Approved
at the Meeting of the Academic Council
of LLC University Geomedi
Protocol №11, 29.10.2026

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Mechanisms for the Development and Updating

of Library Resources and Services

The purpose of the Library is to support educational programs, as well as ongoing teaching, learning, and research activities, by providing the necessary resources and services in accordance with the requirements of educational program heads and academic/visiting staff. To achieve this objective:

a) The Library cooperates with the University's structural units, faculties, heads of educational programs, academic staff, and visiting staff. Through this cooperation, the Library receives information regarding the need to update resources required for the educational process (Request Form for Printed and Digital Resources submitted by Academic Staff – Annex No. 1). Such requests are subsequently recorded in the Register of Requested Printed and Digital Resources (Annex No. 2).

b) When an existing educational program is being revised or a new educational program is being developed, the program head and/or academic or visiting staff submit to the Library a list of literature specified in the relevant course syllabi. The Library reviews its existing holdings and, where necessary, arranges the procurement of the requested literature.

c) Library staff regularly inform academic staff and students about newly acquired and updated resources.

d) Continuous monitoring is carried out to ensure electronic access to the available resources.

e) The Library cooperates with the LEPL Ilia Chavchavadze National Library of Georgia through reciprocal services and the interlibrary loan system.

Library Services and Their Development

a) Orientation sessions and consultations on the use of library resources and services are available to students and staff. Individual consultations are also provided whenever required or upon request.

b) Informational materials and guidelines on the use of library services are available both in the Library and on the University's official website. Where necessary, these materials are also distributed via email.

c) Information resources, including books, atlases, and other materials, are available to students and staff within the Library.

d) Unrestricted and uninterrupted access is ensured to the library infrastructure, international scientific electronic databases, the electronic catalogue, and the electronic library. The electronic library provides access to electronic books; however, downloading and printing functions are restricted to ensure compliance with copyright requirements and prevent copyright infringement.

e) The Quality Assurance Service periodically conducts user satisfaction surveys to evaluate the quality of library services. Based on the analysis of survey results, areas requiring improvement are identified and appropriate follow-up measures are planned.

f) Library staff are also involved in monitoring the technical resources available in the Library. In the event of any malfunction or technical disruption, the Library contacts the Information Technology Service to ensure that the issue is resolved. Where necessary, equipment is upgraded or replaced through procurement.

Annex No. 1

REQUEST FORM FOR PRINTED AND DIGITAL RESOURCES

SUBMITTED BY ACADEMIC STAFF

Full Name _____ Status:

Faculty

№	Resource	Author(s)	Year of Publication

Signature: **Date:**

Annex No. 2

REGISTER OF REQUESTED PRINTED

AND DIGITAL RESOURCES

№	**Full Name and Status**	**Faculty**	**Specialisation**	**Resource Title (Book, Journal, Digital Media)**	**Author(s)**	**Remarks / Justification**	Date
1	2	3	4	5	6	7	8