



საქართველოს ეროვნული უნივერსიტეტი სეუ
GEORGIAN NATIONAL UNIVERSITY SEU

Procedure for Using the Library of Georgian National University SEU

Tbilisi 2020

Article 1. General Provisions

- 1.1. The library of Georgian National University SEU (hereinafter – SEU) is an educational unit of the University, where the bibliographic fund of the institution – manuals, auxiliary and methodical literature, printed publications and research papers, also, historical, fictional, informational and other type of literary and informational materials are stored;
- 1.2. The SEU Library (hereinafter – the Library) performs learning, informational and educational functions, promotes high level of study and research activities;
- 1.3. The library is a closed type (only for the students and personnel of the institution library on the balance of the University, intended for study purposes.
- 1.4. In its activities, the Library is guided by the Law of Georgia “On Library Activities”, pursuant to the SEU Internal Regulations, this Procedure and other legal acts;
- 1.5. The address of the library is 9 Tsinandali Str., Tbilisi

Article 2. The main objective and functions of the Library

- 2.1. The main objective of the Library is to promote the processes of development of education, science and culture, formation of civil society and building of democratic state;
- 2.2. The main functions of the Library are:
 - a) organization of library funds, their systematic supplementation with national and foreign publications with learning, scientific and cultural values; their protection and ensuring their availability;
 - b) creation of Library databases, ensuring the availability of foreign library funds;
 - c) promoting the management of innovative processes in the library sector;
 - d) caring for raising the qualification of the library personnel;
 - e) further improvement of the automation of library processes;
 - f) using internet in library-related processes and client services;
 - g) providing the learning process with teaching materials (books, journals, newspapers, e-resources, etc.);
 - h) formation and organization of library funds, their protection, registration, processing according to the applicable standards;
 - i) periodical study, inspection and cleaning of the fund;
 - j) protection, taking care of the property located in the library is mandatory for all library personnel and readers;
 - k) performing other tasks given by the Law of Georgia, including, this Procedure.

Article 3. Library Structure

- 3.1. library staffing positions are:
 - a) head of the library;
 - b) librarians;
- 3.2. head of the library:
 - a) administers the library activities;
 - b) controls the activities of librarians;
 - c) makes the list of the funds to be purchased/updated and submits it to the administration
- 3.2. librarians:
 - a) serve the reading hall in shifts;
 - b) perform the catalogization and classification of the fund (registering the materials in the library or in separate cabinets and adding them to the database, creating special catalogues); c) perform the arrangement of the fund and the supply of new study materials;
 - d) provide service for readers, registration of the borrowing and returning of the materials by readers;
 - e) fulfil the instructions of the Library manager.

Article 4. Conditions for Using Library Resources

- 4.1. In order to receive study materials (books, journals, newspapers, e-resources, etc.), a reader shall write the identification number of the materials from the e-catalogue of the library and submit it to the librarian;
- 4.2. The library materials shall be issued in the reading hall of the library or handed for borrowing;
- 4.3. The materials stored in the library fund (books, journals, newspapers), which are presented by only one counterpart in the library, shall not be lent from the library, without any exception. Readers shall have the right to use such materials only in the reading hall, and to make a copy;
- 4.4. Readers may take the materials from the library only based on the advance consent from the librarian;
- 4.5. Borrowing a book from the library shall be registered on the ticket of the borrowed book, where the reader's data are indicated: name, surname, student card number/personal number of the identity card, borrow and return dates;
- f) the reader shall indicate the fact of borrowing a book in the reader's ticket by signing.
- 4.6. readers shall be authorized to enjoy the following terms for borrowing a book:
- a) manual** – 1 semester (if relevant quantity is available in the library)
 - b) manual** (if relevant quantity is not available in the library)
 - c) fiction literature** 2 months;
 - d) other literature** 14-30 days;
 - e) periodicals** 1-7 days.
- 4.7. Immediately when the term for returning the materials borrowed from the library comes, the reader shall be obliged to return the materials to the library. If the return date coincides with a holiday and/or a non-working day, the reader shall return the materials on the following working day. If the reader still needs the materials, he/she may borrow it again according to the procedure established by this Procedure, if other application for the materials has not been received;
- 4.8. if the reader fails to return the library materials in a timely manner due to an objective reason, he/she shall inform the library thereof, otherwise the violation of the terms of using library materials shall be considered to have unreasonable excuse;
- 4.9. A reader shall inform the library about the change in his/her name, contact number, email, place of residence, workplace;
- 4.10. The librarian may require preterm returning of the materials. In this case, the reader shall return the materials within 24 hours from notice;
- 4.11. The library personnel, who gives the materials for working in the hall or for borrowing, or who takes the materials back, shall examine the condition of the materials together with the reader. If damage is detected, the librarian shall draw up a protocol;
- 4.12. The computer technics and internet in the reading hall have study and information purposes. First of all, they are intended for searching the materials available in the e-library network/international library network, also, the catalogue of the library;
- 4.13. Readers are authorized to use computers for reading their academic performance results via the learning process management system; if a reader does not have the skills necessary for using the technics, the library personnel shall provide him/her with respective support.

Article 5. Rights of the library reader

- 5.1. Library readers shall be authorized to:
- a) receive full information and consultation on the issues of finding original sources, ascertaining fund data, perform reference and bibliography search using the library resources (catalogue, card files, e-resources, funds) available in the library;
 - b) use the reading hall, funds, catalogues, e-resources of the library;
 - c) make the copies of the materials stored in library funds, the right to copying shall be determined by the authorized person;
 - d) readers shall be authorized to borrow 10 books at one time from the library;
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e) make a proposal to the university administration with the purpose to improve the reader service.

Article 6. Obligations of the library reader

6.1 Readers shall be obliged to:

- a) present a student card/identity card upon entering the library;
- b) it is required to present a student card/identity card while receiving the materials;
- c) upon receiving the materials, he/she shall look through it, if he/she detects a defect, he/she shall immediately inform the authorized person, otherwise, the reader, who used the mentioned materials last time, shall be liable for the damaged materials;
- e) take care of the materials given to him/her, not to damage them, not to fold the papers, not to make notes, etc.;
- f) keep quiet, order, social conduct and hygiene norms;
- g) refrain from such actions that will bother other readers and the library personnel;
- h) each reader shall be responsible for his/her personal property, including, valuables, bag, mobile phone. In the case of leaving the mentioned property without attention or losing them, the library disclaims all liability;
- i) upon losing a personal item, the reader shall immediately inform the security service;
- j) while being in the library, readers shall observe the norms and rules of conduct established by this Procedure and Internal Regulations.

6.2. Readers shall not be allowed to:

- a) give the student card/identity card to another person or use the student card/identity card of another person;
- b) take library materials out from the reading hall without permission of authorized person;
- c) bring any type of weapons, including explosive substances, cutting and sharp weapons, items, musical instruments, video cameras, beverages, food products;
- d) smoking a tobacco/electronic tobacco in the library;
- e) using the e-resources of the library for other purposes (this implies visiting entertainment websites, downloading films, musical compositions, games and other similar products, changing the configuration of computer equipment, etc.);
- f) removing reference notes, cards from catalogues;
- g) using mobile phones in reading halls.

6.3. violation of the rules of conduct in the library shall be followed by restricting, annulment of the reader's right to use the library and/or imposition of the measure of liability established by the Procedure for Using Library at the University/Code of Ethics.

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

7.1. if the borrowed materials are lost, the reader shall pay fine in the amount of the market cost of the material, or he/she shall replace the book with a new one;

7.2. sanction for intentional damage of library resources shall be determined pursuant to the SEU Code of Ethics.

7.3 the librarian shall be authorized not to give materials to the persons, who tend to return the materials late. Decision on the restriction shall be substantiated in each case, and the information shall be available for the reader;

7.4. the head of the library/librarian shall draw up a protocol in each case of violation and submit it to the university administration;

7.5. the administration shall be authorized to adopt measures determined under this Procedure and the Code of Ethics/Internal Regulations against the persons violating the procedure for using the library or the Code of Ethics/Internal Regulations and inflict damage to the property in the library.

7.6. The University Code of Ethics determines the person authorized to apply sanctions for the violation provided for in this Procedure.

Article 8. Library working hours

8.1. The library works on Monday-Friday from 9:30 till 21:30; and from 9:30 to 18:00 on Saturday.

8.2. The library doesn't work on Sunday and on the holidays/non-working days determined by the Labour Code of Georgia;

8.3. The schedule of shifts of the library personnel shall be determined by the Rector's Order or by Labour Agreement.

Article 9. Final Provisions

9.1. The Procedure for Using the Library shall be approved by the Rector's Order;

9.2. The changes and additions to the Procedure for Using the Library shall be made by the Rector's Order.

