

Sulkhan-Saba Orbeliani Teaching University LLC

The Rule of Using Library

Approved according to the decree # 76-14 by the University Principal, dated October 7, 2014

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1. Teaching University library

1.1. The library of Sulkhan-Saba Orbeliani Teaching University (hereinafter mentioned as the library) represents the key educational unit of the teaching university with the following main objectives that imply:

- a) To ensure studying and analyzing University students' and personnel's information requirements, plan and develop activities for fulfillment of the requirements;
- b) To elaborate and implement programs for development of the service and general, specialized information resources of the University;
- c) To develop information literacy in the University – it includes planning and implementing various activities for the purposes.

1.2. The library functions are:

- a) Providing the academic process with studying material (books, magazines, newspapers, etc.);
- b) Formation and organization of the library funds, protection, recording and procession in accordance with the applicable standards;
- c) Periodic studying, monitoring and clarification of the library fund;
- d) Creation of the exchange fund.

1.3. The library operates in accordance with the Law of Georgia on the Librarianship, University Regulation, the present rule and other inter-university acts.

1.4. All library employees and readers are obliged to protect and care for the property existing in the library.

1.5. The University administration is entitled to take the rule-envisaged measures towards the persons who violate the rule of using the library or/and damage the library property.

1.6. Structure and management of the library

1.6.1. The library structure includes two departments:

1. Department for completion, catalogizing and classification;
2. Department for the readers' service.

1.6.2. The library manager handles the library operation. The manager is subordinated to the University vice Principal.

1.6.3. The library manager heads one of the departments.

1.6.4. The librarians serve the reading room in shifts.

1.6.5. The library is located at #3 Kalistrate Kutateladze Street, Tbilisi.

1.6.6. The library working days are from Monday including Saturday. The working hours are defined from 09:00 AM to 20:00 on Monday-Friday and 09:00-18:00 – on Saturdays. The library does not operate on the University vacations and holidays.

1.6.7. The obligations of a librarian are:

- a) The library fund catalogizing and classification (recording the material in the library or certain departments and putting information on the database, creating special catalogues);
- b) Putting the fund into order;
- c) Fund completion with different learning material;
- d) Fund re-completion (establishing contacts with different libraries and focusing on filling the library with modern materials);
- e) Providing the readers with service, recording the cases of book borrowing and returning;

- f) Providing a due reaction to the cases when materials are returned late;
- g) Fulfilling other works defined in the job description approved by the Principal.

2. Membership

2.1. First and foremost, the library is for being used by the University students and employees.

2.2. Membership in the library represents a required prerequisite for applying the library resources.

2.3. Membership for the students:

2.3.1. Membership takes place once throughout the studying period in the University. The student registered on an educational program is automatically registered as the University library reader. The student having completed the University educational program maintains the library reader's status. The student's library membership is confirmed by the student's ID card or/and student's card.

2.4. Membership for those who do not work or study in the University:

2.4.1. The persons who do not work or study in the University are entitled to purchase the reader's card for using the library.

2.4.2. It is necessary to present an ID card (with notification of residential place).

2.4.3. The cost of the reader's card is 2 (two) GEL. The sum is transferred to the University bank account.

2.4.4. Following the reader's registration condition, employees/students of the organizations and institutions with which the University has signed a cooperation memorandum envisaging such privileges are free from the reader's card fee payment. The employees/students of the local or foreign educational partner institutions are also free from the card fee payment.

2.5. The card validity is 3 (three) years.

2.6. The librarians are not allowed to provide the persons with the service if they do not present the document.

2.7. After the reader's card term expires the reader registers again according to the established rule.

2.8. The reader is obliged to notify the library about any change in his/her name, telephone number, e-mail address, residential place, job address. The reader is also obliged to notify the library about losing the reader's card in a timely manner.

3. Library resources

3.1. As the number of places is restricted in the library, University students and employees are privileged when it comes to using the library resources, than external persons. The external ones may experience restriction on the library resources for the University ongoing academic process requirements if the use of the resources by them prevents the students and professor-teachers from applying the same resources.

3.2. The issue of application of the library resources by the persons who experience suspension or/and termination of the student's status is resolved by the common rule. Those having experienced the termination due to violation of the student conduct rules are restricted to apply the Teaching University library resources.

3.3. In order to be provided with the learning materials, the reader writes out the material ID number from the library electronic catalogue and presents it to the librarian. For getting more précised information on the requisite the librarian is allowed to address the reading room service personnel.

3.4. Application of the library resources:

3.4.1. The library materials are basically issued in the library reading room.

- 3.4.2. The material preserved in the library fund (book, magazine, newspaper, audio-video cassette, etc.) that is represented as only one copy in the library is not issued from the library without exceptions. The use of such materials is allowed only in the reading room. The reader is also allowed to order the service personnel to photocopy the desired part of the material.
 - 3.4.3. The reader can take the material from the library only on the basis of a preliminary consent by the authorized person.
 - 3.4.4. The material is issued for no more than one week from the library.
 - 3.4.5. When the time of returning the borrowed material comes, the reader should return the material to the library. It should happen till the end of the following business day during the library working hours. If the reader is still in need of the material he/she is still allowed to borrow it under the respective rule (not for more than two times consecutively) if no other people had requested the material already.
 - 3.4.6. If the reader is unable to return the library material for objective reasons, he/she should inform the library about it on the same day, immediately. Otherwise his/her behavior will be considered as violation of the library material application terms for bad reason.
 - 3.4.7. Providing relevant proof, the librarian is authorized to demand the material (CD, video cassette) earlier than envisaged. In this case, the reader is obliged to return the material within 24 hours since getting the notification.
 - 3.4.8. The library employee, issuing the material for being used in the reading room or for being taken away, or gets the material back, is obliged to check the material condition together with the reader. In case of detecting any damage the librarian should draw up relevant document.
 - 3.4.9. The computers and internet available in the reading room are for learning and information purposes. First of all, they are for searching for the materials in the electronic library network as well as library catalogue. The readers are allowed to use computers to see their academic report and communicate with the University administration. If the reader has no skills to use the equipment the library employees should assist him/her.
 - 3.4.10. The library computers are linked with the inter-university network and internet. The library has electronic resources that can be applied as CD, DVD, video and audio cassettes.
 - 3.4.11. The librarian is entitled to temporarily change the rule of taking the material from the library (for example, during inventory counting process).
 - 3.5. The reader is allowed to enjoy the library material photocopy service. The service has certain fee. The tariff is established by the University administration. The reader fills out relevant form to order the copies and gives them to the librarian. The latter accumulates orders throughout all day and ensures to photocopy them. The student arrives in the library to get the photocopied material on the following day.
4. The rules of conduct in the library
 - 4.1. The reader is obliged to present an ID card/student card or/and reader's card to the librarian if the latter requests.
 - 4.2. The reader is obliged to observe the material when getting it back and notify an authorized person if detecting any defects. Otherwise the reader that was the last user of the material is held responsible for the defect.
 - 4.3. It is strictly prohibited to carelessly put the material on the shelf after using it.
 - 4.4. The reader should ask the librarian with request to keep the material for him/her (not to send it back to the store).
 - 4.5. Every single reader is responsible for his/her personal property including precious items, bags, mobile phones. The University is not responsible for leaving the items alone or in case they are lost. In case of

losing any personal item, the reader should inevitably inform the librarian or University security service department.

4.6. How to treat the book (printed production):

- 4.6.1. Do not fold the book even if it has a soft cover;
- 4.6.2. Do not fold the page corner even if you have no bookmark;
- 4.6.3. Do not try to make the crushed or damaged cover flat;
- 4.6.4. Do not put the book on the floor or sill;
- 4.6.5. Do not put your elbows on the book while reading it;
- 4.6.6. If you observe the pages being conjunct in the book, do not use scissors or drawer. Ask the librarian for assistance.
- 4.6.7. Do not put the sheets on the book on which you are writing.

4.7. The library strictly prohibits:

- 4.7.1. Violation of the rules of treating books (printed production);
 - 4.7.2. Making noise, speaking, using mobile phones, any activities that harm other readers and library employees;
 - 4.7.3. Taking the material without permission, or putting it in a wrong manner deliberately in order to hide it or prevent the readers from using the book;
 - 4.7.4. Improper use of the library electronic services (visiting different entertaining webpages, downloading movies, musical compositions, games and similar content, changing hardware configuration, etc.), bringing musical instruments, video cameras, beverages (except natural drinkable water), food products in the library.
 - 4.7.5. Neglecting the librarian's request regarding taking the rule requirements into account;
 - 4.7.6. Bringing strangers in the reading room, giving the reader's card to another person or/and using other's card;
 - 4.7.7. Stealing, damaging, scratching, tearing the material;
- 4.8. Violation of the library conduct rules will be followed with termination of the reader's library membership or/and imposing sanctions.

5. Sanctions for violation of the rules of using library resources

- 5.1. The fact of borrowing the material (or different learning material) from the library (including reading room) without permission that did not result in the material damage or losing will cause warning the reader and if it occurs again, the reader will be fined with 10 GEL.
- 5.2. In case of losing the borrowed material the reader pays fine in double amount of the material market value.
- 5.3. In case of violating the library material application terms the reader experiences 1 GEL fine for each overdue day (except the occasions defined in the section # 3.4.6).
- 5.4. The fine is 20 GEL for the behavior envisaged in the subsections # 4.7.1 – 4.7.4 of the section #4.7 of the rule.
- 5.5. The sanction for the behavior defined in the subsections # 4.7.5 – 4.7.7 of the section # 4.7 is defined in accordance with the student conduct code.
- 5.6. Application of the article-envisaged sanction towards the reader does not set the reader free from the obligation of loss compensation to the University.
- 5.7. The librarian is entitled not to allow the material to the people who usually return books late. The resolution on restriction should be approved with relevant proofs and information should be available for the readers.
- 5.8. The librarian represents a person authorized for applying the rule-defined sanctions for the behavior defined in the 4.7.1 – 4.7.4 sub-sections of the 4.7 section of the rule. The librarian draws up a relevant

document and points out particular fact of violation as well as its time and place. The reader also signs the document. In case of the reader says no the librarian makes a special mark on the document. The copy is transferred to the University disciplinary commission.

- 5.9. The University commission for disciplinary issues represents the unit authorized for using sanctions for the behavior defined in the 4.7.5 – 4.7.7 subsections of the section 4.7 of the rule. The librarian draws up a report card and sends it to the commission together with the document.
- 5.10. The resolution regarding the use of the rule-envisaged sanction may be appealed to the University Principal.
- 5.11. On the basis of the resolution towards the reader, the latter is obliged to pay the fine within 10 working days since official presentation of respective resolution. In case of non-payment of the fine the librarian is entitled to impose limitations to the reader in terms of enjoying the library service.