



## **Rules for using Ilia State University Library**

### **1. Sphere of activity**

- 1.1. These rules regulate the accession of the Ilia State University Library, the issues related to subscription and use of library units and rules of conduct in the library;
- 1.2. The rules of using the library are based on the Law of Georgia on Library Law, the Statute of Ilia State University, the Code of Ethics and the Library Statute.

### **2. Enrollment**

- 2.1. Ilia State University Library can be accessed after joining;
- 2.2. Students of Ilia State University are automatically enrolled on the basis of electronic data upon enrollment at the university, including the following information: student's first name, date of birth, personal ID number, address, telephone, e-mail, year of study and faculty/school.
- 2.3. Ilia State University staff, academic personnel, persons invited by the University and other guests are registered on the basis of identity documents and contact data (phone, e-mail);
- 2.4. The user is obliged to notify the library in case of changing the name, surname and contact information.

### **3. The possibility for using library resource**

- 3.1. The library has reading halls equipped with the necessary equipment, various books available in different languages and non-feeble fund: manuals, monographs, scientific and fiction, periodicals, journals, cartographic and reference books, electronic resources, etc.
- 3.2. Customers have the opportunity to benefit from collections of Ilia State University libraries; Reading and computing halls; Group work room; Electronic library (e-books, readings, "readers", audio and video recordings); Free access to scientific electronic databases;
- 3.3. Ilia State University's corporate e-mail owner has the opportunity to use scientific electronic databases as well as from other sites and the rest of the customers, only in the university space.
- 3.4. Society of Ilia State University, through its corporate e-mail, has the advantage of availability in the University's Electronic Library (e.g. "Readers"), taking into consideration Georgian copyright legislation. Visitors of the university library can not use this right.
- 3.5. For the use of library resource, the reader must present the ID card or the student ticket issued by Ilia State University;
- 3.6. For the use of library resources readers are obliged to get familiar with the rules of use published on the website of the library.

### **4. Access to the library physical resources**

#### **4.1. Find and order the resource**



4.1.1. The reader has the opportunity to find the material in the University library or to refer to the librarian.

4.1.2. The reader has the possibility to place the material for him/her to the library based on the filling of the special form on the web-site of the library, both in person and electronically;

4.1.3. After ordering the Library Unit, the librarian provides the reader with the following information, whether it is available to him/her in the library, whether it is possible to get home and for a period of time; If it is not in the library, how to use the interactive service or other alternative material to satisfy the information needs;

4.1.4. The reader has the possibility to book the desired material in advance. The material is kept after the consultation with the library by the reader for no more than 2 days and then returns to the repository again.

4.1.5. When booking a book, reader is notified via e-mail.

## **4.2. Rules of taking out the Library Unit**

4.2.1. Receipt of the library unit depends on the material on the category, the number of units and the frequency of its request;

4.2.2. A printed library unit that has exceptionally only one copy of the library (see Section 4.2.3), not from the library; The reader can only use such resources in the reading room;

4.2.3. In the case of a printed library unit is in the library, but it is not a daily requirement, it is possible that the reader can take advantage of taking it out home.

4.2.4. The library will not be issued, as well as periodicals (magazines, newspapers), rarities (rare publications, old books), cartographic and musical editions, dictionaries, encyclopedias;

4.2.5. Ilia State University students, academic personnel and staff have the right to take the book from the library.

4.2.6. The information resources received within the university grant in the library will be issued to the grant holder on the terms envisaged by these rules (see Section 4.4) for more duration (three months to one year) based on the relevant reception-delivery act.

4.2.7 The purpose of donating/not removing the literature house in the framework of a library interaction is defined by the Donor Library Rules.

## **4.3. Rules for returning the library unit**

4.3.1. The reader is obliged to return the book timely back to the library; Information about the date of issue is indicated in the form of information resources and in the relevant in electronic database.

4.3.2. Library from an actively used the book to another reader's request, the customer is obliged, before the agreed time, return library books administration's receipt of notice of not more than 48 hours, the period is considered as the date for the return of the book, and in the case of delay sanctions regulates the same document, Article 4, article 4.7.

4.3.3. The reader can postpone the return period of the book, both personally and by e-mail only if there is no requirement for the book (*paragraph 4, article 4*).



#### **4.4. Term of taking out the Library Unit**

4.4.1. The reader has the opportunity to take advantage of the following books:

- A) Fiction literature - 2 months
- B) Manuals (in case the library is sufficient amount) - 1 semester
- C) Manuals (in case the library does not have enough points) - 1-7 days
- D) Reader - 1 semester
- E) Other category book - 14-30 days

#### **4.5. The permissible quantity of the taken out library unit**

4.5.1. The reader has the right to simultaneously take out 15 books from the University library.

4.6. Delay the deadline for the return the library unit

4.6.1. As soon as the date of book return comes, the reader is obliged to return the literature to the library;

4.6.2. If the reader is still required to use the same material, it can postpone only if the material is not requested;

4.6.3. If the reader does not return the material in the predefined time, he/she is obliged to inform the library about the reasons for objective reasons (e.g. illness, not being in the country, etc.). Otherwise, the term of use of material shall be considered violated;

4.6.4. The deadline for book return can be postponed both by person and by e-mail.

#### **4.7. Removal and loss of the unit**

4.7.1. After 1 month from the date of book return, the reader will be able to withdraw the information resources from the library within 1 year.

4.7.2 No less than 5 days from the expiration of the book return period, the reader will be given a warning if the book was issued for a period of 5 days less than 1 day. If less than 1 month is delayed, the reader will not be able to withdraw from the library the information resources within 1 year.

4.7.3. Two months after the expiry of the return of the library resource, the customer may be charged a fine.

4.7.4. In case if one book is lost, the reader is obliged to replace the same number of books and other library established by the Commission Current literature (relevant literature to determine the reader's lost library units to replace the current literature and rules), in exceptional cases, when the reader has lost a book is not in stock, the other two important books.

4.7.5 Paragraph 4.7.3. Do not apply to cases where the lost book is replaced within a month after the expiry of the term. In this case the reader replaces only the same thematic book or in the case of not selling, with other actual literature (determines topical literature, the replacement of library units lost by the reader and the rule for determining the actual literature)



4.7.6. To get a diploma, the student will present together with other documents. "Bypass card", which confirms that he has no university library debt. Diploma is not granted to a university library dept student.

#### **4.8. Restore restrictions on the removal of the information library resources outside the library**

4.8.1 Restrictions on the removal of the information resources library outside of the library can be made based on electronic reinstatement.

4.8.2 The user is obliged to describe and explain the necessity of removing the restriction from outside the library.

4.8.3 Users are obliged to send an email to the e-mail address indicates by the library.

4.8.4 User receives information on satisfaction/dissatisfaction on the e-mail during 3 working days.

4.8.4 The administration of the library makes a decision on the satisfaction/ dissatisfaction of the application based on the personal history created by the reader.

#### **5. Warning from Library Administration**

5.1. The reader receives a warning from the Library Administration: due to the expiration of the book return period, in case of demand by another reader of the requested book and the sanctions imposed on violation of the rules of conduct;

5.4. Within 10 to 20 days from the expiry of the book return, the librarian sends a warning to the reader about book delay;

5.7. The librarian sends a warning to the reader on request by other readers of the book (*Article 4, 4.3, sub-point. 4.3.2*).

5.8. The librarian sends a warning to the reader about violation of the rules of use of the library on the statutes defined by the same document (*see article 11.*);

5.9. The availability of the notification about the return of the book returns does not relieve the reader's obligations.

#### **6. Use of inter-library service**

6.1. The inter-library service provides readers with materials that are not available in the university library collection;

6.2. Within the framework of the inter-library service, representatives of Ilia State University have the opportunity to book certain categories of books within 10 working days and use part of the reading room in the reading hall. The rest of the readers have the right to use literature only on the site.

6.3. For the use of a library service, the reader fills the Book Order card in an electronic or written form and sends leaves the corresponding section of the library.

6.4. The reader will receive information on the availability of the book in the framework of the inter-library service and receives relevant material within no more than 4 days.

6.5. The reader has the right to order not more than **3 books** in the library service.



6.6. The literature sent to the reader is kept within **2 days** after receiving the information.

## **7. Question to librarian**

7.1. Reader has right to use the library as well as telephone and other means of communication (the facebook page of the library, e-mail) to obtain any information about the activities of the library (work schedule, access to any media, withdrawal dates, etc.);

7.2. The reader receives information from the library for more than two working days.

## **8. Use of internet resources**

8.1. All the representatives of the Ilia State University Library have the right to use the library's information-communication technologies.

8.2. Access to computers and internet is free, customers can also use wireless internet access.

8.3 Use of computer equipment placed in the library space is permissible only for educational purposes.

## **9. Copy and material printing service**

9.1. The reader has the opportunity to take advantage of the copyrights and storage requirements for copying and printing copies of various educational, research and fiction literature;

9.2. Copying material can be used on the basis of pre-order as well as in person and online mode through e-mail

9.3. In the case of pre-order, the user receives a copy of the material and/or printed version within no more than two working days.

## **10. The rules of behavior in the library**

10.1. The reader is obliged to follow the requirements of the Code of Ethics of the University;

10.2. The reader is obliged to respect the library staff as well as other user rights;

10.3. Take care not to harm the library's material-technical base;

10.4. Upon entering the library the reader is obliged to: transfer the mobile phone to the silent mode; To keep silence; Not to interfere with other readers in group work;

10.5. Do not arbitrarily refund them on the shelf after using the library resources, rather than pass the librarian or leave the table;

10.6. When checking the book or other material, check it carefully and inform the library staff in case of detection;

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

10.8. The reader is prohibited from librarians without making special record to take out book from the library.

## **11 Sanctions in case of violation of the rules of conduct**



11.1. When the reader is insulted by the employee or another user of the library, the reader is subjected to disciplinary punishment provided by the University Regulations and Code of Ethics;

11.2. When the reader finds a crime in the case of damage to the library and inventory, the reader has the responsibility and determines the full compensation;

11.3. When the reader finds a violation of silence in a reading hall (loud conversation, cell phone call, etc.), the reader receives a verbal warning from the librarian, leaving the reading room in case of warning twice).

11.4. If the reader is arbitrarily withdrawn from the Library Resource Library, the user is subjected to disciplinary punishment provided by the University Regulations and Code of Ethics or restricted from the library to the news source within 1 year.

## **12. Changes and additions in the rules of use of the library**

12.1. Changes in the rules of use by the Library are being implemented in accordance with the rules established by the legislation, taking into account the changes in the national and international educational system (including the library).