

Changes have been approved by the Academic

Board of LLC Teaching University Geomedi.

Protocol #09; 11.08.2020

Rector, Professor _____ Marina Pirtskhalava

Rules of using the University library

1. Scope of action

- 1.1 These rules regulate membership to the library of Teaching University Geomedi (hereinafter referred to as the University), as well as terms for borrowing and returning library items to the library, and behavior rules at the library
- 1.2 Rules of using the library are based on the law of Georgia on Librarianship, the Statute of the University, the code of ethics and the regulation of the library.

2. Membership

- 2.1 The intellectual resources of the University Library can be used after joining the library.
- 2.2 The students are registered at the library automatically after the enrollment to the University. Reader/subscriber card is opened containing the following information: student's name, date of birth, personal ID number, address, telephone, e-mail, faculty and study year.
- 2.3. University and academic staff and persons invited by the University are registered on the basis of identification documents (ID card) and contact details (telephone, e-mail).
- 2.4. The reader / subscriber is obliged to inform the library about the change of personal information.

3. Library intellectual resources and application of these resources

- 3.1 The library has well-equipped reading room; variety of printed and digital funds available in different languages: manuals, encyclopedias, dictionaries, scientific and fiction, periodicals, reference publications, electronic resources etc.
- 3.2 A reader can use printed and digital funds, reading and computer rooms, group work room, electronic library (electronic books, readings, so-called audio and video recordings) and has free access to scientific electronic databases.
- 3.3. In order to use the services of the library, a reader must have an Identification Card.
- 3.4. Readers can use the funds of the library 6 (six) days a week, Monday-Saturday, except Sundays, Monday - Friday from 09:00 to 21:00, Saturday - from 10:00 to 16:00.

3.5 Before accessing the library, a reader should be familiar with the rules of the library published on the University's website.

4. Access to library funds

4.1. Selection and lending of intellectual resources

4.1.1. A reader can reserve intellectual resource from the library catalog or with the assistance of the librarian.

4.1.2. Upon the request on library item, the librarian provides the reader/subscriber with the following information:

A) Whether the resource of interest is available in the library.

B) Can the resource be borrowed and for what period?

C) What other alternative resources are available for the obtaining necessary information.

4.1.3. A reader has an option to reserve preferred library item in advance. The item is kept for readers after consultation with the librarian, for no more than 4 days and after is being returned to the repository again. In case of request from the other reader on the reserved library unit, previous reserve will be canceled after 2 days.

4.2. Taking the intellectual resource out of the library

4.2.1. Lending the library unit depends on the category of resource, the number of copies and the frequency of request on it.

4.2.2. If there is only one copy of printed intellectual resource it cannot be taken out of the library, (only in case of the exception, see Section 4.2.3) and the reader can only use such resources in the reading room.

4.2.3. A reader cannot take the only copy of a printed library item even if it is not in demand.

4.2.4. Periodically issued resources (magazines, newspapers), rarities (rare publications, old books), video and audio material (DVD, CD), dictionaries, and encyclopedias cannot be taken from the library.

4.2.5. A reader can take 3 books at the one time.

4.2.6. The university students, academic personnel and staff have the right to take the library units from the library.

4.3. Deadline for returning the borrowed items

4.3.1. A reader may have the opportunity to take advantage of the following items:

A) Literature – for 2 month period.

B) Textbooks (in case of the sufficient amount of books in the library) – for 7 days period.

C) Textbooks (in case of insufficient amount of books in the library) – for 3 days period.

D) Books of different category - 10 days period.

4.4 Delay in the returning of the borrowed items:

4.4.1. A reader is obliged to return the borrowed item to the library in due time.

4.4.2. If lending period is over and the reader still needs the same unit by the expiry date, the renewal can be made only if the item is not on reserve for another person.

4.4.3. If the reader cannot return the item timely, due to objective reasons (such as illness, business trip, stay in the country and etc.), the reader is obliged to inform the library in advance, otherwise, it will be considered as a breach of item returning time frame.

4.4.4. The deadline for book return can be postponed in-person or by e-mail.

4.5 Returning items to the Library

4.5.1. A reader is obliged to return the item to the library in a due time; the item borrowing date information is given on the item form and in the relevant electronic database.

4.5.2. If the book is requested by other readers, the user is obliged to return it before the agreed time, no more than 48 hours after receiving the notification from the Library administration, this will be considered as the date of return of the book and in the event of delay appropriate measures will be taken as stated in Chapter 4, Section 4.6.

4.5.3. A reader may postpone the return of the book, personally or by e-mail only if there is no request for the book (see Chapter 4, Section 4.4).

4.6. Delay of return and loss of the resources

4.6.1. A day after the book's return deadline, the reader will not be able to take out the intellectual resource from the library hall.

4.6.2 If the book is lost, the reader is obliged to replace it with the same denomination book or other requested library resource.

4.6.3. A reader receives a warning from the library administration as follows: due to the expiration of the book return period; actively requested item if requested by the other readers, and warning on the sanctions imposed on violations of the rules of conduct.

4.6.4. Upon 3 days delay in returning of the book, the librarian sends a warning to the reader again.

4.6.5 The librarian sends a warning to the reader on the request of the other readers of his book (see chapter 4, subsection 4.6, and subdivision 4.6.2).

4.6.6. The librarian sends a warning to the reader about the violation of the rules of use of the library defined by the present document (see Chapter 9).

4.6.7. Non-acceptance of the warning to return the book does not relieve the reader / subscriber from the obligations imposed.

4.6.8 To get a diploma, the student will present together with other documents a bypass card confirming the return of books borrowed. The diploma will be awarded to a student having returned borrowed book to the library.

5. Receiving information by reader / subscriber

5.1. A reader has the right to use the services of the library via different means of communication, to get information about the library's working hours (access to any media, delivery dates, etc.).

5.2. A reader will receive information from the library within 3 working days.

6. Using the internet resources

6.1. All the subscribers of the University Library have the right to use digital library funds.

6.2. Access to computers and internet is free, readers can also enjoy wireless internet access.

7. Copying and printing service of the materials

7.1. A reader can benefit from copying and printing of various educational, research and fiction literature in compliance with copyright protection guidelines and storage requirements.

7.2. Copying and printing the material can be used on a pre-order basis.

7.3. At the preliminary order, the user receives a copy of the library resource and / or printed version within a period of not more than two working days.

8. Rules of Reader Conduct in the Library

8.1. A reader is obliged to:

8.1.1. Follow the University Regulations and Ethics Code Considering the requirements.

8.1.2. Respect the library employees and other users rights.

8.1.3. Take care and do not harm the library's material-technical base.

8.1.4. Upon entering the library the reader is obliged to: convert the mobile phone to the silent mode, keep quiet and do not interfere with other readers in group work.

8.1.5. Upon finishing to work with library resources, they should be given to the librarian or left on the table.

8.1.6. When getting the book or other material, carefully check it and inform the library staff if it has any kind of defects.

8.1.7. The food is not allowed in the library except for bottled water and other mineral drinks.

8.1.8. The reader is prohibited to borrow the book or other resources, without a special record by the librarian in the reader's subscription.

9. Sanctions in violation of the rules of conduct

9.1. By A reader

9.1.1. When insulting the employee or other user of the library, a reader shall be subject to disciplinary punishment provided by the University Regulations and Code of Ethics.

9.1.2. In case of damage of library resource and inventory, the reader shall have the appropriate responsibility and will pay the full compensation.

9.1.3. A reader receives a verbal warning from a librarian in case of not keeping silence in a reading hall (loud conversation, cell phone call, etc.) leaves the reading room after second warning.

9.1.4. While arbitrarily withdrawing the Resource from the Library, A reader shall be subject to disciplinary punishment provided by the University Regulations and Code of Ethics.

10. Changes in the rules of use of the library

10.1. The amendments and additions to the rules of use of the library are carried out in accordance with the rules established by the legislation, taking place in the national and international educational system (in the library).