

# **Rules for Using the Library of the Georgian National University SEU**

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## **Article 1. General Provisions**

- 1.1. Georgian National University SEU (hereinafter-SEU) Library is an educational unit of the University, which houses the institution Bibliographic fund - textbooks, auxiliary and methodical literature, printed publications and scientific research papers, as well as historical, artistic, informational and other literary and informational materials;
- 1.2. The SEU Library (hereinafter - Library) performs teaching, informational and educational functions, promotes a high level of conducting teaching and research activities;
- 1.3. The library is a closed type library (only for students and staff of the institution) on the balance of the university. The library is guided in its activities by the Law of Georgia on Library Affairs, in accordance with the internal regulations of the SEU, this rule and other legal acts;
- 1.4. The location of the library is St. Tbilisi, Tsinandali St. N9.

## **Article 2. Main Tasks and Functions of library**

- 2.1 The main task of library is to facilitate development of education, science, culture, to support of establishment civic society and the processes for building democratic state.
- 2.2 The main functions of library are:
  - A. Organizing library funds, systematically replenishing with national and foreign publications of educational, scientific and cultural value; Protecting and ensuring their availability;
  - B. Creating library databases, ensuring access to foreign library funds;
  - C. Promoting the management of innovative processes in the library sector;
  - D. Care for raising the qualification of library staff;
  - E. Further improvement of library automation process
  - F. Using internet in library processes and readers' service
  - G. Ensuring the learning process with study materials (books, journals, magazines, el. Recourses etc.)

- H. Formation and organization of library funds, protection, accounting, processing in accordance with applicable standards;
- I. Periodic study, inspection and cleaning of the fund;
- J. The protection and maintenance of the property in the library is mandatory for all employees and readers of the library;
- K. Performing other tasks imposed by the legislation of Georgia, including this Regulation

### **Article 3. Library Structure**

3.1. The staff units of the library are:

- A) The head of the library;
- B) Librarians;

3.2 Head of the library:

- A. Manages the activities of the library;
- B. Controls the activities of librarians;
- C. Prepares the list of funds to be purchased / renewed and submits it to the administration

3.3 Librarians:

- A. Serve the reading room according to shifts;
- B. Provide Cataloging-classification of the fund (registration of material in the library or separate cabinets and entering it in the database, creation of special catalogues);
- C. Improving the foundation and staffing with new learning materials;
- D. Provide customer service, record removal and return of material by readers;
- E. Follow the instructions of the library manager

### **Article 4. Terms of using library resources**

- 4.1 To receive the study material (book, magazine, newspaper, electronic resources, etc.), the reader writes out the material identification number from the electronic catalog of the library and submits it to the librarian;
- 4.2 Library materials are distributed in the library reading room or to pickup
- 4.3 Materials (books, magazines, newspapers) kept in the library fund, which the library has only one copy, without exception, will not be released from the library. The reader has the opportunity to use such material only in the reading room, or make a copy;
- 4.4 Readers may borrow material from the library only with the prior permission of the librarian;
- 4.5 Withdrawal of a book from the library by the reader is recorded on the book form taken out, where the reader's data is indicated: name, surname, student card number / ID number, date of withdrawal and return;
- 4.6 The reader fixes the fact of taking a book on the reader's form with a personal signature
- 4.7 Reader has a right to borrow a book according to the following terms:
- A. **Textbook** – I semester (If there is an appropriate quantity in the library)
  - B. **Textbook** – 1-7 days (If there is not an appropriate quantity in the library)
  - C. **Fiction** - 2 months
  - D. **Other literature** – 14-30 days
  - E. **Periodicals** – 1-7 days
- 4.8 Upon the deadline for the return of material taken from the library, the reader is obliged to return the material to the library. If the return date coincides with a holiday and / or a weekend, the reader must return the material the next business day. If the reader still needs the material, he/she may re-borrow it within the period prescribed by this rule, unless another application has been submitted for the material;
- 4.9 If the reader is unable to return the library material on time due to an objective reason, he / she is obliged to inform the library on the same day, otherwise it will be considered that the reader has violated the terms of using the library material for invalid reason

- 4.10 The reader is obliged to inform the library about the change of his / her name, contact number, e-mail address, place of residence, work address
- 4.11 The librarian may request that the material be returned before deadline. In such a case, the reader is obliged to return the material within 24 hours after the notification;
- 4.12 The librarian who issues the material for working in the hall or to pick it up by hand, or gets returned material, is required to check the condition of the material with the reader. In case of damage, the librarian is obliged to draw up a report
- 4.13 The computer equipment and internet in the reading hall are for educational and informational purposes. First of all, it is intended for searching the material available in the electronic library network / international library network, as well as in the library catalog;
- 4.14 Readers have the right to use computers to learn about their academic achievement through the Learning Process Management System; If the reader does not have the skills to use the computer technique, the library staff is obliged to provide the reader with appropriate assistance.

#### **Article 5. The rights of library reader**

5.1 The library reader has right to:

- A) Receive complete information and consultation on the issues of finding primary sources of information, verification of fund data, conducting bibliographic search using the library resources available in the library (catalog, card, electronic resource, fund);
- B) Use the library reading room, funds, catalogs, electronic resources;
- C) Make copies of the material kept in the library funds, the right of copying of which is determined by the authorized person;
- D) Take 10 books out of the library at the same time;
- E) Make suggestions to the university administration in order to improve the services of the readers.

## **Article 6. Obligations of the library reader**

### **6.1 Reader is obliged to:**

- A. Submit a student ticket / ID card when entering the library;
- B. Submission of Student ID / ID card is required to receive material
- C. When receiving the material, review it, in case of finding a defect, immediately notify the authorized person. Otherwise, the responsibility for the damaged material will be imposed on the reader who last used this material;
- D. Take care of the material issued upon him/her, do not damage it, do not fold the sheets, do not make notes, etc.;
- E. Keep silence, order, public behavior and hygienic norms;
- F. Refrain from any action that would bother other readers and library staff;
- G. Each reader is responsible for personal property, including valuables ones: purses, cell phones. In case of unattended leaving or loss of the mentioned property, the library lifts up any responsibility;
- H. In case of loss of personal property, the reader should immediately notify the security service;
- I. Keep the norms and rules of conduct established by this rule and internal regulations while being in the library

### **6.2 Reader is not allowed to:**

- A. Transfer of a student ticket / ID card to another person or use someone else's student ID card / ID card;
- B. Taking library materials from the reading room without the permission of an authorized person;
- C. Import of any kind of weapons, including: explosives, cutting and sharp tools, items, musical instruments, video cameras, beverages, food;
- D. Tobacco / e-tobacco smoking in the library

- E. Misuse of the library's electronic resources (such as using various entertainment websites, downloading movies, music tracks, games, etc., changing computer configuration, etc.);
- F. Taking out of bibliographic records, cards from catalogs;
- G. Use of mobile phones in reading halls.

6.3 Violation of the Code of Conduct in the Library will cause a restriction on the right of the reader to use the Library: cancellation and / or imposition of liability on the basis of the University Library's rules of use/ internal regulations / code of conduct;

#### **Article 7. Sanctions for violating the rules for the using library resources**

7.1 In case of loss of the borrowed material, the reader pays a fine in the amount of the market value of the material, or replaces the manual with a new one;

7.2 Sanction for intentional damage to a library resource is determined in accordance with the Code of Conduct at SEU;

7.3 The librarian has the right not to take the material to those who are noticed to be late in returning the material. The decision to restrict must be reasoned in all cases and the information available to the reader

7.4 The head of the library / librarian draws up a report on each such violation and submits it to the university administration;

7.5 The administration has the right to take measures provided by this rule and the code of conduct / internal regulations for those who violate the rules of use of the library or the code of conduct / internal regulations and damage the property in the library.

7.6 The person authorized to apply sanctions for a violation defined by this rule is defined in the University Code of Conduct

#### **Article 8. Library working hours**

8.1 The library is open Monday-Friday from 9:30 a.m. to 9:30 p.m.; Saturday from 9:30 a.m. to 6:00 p.m.

8.2 The library is not open on Sundays and holidays established by the Labor Code of Georgia;

8.3 The schedule for shifts of the staff of the library is determined by the order of the rector or the employment contract.

#### **Article 9. Final Provisions**

9.1 The rules of using the library are approved by the Rector's order

9.2 Changes and additions to the rules of use of the library are made by the Rector's order