

# East-West University Library Resources Management and Regulations of Physical Infrastructure

## Contents

### Chapter 1 General Statutes

#### Goal

### Chapter 2 Schedule of the Library

### Chapter 3 Management of the Library resources

### Chapter 4 Library membership

### Chapter 5 Search, Order, Withdrawal and Return of the Library Resources

### Chapter 6 Copy and Material Printing Service

### Chapter 7 Library Etiquette

### Chapter 8 Sanctions against Violations of the Library Resources Usage

### Chapter 9 Development Mechanisms of the Library Resources and Services

### Chapter 10 Concluding Statutes

### Article 1` Adopting of the Article

## **Chapter 1 General Statutes**

1. The present document of the East-West University (further in this document - University) stipulates rules and regulations of the Library use and its physical infrastructure and related procedures. Its goal reflects effective usage of the resources, maintenance and providing availability according to the adopted standards and principles.

2. All the activities of the Library are based on the following: Georgian law about Higher Education and Library Activities in Georgia, the statutes of the University, the present regulation and other judicial acts of the University.
3. This law applies to everyone who shall use physical and electronic resources, its physical infrastructure, students, staff, academic personnel, University invitees and upon the case the individuals not related to the University.

### ***Goal***

1. Help and assistance to the equal access in lieu of academic, research and personal development.
2. To define clear objectives for the library and technical resources with the sense of responsibility and its management.
3. To provide integrity and entity of the Library resources and its physical infrastructure, security and sustainability.

## **Chapter 2 Schedule of the Library Use**

1. Library is located at the campus of the University and its operation hours are from 9 am to 9 pm.
2. Library shall not operate on Saturdays and Sundays and on the days off indicated in the University academic calendar.
3. The quantity of the operation hours of the Library personnel and their shift time allocation shall be stipulated in the Work Contracts.

## **Chapter 3 Management of the Library resources**

1. Library shall house Books and other printed materials – periodicals, digital media and other materials and they bare available for academic and personal development.

2. Library secures availability of different technical resources, among them: computers, printers, scanners, multimedia gadgets and study rooms to ensure and support academic and scientific activities.
3. Library resources are available to registered users and they are to be exploited to the rules stipulated in the document.
4. Technical equipment is available to the active members of the Library.
5. Some resources, such as an isolated reading hall, conference hall and other auxiliary resources are to be booked I advance. Reservation is possible online or in the library and the priority is given to academic and research purposes.
6. Users are advised to exploit gadgets with care according to the instructions.
7. Library personnel shall secure regular checkup and care of the technical resources, while users should inform immediately any irregularity, damage or technical problem.

#### **Chapter 4 Library Membership**

1. In order to use the Library resources one should acquire membership and to gain it, an individual should be registered.
2. Terms of Membership:
  - 2.1 Students become members on the basis of registration, during they study at the University and until they have an academic status of student.
  - 2.2 An individual employed by the University shall become Member upon his/her wish on the basis of registration and it is valid until his Work Contract expires.
  - 2.3 A reader should report about changing his/her name, contact phone and email address.
  - 2.4 Anyone wishing to become a member of the Library, shall be familiar with the regulatory rules and duties and

responsibilities and upon completion a reader will sign the document issued by the Librarian/Manager of the Library during the time of registration.

## **Chapter 5 Search, Order, Withdrawal and Return of the Library Resources**

1. To gain the access of a desired material (books, journal, magazine, newspaper, e-resources) a reader will write out identifying number of the material from electronic catalog and present to the Librarian.
2. After completing the order, the Librarian will inform a reader about availability, possibility of the withdrawal and returning terms.
3. Materials shall be issued in the reading hall or for withdrawal.
4. All materials preserved in the Library in the singular quantity shall not be withdrawn from the library if not a special exception. To use such material a reader shall use it in the reading hall or seek a copy.
5. Periodicals (journals, newspapers) shall not be withdrawn from the Library as well as dictionaries, encyclopedias and atlases.
6. Materials shall be withdrawn from the Library for no more than seven days and a note shall be entered in the reader's card similarly as a title and/or author of the book, return date and a reader shall confirm the entry.
7. Upon the date of the return of the material a reader shall be responsible to return the material. If the return date falls on holiday or day off, a reader shall return the material on the following non-holiday day. If a reader shall need the same material, it may be withdrawn for the same amount of time if no claim of the book had not been made.

8. Upon the expiry of the return date of the material, the Library administration shall send a warning note to the reader about the expiry of the term and the sanctions that may apply to him/her.
9. If a reader is incapable to return the material in timely order for some objective excuses, one should notify the Library on the return date, failing to do so, the Library shall consider that a reader is in violation of the terms of Library regulations.
10. The Librarian may claim the return of the material earlier than the return date and a reader shall be required to return the material within 24 hours from the notification.
11. Library personnel issuing materials to use in the hall or for withdrawal or when returning it, will verify with the reader the condition of the material and if a damage occurs, the Librarian shall file a protocol.

## **Chapter 6 Copy and Material Printing Service**

1. A reader may print out a desired material or get a copy of the interesting materials by using printers/copying machines in accordance with Copyright Laws and Terms of Keeping.

## **Chapter 7 Library Etiquette**

1. A reader shall:
  - Present student/personnel card upon the entrance to the Library or getting desired materials;
  - Upon receipt of the material, look through and if a damage/defect is detected notify the Library personnel. Otherwise the responsibility for the damaged material shall be laid on the reader who used the material previously;

- Give a special care to the material issued, not to damage, not to bend papers or make inscriptions and alike;
  - Maintain silence, orderly fashion, hygienic norms and social behavioral rules;
  - Abstain from any activity that will disturb other readers or the Library personnel;
  - While in the Library follow these instructions and observe all the rules and norms.
2. Each reader is responsible for his/her property, valuables, bags, mobile phones. Upon loss or unattended articles, the Library shall waive all the liabilities; Upon loss of the private property a reader should immediately notify security representatives.
3. A Reader is banned from:
- Transferring student/personnel card to other person or using someone else's card;
  - Withdrawing Library materials without permission from the Library representative;
  - Carrying in any weapon, among which are explosives, sharp and razor articles, musical instruments, video cameras, drinks, edible products;
  - Smoking in the Library area, as smoking is permissible in specially designated areas;
  - Using Library's electronic resources for other purposes (viewing and visiting entertainment websites, watching movies, musical compositions, downloading games and similar materials, changing settings of the computer technology);
  - Removing bibliographical records and cards from the catalogs;
  - Using mobile phones in the Reading Hall.

4. Violation of the aforementioned rules a reader shall be subject of getting a remark, warning, banning from the Reader Hall, annulling of membership and/or applying sanctions stated by the University.

## **Chapter 8 Sanctions against Violations of the Library Resources Usage**

1. In case of losing withdrawn articles Reader shall pay fine according to the marker value of the item or substitution of the manual by the new one will occur;
2. For purposed damaged of the Library resource a sanction shall be defined in accordance with the Ethics Code of the University;
3. Damage of the physical infrastructure a customer shall be liable for repairing or substitution expenses;
4. Upon getting University Diploma a student shall also present a note from the Library that he/she is free from any liability related to the Library. A student bearing such liabilities shall not get the diploma.
5. Administration shall take all the measures defined by the present regulation and Ethics Code against the individuals who violates laws and norms of the Library use and bring harm to the property of the Library.

## **Chapter 9 Development Mechanisms of the Library Resources and Services**

1. University Library is responsible for the development of the Library resources and services as they provide and secure full and effective acquirement of educational programs. Development of the library resources comprise renewal of the books and other printed or electronic bases and material resources.

2. Renewal of the library resources is implemented and carried out by the academic/invited personnel, heads of programs, dean and other stakeholders who are the primary customers of the resources.
3. Representatives of the Library carry out appraisal of the identifies resources offered by the customers and present the request to the Deputy Rector responsible for Administration and Finances on the subject of purchasing a new book and he/she makes a decision about the purchase and it is carried out by engagement of the structural units.
4. In the renewal process special attention shall be given to the innovative nature of the resources and such factors as reputation of the author, publisher, co-authors, publication year, quality of the illustrations and their significance, bibliography. Listed factors shall be discussed in complex to get the general appraisal. Alongside of these criteria the price shall be also subject for discussion. Resources obtained at no cost the expenses of their storage and maintenance shall be also estimated.
5. Development of technical resources is carried out by means of monitoring of technical resources by the technical staff as they are responsible for operating these gadgets and when necessary for their renewal.
6. With purpose of development of Library resources and services, the Library shall provide systematic audit of resources and services, specifically, periodical survey of the customers about present resources and services, attitude and necessities. The results of the research shall be analyzed and evaluated and the plan of the development of the resources and services shall be set up.

## **Chapter 10 Concluding Statutes**

### **Article 1 Adoption of the Rule**



1. Changes to the Rules shall be spread by official channels, particularly on University website and Bulletin Board.
2. Administration of the Library is responsible to exercise these rules and in doing so to settle all the conflicts or other issues.
3. All customers are required to get familiar with the statutes of the present document and observe them.
4. While using the Library resources and infrastructure the customer adopts and approves the aforementioned rules.
5. In accordance with institutional policy, technological progress and customers' needs the Library initiates changes to the present rules.
6. The present Rule is adopted by the decree of the University President.
7. Annulment of the present law, changes and amendments shall be executed by the decree of the University President.

**“APPROVED”**

East-West University President

**George Khurodze**