



Georgian American University, LLC

Library Regulation

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## Article 1. General Provisions

1. The library of the Georgian American University, LLC (hereinafter referred to as the "University") is a structural unit of the University.
2. The library is guided in its activities by the legislation of Georgia, the Statute of the University, this Statute, the acts of the President of the University and the Senior Vice President.
3. The library is accountable to the President of the University and the Senior Vice President.

## Article 2. The main purpose of the library

The main goal of the University Library is to provide the University staff and students with a contemporary book fund, as well as electronic and digital resources.

## Article 3. Functions of the Library

The main functions of the University Library are:

- A) Organizing library funds, systematically replenishing Georgian and foreign publications of scientific and cultural value, protecting them and ensuring accessibility for readers;
- B) Creation of databases, further provision of access to foreign library funds;
- C) Promoting the introduction of innovative processes in the library sector;
- D) Coordination of library activities in accordance with the rules established by law;
- E) Cooperation with international organizations, including libraries, as well as with foundations, embassies and other organizations operating in Georgia;
- F) Taking care for raising the qualification of library staff;
- G) further improvement of library process automation;
- H) Introduction of library integrated automation system.

## Article 4. Structure of the library

1. The library consists of a reading room and a book-storing facility.
2. The positions provided for in the staff list of the library are - the head of the library and the librarian.
3. The head of the library and the librarian shall be appointed by the President of the University upon the recommendation of the Senior Vice President.

## Article 5. Head of the Library

1. Head of the Library:
  - A) manages and controls the activities of the library;
  - B) Ensures the efficient arrangement of the library area in order to create a quiet and comfortable environment for the readers;
  - C) manages the process of updating the library resource in accordance with the established requirements and on the advice of the school deans, taking into account the curricula and priorities of the University;
  - D) Ensures timely purchase of library resources, inventory, processing in accordance with library standards and electronic cataloging;
  - E) Negotiates with electronic resource providers, investigates and acquires electronic databases based on the needs of the University, monitors their proper functioning;

- F) In order to fully utilize electronic resources and encourage their use at the University, holds meetings with students and academic staff, sends written information and instructions on their use;
  - G) is authorized to write off unused resources (documents) in the library funds and replace the lost copy with the relevant item, based on the library rules;
  - H) establishes the working rules and conditions of the library staff;
  - I) Supervises the proper performance of their official duties by the library staff;
  - J) submits proposals to the President of the University on the structure of the library, staff units, functions;
  - K) Participates in the authorization / accreditation process within the scope of its competence;
  - L) The head of the library is responsible for maintaining the book fund of the library.
2. In case of absence of the head of the library and / or temporary inability to perform his / her duties, his / her duties shall be performed by one of the employees of the library on the basis of the order of the Senior Vice President of the University.

## Article 6. Librarian

1. Librarian:
- A) provides readers with library funds, catalogs and various types of information;
  - B) Receives books, ensures their processing according to international library standards together with the head of the library;
  - C) ensures the registration of books in the electronic catalog;
  - D) Provides inventory, processing and accounting of library resources;
  - E) ensures the maintenance of proper order in the university reading hall;
  - F) serves readers in the reading room;
  - G) maintenance of the book depository and issuance / receipt of books, sorting in accordance with the established rules;
  - H) Provides consultations to the reader on the use of the library;
  - I) Executes other authorities issued by the immediate supervisor within the scope of his / her competence.
2. The librarian is accountable to the head of the library.

## Article 7. Membership

1. The fund of the Library of the Georgian American University, LLC can be used only by the students, professors and employees of the University – by means of a personal card with an identification number issued by the Georgian American University, LLC.
2. Students of the Georgian American University, LLC are registered in the library automatically, upon enrollment in the University, based on electronic data, which includes the following information: student name, date of birth, personal ID number, address, telephone, e-mail, course and school.
3. Employees of the Georgian American University, LLC, persons invited by the University are registered on the basis of identity documents and contact details (telephone, e-mail);
4. The reader is obliged to inform the library in case of change of the data containing the name, surname and contact information.

## Article 8. Library Resources

1. The library has a reading room equipped with the necessary equipment, a variety of books and non-book material available in different languages: textbooks, scientific and fictional, periodicals, electronic resources and more.
2. The reader has the opportunity to use the reading and computer halls of the University; electronic library; and free access to scientific electronic databases.
3. Electronic databases of Georgian American University, LLC can be accessed on the spot, as well as from other areas.
4. To use the library resource, the reader must present an ID card or a student card issued by the University.
5. In order to use the library resources, the reader is obliged to get acquainted with the rules of use published on the library website.

## Article 9. Rules for finding a resource, withdrawing and returning a library item

1. Students and staff of the Georgian American University (including invited experts) enjoy the right to take a book out of the library.
2. The reader has the opportunity to find interesting material in the University Library catalog to specify to the librarian.
3. Borrowing / not-borrowing of a library item depends on the material category, the quantity of the unit and the frequency of its request.
4. A printed library item of which the library has only one copy shall not be issued from the library except in exceptional cases. The reader can use such a resource only in the reading room.
5. In addition, the library cannot issue published periodicals, dictionaries, encyclopedias.
6. Readers of Georgian American University have the opportunity to borrow a book for the following return dates:
  - Fiction - one month;
  - Textbook (in case there are not enough in the library) - one semester;
  - Manual (in case there are not enough in the library) - 1-7 days;
  - Reader - one semester.
7. The reader has the right to borrow 10 books at a time from the University Library.
8. The reader is obliged to return the taken book to the library in time. Information on the date of issue of the item is indicated in the electronic database.
9. The reader can postpone the return of the taken book only if there is no demand for the mentioned book.
10. If the reader for objective reasons (e.g. illness, absence from the country, etc.) is unable to return the retrieved material within a predetermined time, he / she is obliged to inform the library. Otherwise, the term of using the material will be considered violated.
11. After the return of the book, the reader will no longer be able to take the information resource outside the library halls.
12. In case of loss of a book, the reader is obliged to replace it with a book of the same name or pay the book fee.
13. In order to obtain a diploma, the student, along with other necessary documents, submits a so-called "Bypass Card", which proves that he has no debts to the University Library. A diploma will not be issued to a student who owes money to the University Library.

## Article 10. Rules of conduct in the library

1. The reader is obliged to:

- Comply with the requirements of the University Code of Ethics;
- Respect the rights of both library staff and other users;
- Take care not to damage the material and technical base of the library;
- Observe silence, not disturb other readers while working in a group.

2. Food is not allowed in the library, except for bottled water and other mineral drinks.

3. In case of insult of an employee or other user of the library by the reader, the reader bears the disciplinary responsibility provided by the internal regulations of the University and the Code of Ethics.

4. In case of damage to the library resources and inventory by the reader, the reader bears the appropriate responsibility and full compensation for the loss.

5. When the reader breaks the silence in the reading room (loud talking, cell phone ringing, etc.) the reader receives a verbal warning from the librarian, and request for leaving the reading room in case of a similar violation twice.

6. Upon arbitrary removal of a library resource from the library by the reader, the reader bears the disciplinary responsibility provided by the University's internal regulations and code of ethics.

## Article 11. library Schedule

1. The University Library is open from Monday to Friday from 10.00 am to 20.30 pm, and on Saturday from 10.00 am to 4.00 pm.