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## **Teaching University Geomedi LLC**

### **Regulation of the Library**

#### **Article I. General Provisions**

1.1. The Library of LLC Teaching University (hereinafter the Library) is the structural unit of the University, which provides readers with latest information using modern technologies and functions as educational-scientific and cultural-information center.

1.2. The library is a problem-oriented information unit, that has problem-oriented funds and databases; Through its activities it provides information services to students, professors and others;

1.3 The University Library provides the university with the necessary intellectual resources for the educational and scientific activities; is the center of knowledge and education.

1.4 The library is guided in its daily activities by the legislation of Georgia, ordinances, orders, instructions, methodological recommendations, orders of the Rector of the University, decisions of the Academic Board, standards in the field of information and library, internal legal acts, and other norms.

#### **Article 2. Scope of the Regulation**

This Regulation sets out the rules for the use of printed and digital resources in the Library, as well as the rights and responsibilities of the library and readers.

#### **Article 3. Library work schedule**

3.1 The library is open 6 (six) days a week, Monday to Saturday. The work hours of the library are: Monday to Friday 09:00 - 21:00, Saturday 10:00-16:00

#### **Article 4. Structure of the library**

4.1 The library consists of the following units:

- A) Book depository
- B) Circulation desk and reading room;
- C) Work space for the library staff;
- D) space for meetings and group work;
- E) IT Hall.

#### **Article 5. Functions and Goals of the Library**

##### **5.1. The Goals of the library**

5.1.1 Organization of printed and digital funds; collection and usage of national and foreign literature, periodicals and other printed and digital resources, in accordance with the standards in the field of information and library sector.

5.1.2. Automation of library-information processes in order to modernize services for the readers.

5.1.3. Analysis of problem-oriented scientific-medical information and perspectives of dynamic development in this direction (acquisition, elaboration, etc.)

5.1.4. For library users – provide readers with a full range of services;

5.1.5. Constant refill and update of printed and digital library funds for undergraduate, graduate and single-cycle educational programs implemented by the University.

5.1.6. Creating / implementing / updating catalogs, card files, databases and other search engines in accordance with international library standards;

5.1.7. Introduction / development of library culture and student's attitude towards books in general;

5.1.8. Constant care and development of library activities;

5.1.9. establishing professional relationships with other libraries, public organizations, and foundations in Georgia and abroad, in order to meet the needs of readers, be in tune with the latest scientific news and the latest technologies.

5.1.10. Creating an adequate environment for professional and scientific activities of the university personnel;

##### **5.2 Basic functions of the library**

The library performs the following functions to achieve the goals set:

- 5.2.1. work out different approach to each reader to maximize their needs;
- 5.2.2. Provide the library user with full information about the printed resources and electronic database available at the library with the help of various library search engines;
- 5.2.3. Ensure the temporary transfer of intellectual resources to readers in accordance with the rules established by this Regulation.

## **Article 6. Library Staff**

### Article 6. Library Staff

6.1. Library staff consists of the Library Director, the Deputy Library Director, and the librarians.

6.2. The director of the library is appointed and dismissed by the rector of the university.

6.3. The director of the library is selected in accordance with the rules of appointment/observance of the staff of the university.

6.4. Director:

A) manages the entire activities of the library and is responsible for the outcomes;

B) distributes functions among library staff and controls their activities.

C) provides:

1. Preparation/formalization of agreements related to information distribution and library activities.

2. Continuous updating of the library, print, and digital funds in accordance with the undergraduate, graduate, and single-cycle programs of the University.

3. Creating/implementing / updating catalogs, databases, card indexing, and other search engines in accordance with international library standards;

4. Organizing print and digital funds, resourcing/ utilizing national and foreign literature, periodicals, and other printed and digital funds in accordance with the standards in force in the information distribution-library field;

5. Automation of library-information distribution processes in order to modernize reader services.

D) establishes the current and prospective action plans of the library activities and ensures their implementation within the scope of its authority.

E) make recommendations to the Rector on the use of training, professional development, promotions, and disciplinary measures for library staff.

F) Represents the library in relation to third parties.

G) in its activities he/she is guided by the legislation of Georgia, ordinances, orders, instructions, methodological recommendations of the Rector of the University, decisions of the Academic Board standards in the field of information distribution and library, internal legal, and other normative acts.

H) is accountable to the Deputy Rector in the field of science.

6.5. The Deputy Director of the Library is appointed and dismissed by the Rector of the University upon the recommendation of the Director of the Library.

6.5.1. The Deputy Director of the Library is selected in accordance with the rules of appointment/observance of the staff of the University.

6.5.2. Deputy Director of the Library:

A) manages its activities in the direction of modernization of electronic technologies in library and informational processes;

B) controls the retrieval/updating of print and digital resources;

C) provides:

1. Delivering/introducing the library's intellectual resources to students and academic staff;

2. In the absence of the director, within the scope of his / her authority, manages the activities of the library;

3. Conducts student professional development training activities.

D) coordinates the advancement of employees' qualifications.

E) is guided by the legislation of Georgia, ordinances, orders, instructions, methodological recommendations of the Rector of the University, decisions of the Academic Board, standards in the field of information distribution and library, internal legal, and other normative acts.

F) is accountable to the director of the library.

6.6. Librarian

6.6.1. The librarian is appointed and dismissed by the Rector of the University upon the recommendation of the Director of the Library.

6.6.2. The librarian is directly subordinate to the director of the library.

## **Article 7. Rights of Librarian**

7.1 The librarian is authorized to:

7.1.1. Request the return of the intellectual resources taken out of the library in a timely manner;

7.1.2. Give instructions to the library reader and / or any person in the library to comply with the requirements of this Regulation and other internal legal acts;

7.1.3. Carries out relevant activities to improve the material-technical base of the library necessary for the smooth implementation of the daily activities at the library.

7.1.4. To exercise the rights granted to him/her in accordance with the acting legislation, this Regulation and other internal legal acts.

## **Article 8. Responsibilities of the librarian**

8.1 In the process of exercising his / her daily duties, the librarian is obliged to:

8.1.1 Comply with the requirements of the legislation of Georgia, this Regulation and other internal legal acts regulating library activities.

8.1.2 Ensure maximum realization and protection of readers' rights.

8.1.3 Ensure promoting the use of library funds among the younger generation.

8.1.4 Provide readers with a high quality service.

8.1.5 Assist library readers in finding the material they want.

8.1.6 Monitor the timely return of intellectual resources issued from the library.

8.1.7 Properly store the intellectual resources of the library.

8.1.8 Ensure a comfortable working environment in the reading room.

8.1.9 Satisfy the interests of the user as much as possible.

8.1. 10 Maintain statistics on the most in-demand intellectual resources not available in the library and provide information to the university administration for appropriate action (Appendix # b / 1).

8.1.11 Exercise other powers in accordance with the current legislation, this Regulation and the internal legal acts of the University.

## **9. Library Readers**

9.1.1 The following have the right to obtain the status of a reader of the University library:

9.1.2 The students

9.1.3 Academic and invited staff

9.1.4 Representatives of the administration

#### **Article 10. Procedure for obtaining library reader status**

10.1 The person interested in obtaining the status of a library reader is obliged submit a document confirming his / her legal connection with the University and register with the library;

10.2 To register a library reader, the head of the library shall issue an individual reader card, which shall include the following information:

- A) name and surname;
- B) the status/relation with the teaching university;
- C) actual residential address;
- D) contact information;
- E) date of obtaining the status of a reader;
- F) Individual registration number of the reader;

10.3 The validity of the reader card depends on its legal connection with the teaching university and is terminated in the following cases:

- A) in case of a student- suspension, termination or completion of an educational program;
- B) In case of an employee or administrative personnel - termination of the employment contract.
- C) voluntarily.

#### **Article 11. The Rights of the Reader**

11.1 Readers have the right to:

- A) use the intellectual resources stored in the library of the Teaching University free of charge and without interruption, in compliance with the requirements of this Regulation;
- B) use modern electronic technologies located in the library of the Teaching University;
- C) make any electronic or copied version of the existing printed and digital resources of his / her choice, using the personal computer, scanner and photocopier located in the reading room of the library;

- D) read/work on the desired information in the reading hall of the library;
- E) temporarily use intellectual resources kept in the library for a maximum of 10 days, if the library has two or three copies of this resource;

11.2 The library reader may exercise the rights provided in the paragraphs A) and B) of this Article during the working hours of the library established by this Regulation.

## **Article 12. Obligations of the Library Reader**

12.1 Library readers are obliged to:

- A) take care of and not to damage the material-technical and intellectual resources available in the University Library;
- B) not to take intellectual or material resources outside the library without the consent of the library employee and following the relevant procedure in accordance with this rule;
- C) return the intellectual resources owned by the University within the time period defined by this Regulation;
- D) not to interfere with others while working in the university reading hall;
- E) treat both library staff and library readers with respect;
- F) comply with the requirements of this regulation and the internal regulations of the Teaching University while in the library;
- G) obey the legal requirements of the librarian;
- H) visually inspect the condition of any intellectual resource received in the library, immediately notify the librarian in case of any defect, otherwise he / she will be obliged to compensate;
- I) use computer technologies in the reading room only for educational purposes;
- J) in case of termination / suspension of the legal relationship with the Teaching University, immediately - within 3 (three) days return the intellectual resource taken out within the right of temporary use;
- K) in case of loss and / or damage of the taken intellectual resource, present its analogue, if it is impossible to find an analogue, reimburse its value considering the market prices, otherwise, qualification document or any certificate from the University will not be issued to that person.

### **Article 13. Library Funds**

13.1 The main intellectual resources kept in the University Library include:

- A) All the literature and supplementary materials provided in the curricula of Higher Educational Programs;
- B) scientific and peer-reviewed journals/newspapers;
- C) Computer programs corresponding to the educational programs implemented by the university;
- D) e-books;
- E) Electronic resources of international library networks.

13.2 The registration of the intellectual resource kept in the University Library is carried out in accordance with the international standards regulating the library activities and the current legislation.

13.3 The University Library has its own seal, which is used by the staff of the University Library for daily activities.

### **Article 14. Rules for Readers Using Library Resources**

14.1 The reader of the library has the right to temporarily use the intellectual resource stored in the library and to take it out both in the reading hall or outside of the library;

14.2 If a reader wants to use the intellectual resources(printed resources) in the library, he / she is obliged to register the mentioned intellectual resource with the librarian on duty in the reading hall, who writes down the date, the title, and inventory number of the printed resource, in the reader's card. the reader's signature will also be placed on the mentioned card.

14.3 The intellectual resource stored in the library can be lent to the reader for 10 (ten) calendar days.

14.4 The librarian, at the request of the reader, decides the timeframe of the lending;

14.5 when lending out the book/material from the library, employee shall also take into account the availability of other relevant library resources and demand of the requested item;

14.6 book/materials that are only one copy, as well as Rarities may not be removed from the library building;



14.7 The reader has the right to use the mentioned resource in the reading hall and / or make a copy;

14.8 The fact of withdrawing the intellectual resources stored in the library outside the reading hall is recorded in a special journal (except in the case of electronic resources, which are delivered to the reader using their own electronic device, in this case only the verbal consent of the library employee is enough). Name of the intellectual resource, time of withdrawal and return, registration number assigned to the mentioned intellectual resource, signature of the reader and librarian.

### **Article 15. Return of Library Funds**

15.1 The reader of the library is obliged to return the intellectual resource taken from the library within the specified period.

### **Article 16. Disciplinary measures in case of non-return, damage, loss of library funds**

16.1 In case of damage, loss and / or destruction of the library resources, the reader is obliged to compensate the damage in accordance with the following principles:

A) In case of damage of the intellectual resources the reader either can restore it to its original condition or replace it. If, for some reason the reader is unable to replace the item, she/he is obliged to pay the cost of the damaged intellectual resource according to market prices;

B) In case of loss and / or destruction, the reader is obliged to replace the lost and / or destroyed intellectual resource in the same way, or pay for the lost and / or destroyed intellectual resource at market price.

16.2 If the reader does not fulfill the relevant obligation, the University will implement various disciplinary measures against him / her in accordance with the current legislation, internal regulations and internal legal acts, including the termination of the legal connection with the University.

16.3 In case of damage / destruction of a large amount of library funds, the Teaching University is entitled to claim compensation for the damage caused by civil law.

#### **Article IV: Final Provisions**

17.1 This regulation is valid from the moment of issuance of the relevant internal legal act by the Rector of the University and is valid during the existence of the University as an institution.

17.2 Changes and additions to the library regulation may be made only on the basis of the Rector's decree;

17.3 Changes and additions to the present regulation can only be made by the Rector's order.

17.4 The norms of this regulation, which directly concern the regulation of such relations, which could not have arisen without obtaining the right of the relevant educational activity by the University - passing the authorization, shall enter into force only after obtaining the said right in accordance with the current legislation.

Appendix:

Registry of non-existent resource demand in the library's print and digital funds by reader.

#	Name, Surname, status	Faculty	Specialty	Name (book, magazine, bar code)	Author (s)	Note / substantiation	Date

Date