



Sulkhani-Saba Orbeliani
UNIVERSITY

Approved:

by order of the rector No. 76-14; 07.10.2014

The updated edition contains:

by order of the rector No. 56-18; 06/14/2018

Order of the Rector No. 39-21; 04/06/2021

Order of the Rector No. 78-23; 28/03/2023

The rule of Using Library

Tbilisi,

2023

Article 1. University Library

1. The Sulkhani-Saba Orbeliani University Library (hereinafter referred to as the "University") is the main educational unit of the university, which consists of one main and one additional reading rooms: the Pierre Dumoulin Reading Room; Reading room named after David Batonishvili. Undergraduate, graduate and PhD students have unlimited access to the reading rooms.
2. The main tasks of the library are:
 - 2.1. promoting of educational, scientific and research processes at the university;
 - 2.2. studying and analyzing the needs of students and university staff, as well as planning and implementing appropriate actions;
 - 2.3. ensuring the information and bibliographic needs of students and staff;
 - 2.4. Development of information resources and services of the university - development and implementation of renewal programs;
 - 2.5. forming of a library fund for the specialties and educational programs of the university;
 - 2.6. Development of information literacy in the university - planning and implementation of various activities for this purpose.
3. The library functions are:
 - 3.1. providing the educational process of the university with educational materials (books, magazines, newspapers, electronic resources, etc.);
 - 3.2. forming and organization, protection, accounting and processing of library collections in accordance with applicable standards;
 - 3.3. periodic study, inspection and cleaning of the fund;
 - 3.4. Creation of an exchange fund.
 - 1.1. The library operates in accordance with the Law of Georgia "On Librarianship of Georgia", the Charter of the University, University Regulation, the present rule and other inter-university acts.
4. The protection and maintenance of property in the library is obligatory for all employees and readers of the library.
5. The university administration has the right to take measures provided for by this rule against persons who violate the rules for using the library and/or damage property in the library.
6. Structure and management of the library
 - 6.1. The library includes two departments: department for completion, catalogizing and classification and departments for the readers service.
 - 6.2. The activities of the library are handled by the head of the library, The head of the library is subordinated to the University vice-rector.
 - 6.3. The librarian officially heads the departments.
 - 6.4. Librarians serve the reading room in shifts.
 - 6.5. The library is located at: Tbilisi, K. Kutateladze st. No. 3.
 - 6.6. Library working days: from Monday to Saturday. The work schedule is set from Monday to Friday from 9:00 to 21:00, and on Saturday from 9:00 to 18:00. The library is closed on university weekends and public holidays.
 - 6.7. The obligation of the librarian are:

- 6.7.1 The library fund catalogizing and classification (recording the material in the library or certain departments and putting information on the database, creating special catalogues);
- 6.7.2 Putting the fund into order;
- 6.7.3 Fund completion with different learning material;
- 6.7.4 Fund re-completion (establishing contacts with different libraries and focusing on filling the library with modern materials);
- 6.7.5 Providing the readers with service, recording the cases of book borrowing and returning;
- 6.7.6 Providing a due reaction to the case when materials are returned late;
- 6.7.7 Fulfilling other works defined in the job description approved by the principal.

Article 2. Library membership

- 1. The library is primarily intended for use by students and employees of the university.
- 2. Library membership is a prerequisite for using library resources.
- 3. Membership takes place once throughout the studying period in the University. The student registered on an educational program is automatically registered as the University library reader. The student having completed the University educational program maintains the library reader's status. The student's library membership is confirmed by the student's ID card or/and student's card.
- 4. Use of Library Resources for Non-University Students:
 - 4.1. Employees / students of partner local or foreign educational institutions of the university can use the library resources of the university.
 - 4.2. The reader is obliged to inform the library about the change in his name, contact phone number, e-mail.

Article 3. Library resources

1. As the number of places is restricted in the library, University students and employees are privileged when it comes to using the library resources, than external persons. The external ones may experience restriction on the library resources for the University ongoing academic process requirements if the use of the resources by them prevents the students and professor-teachers from applying the same resources.
2. The issue of application of the library resources by the persons who experience suspension or/and termination of the student's status is resolved by the common rule. Those having experienced the termination due to violation of the student conduct rules are restricted to apply the Teaching University library resources.
3. To obtain the desired educational material, the reader contacts the library staff.
4. Using Library Resources:
 - 4.1. Library materials are basically issued in the reading room of the library.
 - 4.2. The Material preserved in the library fund (books, magazines, newspapers, audio-video CDs, etc.), which are available in the library in only one copy, are not issued from the library without exception, the reader has the opportunity to use only such materials. in the reading room, he can also order the necessary part from the staff and use the copier and scanner.
 - 4.3. Readers can take the material from the library only on the basis of a preliminary consent by the librarian.
 - 4.4. The Material is issued no more than one week from the library.
 - 4.5. The reader is obliged to return the material to the library as soon as the deadline comes, if the return date coincides with a weekend and / or holiday, the reader is obliged to return the material before the end of the next business day during library hours, if the reader still needs the material, he/she is still allowed to borrow it under the respective rule (not for more than two times consecutively) if no other people had requested the material already.
 - 4.6. If the reader cannot return the library material on time due to objective reasons, he is obliged to report it to the librarian on the same day, otherwise it will be considered that the reader has violated the terms of use of the library material for an unfair reason.
 - 4.7. If the reader is unable to return the library material for objective reasons, he/she should inform the library about it on the same day, immediately and must return the material within 24 hours.
 - 4.8. The library employee, issuing the material for being used in the reading room or for being taken away, or gets the material back, is obliged to check the material

condition together with the reader. In case of detecting any damage the librarian should draw up relevant document.

- 3.4.1. Computer equipment and the Internet in the reading room are intended for educational and informational purposes, primarily for searching for material in the electronic library network, as well as in the library catalog. Readers have the right to use computers also through the educational process management system to get acquainted with the results of their educational activities, communicate with the university administration. If the reader does not have skills to use the equipment the library employees should assist him/her.
- 4.9.1 The computer equipment in the library is connected to the internal university network and the Internet. The library has electronic resources that can be used in the form of CDs, DVDs , the library includes scientific electronic databases.
- 4.9.2 In special cases, the librarian has the right to temporarily change the procedure for withdrawing materials from the library (for example, when conducting an inventory).
- 4.9.3 The reader has the right to use the service of making a copy of the material in the library (on a printer, copier and scanner). This service is paid. The tariff is set by order of the rector of the university. To order copies of materials, the reader fills out an order form and leaves it with the librarian, the librarian collects orders during the day and ensures their reproduction. The student goes to the library to pick up the duplicated material the next day.

Article 4. The Rules of conduct in the library

1. Readers are required to present identification card, student ID and/or alumni cards to the librarian upon request.
2. The reader is obliged to observe the material when getting it back and in case of detection of a defect, immediately inform the authorized person about it. Otherwise, the responsibility for the spoiled material lies with the reader who last accessed the material.
3. It is strictly prohibited to carelessly put the material on the shelf after using it.
4. Each reader is responsible for personal belongings, including valuables, wallets, mobile phones. In case of leaving or loss of the specified property unattended, the University is not responsible. In case of loss of personal belongings, the reader should immediately report this to the librarian and the Security and Safety Service of the University.
5. Working with a book (printed production):
 - 5.1. It is not allowed to fold the book, even if it has a soft cover;
 - 5.2. It is not allowed to bend the corner even if you have no bookmark;

- 5.3. Attempting to straighten a damaged or wrinkled cardboard sleeve;
- 5.4. It is not allowed to put the book on the floor or still;
- 5.5. It is not allowed to put elbows on the book while reading it;
- 5.6. If you observe the pages being conjunct in the book, do not use scissors or drawer.
Ask the librarian for assistance;
- 5.7. It is not allowed to put paper on the book while writing.
6. The library strictly prohibits:
 - 6.1 Violation of the rules of treating books (printed production);
 - 6.2 Making noise, speaking, using mobile phones, any activities that harm other readers and library employees;
 - 6.3 Taking the material without permission, or putting it in a wrong manner deliberately in order to hide it or prevent the readers from using the book;
 - 6.4 Improper use of the library electronic services (visiting different entertaining webpages, downloading movies, musical compositions, games and similar content, changing hardware configuration, etc.), bringing musical instruments, video cameras, beverages (except natural drinkable water), food products in the library.
 - 6.5 Neglecting the librarian's request regarding taking the rule requirements into account;
 - 6.6 Bringing strangers in the reading room, giving the reader's card to another person or/and using other's card;
 - 6.7 Stealing, damaging, scratching, tearing the material;
7. Violation of the rules of conduct in the library entails the annulment of the library membership of the reader and / or the application of the amount of liability (sanction) established by the university.

Article 5. Sanctions for violation of the rules for using library resources

1. Borrowing of material from the library (including from the reading room) without the permission of the librarian, without permission that did not result in the material damage or losing will cause warning the reader and if it occurs again, the reader will be fined with 10 GEL.
2. In case of losing the borrowed material the reader pays fine in double amount of the material market value.
3. For violation of the terms of use of library material, a fine of 1 GEL is imposed on the reader for each day of delay (except for the occasions defined in the subsections 4.6 of Article 3 of this rule).
4. The fine is 20 GEL for the behavior envisaged in the subsection 6.1 - 6.4 of Article 4.
5. Sanctions for the behavior provided for in subsections 6.5 - 6.7 of Article 4 of this rule are determined in accordance with the rules of conduct for students at the university.

6. Application of the article-envisaged sanction towards the reader does not set the reader free from the obligation of loss compensation to the University.
7. Librarian is entitled not to allow the material to the people who usually return books late. The resolution on restriction should be approved with relevant proofs and information should be available for the readers.
8. The librarian is the person authorized to apply the sanctions defined by this rule to the behavior specified in subparagraphs 6.1 - 6.4 of article 4 of this rule. For each such violation, a protocol is drawn up, which details the specific fact, place and time of the violation. The protocol is also signed by the reader. In case of refusal of the reader, the librarian makes a corresponding note in the protocol. A copy of the protocol will be submitted to the University Disciplinary Commission.
9. The University Disciplinary Commission is a body authorized to apply sanctions for the behavior specified in subsections 6.5 - 6.7 of Article 4 of this rule. The librarian draws up a report card and sends it to the commission together with the document.
10. The resolution of the librarian to apply the sanction specified in this rule to the reader may be appealed to the Rector of the University.
11. On the basis of the resolution towards the reader, the latter is obliged to pay the fine within 10 working days since official presentation of respective resolution. In case of non-payment of the fine the librarian is entitled to impose limitations to the reader in terms of enjoying the library service.