director General shall present the final business report to the Library Governing Board and other bodies specified by legal regulations as the mandatory recipients of this final business report.

Article 61

The employees of the Library shall achieve their right to salary and funding for the collective consumption in accordance with the regulations and general acts of the Library.

VIII. BUSINESS REPORT

Article 62

It shall be the duty of the Director General of the Library to submit to the Library Governing Board the annual business report for a preceding year, and when he holds that the circumstances related to the Library's work and activities could result in significant departures in the implementation of the outlined programmes and business plan of the Library.

Article 63

The Director General of the Library shall be obliged to submit to the Library Governing Board the Library's business report at the Board's request.

IX. SUPERVISION OF THE LIBRARY'S WORK

Article 64

- (1) The supervision of the legality of the Library's operations shall be under the authority of the minister responsible for the cultural affairs and the minister responsible for higher education and science.

- (2) Expert supervision of the Library's activities shall be exercised by the Croatian Library Council.

X. PUBLICITY OF THE LIBRARY'S WORK

Article 65

- (1) The work of the Library shall be public.
- (2) It shall be the duty of the Library to timely and accurately inform the public of its activities, conditions and practices related to the provision of its services and of the performing of other tasks within the field of its activity.
- (3) It shall be the duty of the Library to inform its employees of vital issues concerning the exercise of their rights and obligations as well as other matters of mutual interest.

Article 66

Only the Director General and the employees that he authorizes may inform the public of the activities, transactions and the development of the Library through the media.

Article 67

The publicity of the work of the Library in the performance of its specific tasks and provision of its user services shall be specified by the regulations laying down the conditions and practices of use of the Library's materials and its services.

XI. COLLABORATION WITH THE UNION

Article 68

- (1) It shall be the duty of the Library to make available to the representative of the Union all the information necessary for the performing of his duties and provide him with the insight into the acts and documents related to the enforcement and protection of employees' rights laid down by the provisions of the contracts of employment.
- (2) It shall be the duty of the Director General, i.e. other authorized bodies of the Library, to take into consideration the stance of the Union on the draft decisions in accordance with the collective bargaining agreement and to declare himself on these Union views before the final decision.

XII. GENERAL ACTS

Article 69

The general acts of the Library shall be: the Statute, regulations, various rules of procedure and decisions which lay down specific issues of the Library's activity. The Statute shall be the basic general act of the Library. All other acts must be in accordance with the Statute.

Article 70

The Statute shall be passed by the Library Governing Board with the approval of the Government of the Republic of Croatia.

Article 71

- (1) The Library Governing Board shall pass the following general acts at the proposal of the Director General:
1. regulations specifying the internal organization of the Library,
 2. regulations specifying labour relationships,
 3. regulations specifying financial transactions and accounting,
 4. regulations specifying safety at work,
 5. regulations specifying fire protection,
 6. regulations specifying the issues relating to the processing of library materials and the protection of the Library's holdings,
 7. regulations on the protection of library holdings,
 8. regulations specifying the conditions and practices of the use of library holdings and services,
 9. rules specifying the activities of the Library Governing Board,
 10. rules specifying the activities of the Professional Committee.
- (2) The Library Governing Board shall pass other general acts specified by particular regulations or when such acts are necessitated by the circumstances of the conducting of the Library's work.

Article 72

- (1) Amendments and revisions to general acts shall be made upon the procedure for the adoption of acts. General acts shall enter into force within eight days from their announcement, except in special and justified cases when an act may enter into force on the day of its announcement.
- (2) All instances of special and justified cases mentioned in Section 1 of this Article shall be decided by the Director General of the Library.

XIII. CONFIDENTIAL INFORMATION

Article 73

All documents, records and data whose announcement or disclosure to unauthorized persons would be contrary to the activities of the Library or damaging to its professional

reputation, i.e. the reputation and interests of its employees, shall be considered confidential.

Article 74

- (1) The following shall be considered confidential information:
 1. documents declared confidential by the Director General,
 2. data confided to the Library by an authorized body and declared confidential by that same body,
 3. measures and procedures to be adopted in the event of emergency,
 4. documents related to the system of defence,
 5. plan for the physical and technical securing of the holdings, physical facilities and assets of the Library,
 6. other documents, records and data whose communication to an unauthorized person would be contrary to the interests of the Library, its founder or state bodies.
- (2) The documents, records and data treated as confidential information may be disclosed to other persons by the Director General and the persons authorized by the Director General.
- (3) The criteria specifying confidential information shall be laid down by a separate general act.
- (4) The violation of the obligation of nondisclosure of confidential information shall be considered a serious violation of work obligation. The Director General shall assume direct responsibility for the nondisclosure of confidential information.

XIV. PROTECTION AND IMPROVEMENT OF THE LIVING ENVIRONMENT

Article 75

It shall be the duty of the Library's employees and its authorized bodies to organize and conduct the Library's activities so as to ensure safety at work and implement the measures necessary for the protection of the living environment.

Article 76

- (1) The Library should conduct its activities so as to enable the preservation, protection and improvement of the living environment, prevent the causes and eliminate the damaging consequences related to the endangerment of natural values and values created as the result of human labour. The employees of the Library may refuse to perform such duties and tasks which cause damage to the living environment.
- (2) Failure to act in accordance with the measures of the protection of the living environment shall be considered a serious violation of work obligation.

XV. TRANSITIONAL AND FINAL PROVISIONS

Article 77

- (1) Until the introduction of new general acts of the Library mentioned in Article 71 the existing acts shall remain effective, provided that they are in accordance with this Statute.
- (2) The general acts specified by this Statute shall be introduced within ninety days from the enactment of this Statute.

Article 78

The enactment of this Statute shall invalidate the Statute of the Library (Reg. No.: 52/26-05) passed by the Library Governing Board on 31 October 2005 and approved by the Government of the Republic of Croatia on 24 November 2005.

Article 79

This Statute shall enter into force upon the granting of approval by the Government of the Republic of Croatia, within one day from its announcement on the bulletin board of the National and University Library in Zagreb.

Chairman of the Library Governing Board
Milivoj Zenić, Ph.D.

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