

LIBRARY VISITING REGULATIONS

EXCERPT FROM THE REGULATIONS FOR THE ORGANIZATION AND OPERATION OF THE LIBRARY OF THE "GHEORGHE ASACHI" TECHNICAL UNIVERSITY OF IAȘI

The "Gheorghe Asachi" Technical University of Iași opens its doors to the general public, implementing a **fee-based service** for guided tours of the Library – Reading Room – Building "A", under the conditions presented below.

Guided tours are available by appointment only, free of charge / for a fee, and are conducted by designated librarians, who provide visitors with a presentation of the Library and the "Carmen Sylva" Aula Magna, in Romanian / English / French.

Organized groups of visitors must maintain appropriate behavior and keep noise to a minimum, so as not to disrupt the study activities of Library users or ongoing events.

Booking a Visit

Visiting the Library is possible only with a **prior appointment, at least one working day before** the desired date, by completing the required information in the online application available at <http://visit.tuiasi.ro>

Online booking is mandatory, including for individuals who have free access to visit the Library – Reading Room.

The TUIASI academic community has free access to visit the Library, and the institutional e-mail must be used for the online booking procedure.

The individual requesting the visit appointment will receive an e-mail with the reservation details and is required to confirm these details.

The visiting program is Monday–Friday, between 11:00 AM and 3:00 PM.

Appointments are made for a maximum of four visiting groups per day, with a limit of 40 people per group, at 11:00 AM, 12:00 PM, 1:00 PM and 2:00 PM, respectively.

The Library reserves the right to block the visiting schedule on certain days/time slots in justified situations.

In case of **cancellation** of the scheduled date/time or to obtain further information, an e-mail must be sent to visit.library@groups.tuiasi.ro **at least one working day before** the scheduled date, or by calling: +40 232 701506.

Groups of visitors scheduled for a specific day and time slot have access to the Library only at the scheduled time.

Visitor Fees

- **15 lei/person** for groups organized by travel agencies (including the group guide), with the exception of individuals with disabilities, for whom access is free of charge;
- **10 lei/person** for adults;
- **5 lei/person** for pupils, students, PhD students and retirees.

The fees are to be paid upon scheduling the visit, via the online platform <http://visit.tuiasi.ro>.

The following categories of visitors have **free access**:

- faculty members, students, and employees of the "Gheorghe Asachi" Technical University of Iași, along with their family members (spouse, parents, children);
- preschool-aged children;
- guests/participants in scientific, sporting, cultural etc. events organized by the "Gheorghe Asachi" Technical University of Iași;
- individuals with disabilities.

The booking confirmation, in electronic or printed format, constitutes proof of access to the Library and must be presented to the Library staff at the entrance, along with proof of the visitor category (pupils/students/PhD students/retirees) for which the appointment and payment were made.

Filming/Photography

- The following are permitted **free of charge**:
 - Individual/group photos taken during the guided tour – only using mobile phones;
 - **Photo sessions for graduation albums – exclusively for TUIASI students**; a formal request (Request no.1) addressed to the Rector of TUIASI must be completed, mentioning all event details (date, time, number of students – in compliance with the Library's schedule) and the applicant's phone number; the request must be signed, scanned and sent to the Library at visit.library@groups.tuiasi.ro for approval and response;
 - Professional photo sessions/filming/videos of a cultural-educational nature or for the promotion of the Library – exclusively for TUIASI partners.
- The following are permitted **subject to a fee**:
 - professional photo sessions/filming/videos of a cultural-educational nature, for which the fee is based on the duration of the event, specifically **500 lei/hour**.

For professional photo sessions/filming/videos of a cultural-educational nature, a formal request (Request no.2) **addressed to the Rector of TUIASI must be completed for approval; the signed and scanned request must be sent at least 10 working days before the event date** to visit.library@groups.tuiasi.ro, both for forwarding to the Rector of TUIASI for approval and for coordination with guided tour reservations; regardless of the response, the applicant shall be notified in a timely manner.

- **The following are not allowed:**

- photo sessions for private events (weddings, engagements, others);
 - photo sessions for graduation albums for pupils/ students of other colleges/ universities.
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IMPORTANT!

In accordance with the provisions of Law no. 190 of July 18, 2018, regarding the implementation measures of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), we hereby inform you that personal data, such as first and last name, phone number, and email address, will be used for the purpose of ensuring communication for scheduling details and for generating statistical reports.

By completing the form, you express your consent regarding the collection and processing of your personal data for the purposes identified above.

Mr. Rector,

The undersigned student in the 4th/6th year at the Faculty of hereby request your permission to use the TUIASI Library – Reading Room in Building “A”, on the day/days of between the hours of for the purpose of conducting a photo shoot for the graduation album.

The student group consists of people.

The activity will be carried out in compliance with the rules of conduct and institutional regulations, so as not to affect the activity of the Library or the University.

Thank you in advance!

Contact information:

Tel:

Institutional e-mail:

Date,

Signature,

To the Rector of the "Gheorghe Asachi" Technical University of Iași

