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# European University LLC

## The Rule for using the Library Service

2020

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## Article 1. General provisions

1.1. The rule of using the library service of the European university (hereinafter "the university") determines the purpose, functions, structure of the library, establishes the rules of using the library and regulates other issues related to the functioning of the library.

1.2. The library acts in accordance with the Law of Georgia on Higher Education, Law of Georgia on Librarianship, University Statute, Present Regulations and other Legal Acts of the University.

1.3. The library is physically located in three buildings of the university, at the following addresses: St. Tbilisi, Guramishvili Avenue No. 76, Sarajishvili St. No. 17, Ljubljana St. No. 35.

1.4. Library work schedule Guramishvili Ave. No. 76 and Ljubljana st. No. 35 is defined from Monday to Saturday, from 10:00 a.m. to 8:00 p.m. and Sarajishvili st. No. 17 is defined from Monday to Saturday, from 10:00 a.m. to 11:00 p.m.

1.5. The library has its own stamp.

## Article 2. The Purpose of the library

The purpose of the library is to provide the personnel and students of the university with modern educational-scientific and methodical textbooks, as well as popularization of library resources.

## Article 3. The resources of the library

3.1. The library contains a book and a nonstandard fund - audio, video and digital versions of information;

3.2. The library has a reading hall equipped with the necessary facilities;

3.3. Scientific electronic databases are available for a consumer of the library.

## Article 4. The Functions of the library

4.1. The functions of the library are:

A) Formation and organizing of library funds;

B) Systematic filling of educational, scientific, Georgian and foreign publications, envisaged by educational programs and in close cooperation with basic educational units of the university, ensuring their protection and accessibility;

C) Creation of database of library documents and their permanent updating;



- D) Arranging of reading spaces and organizing various events for promoting the use of library resources;
- E) Coordination with different structural units of the University for improving library activities, cooperation with institutions of Georgia and other countries, including libraries and educational institutions, as well as funds acting in Georgia and other organizations;
- F) Exercise other authorities in accordance with the goals and objectives of the institution, based on its working specifics.

## Article 5. Structure of the library and functions of its staff

5.1. The structure of the library consists of:

The head of the Library, chief librarian and a librarian / librarians.

5.2. Library staff provides students and the personnel with the information about resources and services of the library (ex, orientation meetings, consultations etc.), helps to find literature and other resources, including external sources (other libraries or procurement), conducts workshops and trainings.

5.3. Head of the Library:

- A) Ensures daily administration of the library activities;
- B) Defines the library's working plan and plans various activities;
- C) Coordinates the activities of the library staff;
- D) Promotes the creation of working environment in the library;
- E) In collaboration with the relevant officials, cares about updating / improving the library fund with literary, defined by the university educational programs and other supporting literature;
- F) Promotes the improvement of work of the library and cares about the introduction of innovations and their quality performance;
- G) Takes care about the availability of materials necessary for learning and research processes;
- H) Facilitates libraries, establishment of communication between educational institutions, exchange of information and taking relevant measures, both within and outside the country, in close cooperation with relevant officials;
- I) Takes the responsibility for the protection of the property of the library and for its reasonable use;
- J) Carries out relevant activities to improve the material-technical base of the library, protect the library funds and create necessary conditions for readers;
- K) Makes a complete set of funds by books and other materials;
- L) Pursuant to its working specifics, exercises other authorities in accordance with the goals and objectives of the institution.

5.4. A librarian:



- A) Receives the library materials;
- B) Processes books, publications and other materials in accordance with the library standards;
- C) Registers readers;
- D) Checks and edits the electronic catalog;
- E) Provides consumers with the information about new books and publications;
- F) Consults the readers regarding the use of the library;
- G) Participates in the improvement of the work of the library, implementation of innovations and their quality performance;
- H) Performs other duties imposed by the head of the library.

## Article 6. The customers of the library

The Library can be used by:

- A) University student;
- B) University staff;
- C) Other people, if they are on the basis of a contract on any program / course at the university<sup>1</sup>.

## Article 7. Membership of the Library and Use of the Library Resource by the Reader

7.1. A necessary prerequisite for the use of the library resources is joining the library for which the reader is required to register.

7.2. Joining the library, in the case of a student, occurs once during the study period. The student retains the status of reader until he / she completes the educational program. And, in the case of a university employee, membership in the library takes place once during the period of employment or other contractual relationship, the employee retains the status of a reader until the termination of the contract relationship.

7.3. In order to grant the reader the status of a member of the University Library, the library staff registers information about the candidate (name, surname, personal number, etc.) in the electronic system (open biblio) and in the reader registration card.

7.4. In order to use the library resource in the reading hall, the reader must present to the library staff a student / employee (university entry permit) card issued by the university. . After using the

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<sup>1</sup> The mentioned person is entitled to use the library resource / book fund without registering as a member of the library only in the reading hall, after finishing the use of the library resource / book fund, he / she is obliged to return the book resource to the library employee.





book, the reader is obliged to return the book to the library staff, after which the student / employee card will be returned to the reader.

7.5. In case of a book being taken out of the University by the reader, the reader must present to the library staff a student / employee card (university entry permit) issued by the university. Registration in the card (name of the book, author, year of publication, date of withdrawal, etc.), after which the book is handed over to the reader and the student / employee card is returned. The return of the book within the mentioned period is controlled by the library employee.

7.6. The reader who terminates the contract with the University loses the right to use the library resources.

## Article 8. The rights of a reader

8.1. A reader has the right:

A) To get aware of their rights and obligations;

B) To use any services of library, including the resources available electronically without any restrictions;

C) To use temporarily various materials of the library free of charge with the right to lend out or to work in the reading hall. The permission for the lending the materials out is restricted by an employee of the library, if the number of copies for the temporary use is less than 2 in the library fund; In this case the use of the library unit is allowed only in the reading hall. If there are more than two copies, the period of lending the book out depends on the quantity of the book and the frequency of the demand, the number of days of this period is determined by 1-7 days, the text books the number of which is represented in the library by more than 10 pieces, can be lent out for the whole semester, the fiction literature - for 15 days. Periodicals, press, journals, encyclopedias, dictionaries and CDs are allowed to be used only in the reading hall;

D) The reader has the right to file a complaint to the University regarding the violation of his / her rights defined by the rules of using the library established by this Rule, which shall be considered by the commission determined by the Rector's order in accordance with the University Code of Ethics and Disciplinary Responsibility.

## Article 9. The obligations of readers

9.1. The reader is obliged to:



- A) Get aware of the rules for using the resources of the library;
- B) Take care of the resources of the library;
- C) Take care of books, printed and other materials, the material received from the fund and the library's property;
- D) Inform an employee of the library about the defect found at the moment of receiving the material;
- E) In case of loss or damage of the material, replace it by the one of the same value and content or pay the cost of the book and the expenses related to supplying the book;
- F) Do not make notes on items protected in the funds, do not remove piece of paper, do not fold, do not format electronic material or damage it otherwise;
- G) Return the publications received from the library fund in time and within the deadline set by the library, otherwise they will not be able to use the library service;
- H) In case of failing to return a book in time because of good reason, it is necessary to inform the library about the reason and the reasonable date for returning the book;
- I) Do not take materials out from the reading hall without the permission of the librarian.
- J) Do not bring food and/or drinks (except water) into the library reading room.

## Article 10. Use of a computer in the reading hall

10.1. For the use of the library resources, the reader refers to an employee of the library to get the relevant material.

10.2. In case of necessity, the employee of the library is required to assist a reader to use a computer.

10.3. While using a computer the following activities are allowed:

- A) Type and edit texts;
- B) Search the material on the Internet and download it;
- C) Work on literature through electronic versions;
- D) Using CD discs is permitted through agreement with the librarian;



- E) Use e-mail;
- F) Use web-site of the Educational Institution;
- G) Work on learning programs.

## Article 11. The rules of conduct in the library

11.1. It is unacceptable to smoke, to make a noise, to have a conversation, to use a mobile phone, to bring food and/or drink (except water) to use computers for entertainment sites, to watch movies, to play gambling games, to change computer configurations in the reading hall.

11.2. In case of violating of any rules of using the library, the following sanctions are used consistently:

- Giving a notice;
- Warning;
- Leave the reading hall;
- Restriction of the right to borrow books for the period of one month.

11.3. All sanctions specified in paragraph 11.2 of this article, at the same time envisage reimbursement of material damage inflicted to the library.





## Article 12. Development of the library resources

12.1 Development of the library resources is important for facilitating learning and research procedures and creating a comfortable working environment for readers.

12.2 The main directions for the development of library resources are the book and the non-standard fund, electronic library bases and material resources.

12.3 The book fund (digital and printed) is updated with the following rule:

12.3.1 The demand for the purchase of the book is initiated by faculties / the library. When preparing the request for the purchase of the book by the initiator, the conformity factors for books availability and learning outcomes should be considered. Depending on the need, several copies of the book might be purchased.

12.3.2. The initiated request of the faculty is sent to the library, which checks the existence of the requested book in the university library base.



12.3.3. In case of non-existence of the book requested by the Faculty / Library in the library database, the library's request will be submitted to the Vice-Rector in the field of academic and scientific-research. The Vice-Rector agrees the financial side of the request with the Rector. In case of satisfaction of the request, the book is purchased.

12.4 The library is provided with university journals by the head of scientific-research units, and master thesis are presented by the appropriate faculty deans.

12.5 The electronic library bases are developed in the following ways:

The necessity of access to the e-book bases/ updating an existed access is determined by the faculties / library and the head of the library submits the request to the Vice-Rector in the field of academic and scientific-research. The Vice-Rector agrees with the Rector the financial side of the request. If the request is satisfied, the books are purchased.

12.6 Material resources are developed as follows:

12.6.1. For the purpose to facilitate the learning and research process and create a comfortable environment for readers, the library determines the need for renewal of material resources (which may also be based on student initiative) and submits to Vice Rector in the field of academic and scientific research.

12.6.2. The Vice-Rector in the field of academic and scientific – research, agrees the financial side with the Rector. In case the request is satisfied, upgrading of resources is carried out by involving responsible structural units.

## Article 13. Final Provisions

13.1. Issues that are not considered by this provision shall be regulated by the Legislation of Georgia and other Legal Acts of the University.

13.2. The provision of the library is approved by the Rector of the University.

13.3. Amendments and additions to the provision of the library shall be made under the Rector's order.

