



The library of Ilia State University

The rule for determining the replacement of library units lost by the reader and the actual literature

I Sphere of acting

1.1. These regulations govern the rules of the replacement of library units that are lost by the reader in the Library of Ilia State University and the definition of actual literature;

1.2. The rules for determining the substitution of library units and the actual literature lost by the reader is based on the Law of Georgia on Library Law, the rules and regulations for the use of Ilia State University Library.

II. Rule of replacement of lost library units

2.1. The library unit is regarded as which is received after signature (reader's form) is registered on the reader's name and is unable to return to its library due to various reasons.

2.2 The Individual Receipt Act (see Annex, Form # 1) on the books received and lost by the reader, and by the signature of the librarian and the reader.

2.3. The library's Cataloguing Division establishes and concludes the main members of the Library Commission (see the provisions of the Library, paragraph 10.4).

2.4 The Individual Receipt Act signed between the librarian and the reader is the foundation of the unified book received and lost by the readers.

III. The rule for determining the actual literature

3.1. Actual literature will be considered,

3.1.1 Frequently demanded library resource, which had been waiting for more than 3 and more than 3 readers within a month in the reservation queue.

3.1.2. Is unsuitable to use and damaged but requires and there is a new edition;



3.1.3. The literature of the newly translated artistic and scientific content that lacks the library and serves the reader's educational, research and cultural development.

3.2. The list of actual literature is based on the data of all the libraries of the Ilia State University library (see Annex: Form # 3).

3.3 The principal members of the Library Commission are approved by the List of Actual Literature (see the provisions of the Library, paragraph 10.4).

3.4. The list is renewed once in 6 months by the head of the service department.

Form #1

Act of receiving-delivering

Tbilisi

Date

On the one hand, Ilia State University employee's **name, surname** and the name of the university library reader **name, surname, personal number** :: We are making an act on the fact that the first one received, and the other handed the missing book/s' **title, the author and the inventory number** instead of the following literature:

This is confirmed by a bilateral signature

Received:

/ name, surname /

Delivered:

/ Name, Surname/

Form #2

About the replacement of lost literature

Act #

Tbilisi



Date

The present Act has been composed by the Ilia State University Acting Library Examining and Writing Commission, that the readers had lost 10 booklets in 201-, in exchange for a lost 18 copies of the book.

The list will be attached to the books that are lost and replaced by the books, where we write:

The main members of the Library Commission:

1. Member of the Commission
2. Member of the Commission
3. Member of the Commission
4. Member of the Commission

Form # 3

About identifying actual literature

Act #

Tbilisi

Date

The present Act has been composed by the members of the main commission of the Library of Ilia State University, which was established on the basis of the data of the hall in the period from 201- up to 25 types of literature.

The Act is accompanied by the list of current literature on which we write:

The main members of the Library Commission:

1. Member of the Commission
2. Member of the Commission
3. Member of the Commission
4. Member of the Commission



Form #2 Act annex

Recording books that were lost and returned by readers

	Information about lost books									
№	Author, title	inventory -- number №	Publi shing year	price		Name of the reads	Author, title	Date of publis hing	New inventory number	Price
				Lari	Tetr i					Lari
0	1	2	3	4	5	6	7	8	9	10
1										
2										

The main members of the Library Commission:

1. Member of the Commission
2. Member of the Commission
3. Member of the Commission
4. Member of the Commission

Form #3 Act annex



Actual literature list

#	Book author	Title	Publisher	Year	Hall	Existing number	Requires number	Notice
1								
2								
3								