

Library Regulations

Article 1. General provisions

1. The library of the University of Georgia Ltd (hereinafter the University of Georgia) is the main educational unit of the University.
2. The library is guided in its field of activity by the legislation of Georgia, university acts and this regulation.
3. The library is accountable to the Vice-Rector.

Article 2. The main goals of the library

1. The main goals of the library: Promoting the development of information-educational fields of the university.
2. Formation of the library fund, making registrations, replenishments, protection in accordance with the educational programs of the university and the requirements of the customers.
3. Creation and processing of information-reference catalogs, databases.
4. Coordinating activities with libraries, creating and managing of an exchange fund between libraries.
5. Customer service, both by issuing a library document on the place and by making a hard copy, familiarizing customers with the information retrieval methods.
6. Conduct methodical work on library and information bibliographic services.
7. Creation of a fund of scientific-research papers performed at the university, creating bibliography of works and its protection.
8. Promoting the professional development of the library staff.

Article 3. Library structure and management

1. The library structure includes: Library manager, acquisition department, cataloging-classification department, librarian, field librarian.

2. Library manager:

- A) Formulates a strategic plan of working of the library and plans various activities;
- B) Coordinates the activities of the library staff;
- C) Promotes the creation of a working environment at the library;
- D) Submits the plans related to the development of the library activities to the Vice-Rector;
- E) Promotes the establishment of connections between libraries, the exchange of information and takes appropriate measures, both within the country and abroad;
- F) Responsible for the protection of the library property.

3. Acquisition department manager:

- A) Completes the funds with books and other materials;
- B) Records the newly received resources and places them in a relevant fund.

4. Cataloging-classification department manager:

- A) Defines catalog types and performs printing and electronic cataloging of the materials;
- B) Receives library materials;
- C) Sorts books, publications and other materials;
- D) Inspects and edits the electronic catalog.

5. Librarian:

- A) Fulfills the requirements of consumers in accordance with the rules established by this regulation;
- B) Possesses information on the materials available at the library funds and provides a relevant resource to the customers;
- C) Provides information on new books and publications to the customers;
- D) Contributes to the refinement of the library job and participates in introduction of innovations and their implementation with high quality.

6. Field Librarian

- A) Determines the adequacy of materials for training courses, research programs and compares them with the resources available at the library;
- B) Ensures the availability of necessary materials for teaching and research processes;

Article 4. Library resource

1. The library has a book and a non-book fund - audio, video and digital versions of information.
2. The library has reading rooms with the necessary equipment.
3. The resources available at the library (the book and non-book fund) corresponds the goals of the university - the educational and research programs implemented by the university.
4. Academic databases (JSTOR, Cambridge Journals, Heinonline, etc.) are available for the library users.
5. The library has a computer resource center.

Article 5. Customers of the library

1. Library can be used by:
 - A) University student (Bachelors, Masters, Doctoral student);
 - B) Personnel of the university
 - C) Guests of the university
2. There is a reader registration journal at the library.
3. Customers of the library have the right to:
 - A) Use the resources available at the library;
 - B) Get acquainted with the rules of the library and his/her rights and obligations;
 - C) Customers of the library are obliged to take care of the library resource.

Article 6. Joining the Library

1. To use the library resource, the user must register as a member of the University

Library.

2. Membership of the library is achieved by obtaining a student status. The student's library membership is confirmed by his / her identification card.
3. University graduates as well as outsiders become library users by purchasing a library card.
4. Purchase price of the card is determined by the order of the rector.

Article 7. Library Working Schedule

- Monday - Saturday – 9⁰⁰–21⁰⁰
- Sunday – 10⁰⁰-18⁰⁰

Article 8. Resource search and ordering

1. A customer has the opportunity to find materials he's interested in, at the card or electronic catalog of the library.
2. Customers have the opportunity to order the library to scan any textbook needed or lecture materials through "My UG". The order must include the author of the book, the title and the number of pages. The order is delivered within 24 hours.

Article 9. Rule of taking away of library resources

1. Library resources can only be used at the library reading room.
2. Only fiction is allowed to be taken away of the library for a period of 7 days. The take away period may only be extended twice.
3. If a customer fails to provide a timely return of the book because of a valid reason, he or she must inform the library about the reason.

Article 10. Rules of conduct in the library

1. While entering the library, a customer leaves a student ticket / library card at the librarian and then he / she becomes able to use the library resource.
2. A customer is obliged to inform the library staff in case of finding a defect in the library resource;

3. Customers are prohibited from arbitrarily withdrawing any resources from the library.
4. Smoking, loud noise, talking on the phone is prohibited at the library.
5. Customers are not allowed to bring food to the library.

Article 11. Rules for using the computer center

1. The computer center is equipped with modern computer technics, internet, there is a suitable environment for providing comprehensive computer services to customers.
2. The computer center is headed by the manager.
3. The computer center working schedule:
 - Monday - Saturday - 9⁰⁰-21⁰⁰
 - Sunday - 10⁰⁰-18⁰⁰
4. The following are allowed when using the computer:
 - A) Entering and editing text;
 - B) Searching and downloading materials on the Internet;
 - C) Working on literature in electronic versions;
 - D) Using of e-mail;
 - E) Working on different learning programs.