



**EEU**

## Instruction of Using Library



## **Article 1. General Provisions**

1. Instruction for using the Library (hereinafter - Instruction) of East European University (hereinafter - University) regulates procedures for using library in the University, the library's interaction with the readers, establishes the organizational and legal basics of the reader's service, the terms of access to the library documents and the rules of conduct in the library;
2. Students, university employees, academic personnel, persons invited by the university and other guests have the right to use the university library;

## **Article 2. Library work schedule**

1. The library is located in the university owned area and works from Monday to Saturday, 60 hours a week.
2. The working hours (opening and closing) are determined by the rector order.

## **Article 3. Join the library**


1. University Library can be accessed after joining;
2. University students are joined on the basis of identity documents, student ticket submission and filling of special application (contact information and information provided in the identity document);
3. The university staff, academic personnel, persons invited by the university and other guests is registered on the basis of identity documents and contact data (actual address, telephone, e-mail);
4. Subscriber is obliged to notify the library in case of change of the name, surname and contact information;
5. For joining to the library, readers are obliged to get familiar with the library's rules and confirm it by signing in the reader's form;


## **Article 4. Readers' rights, obligations and responsibilities**

1. The reader has the right to use for free of charge any kind of library document protected in the library for temporary use;


2. To extend the term of use of the book and other documents in accordance with the established procedure;
3. Can receive full bibliographic information and consultations from librarians;
4. Conduct search using library resources (electronic catalogues, electronic resources);
5. Use computers and internet networks;
6. Make the copies of the existing materials in the library.


**7. The reader is obliged to:**


 Follow the rules of using the library;

 Take care of the library document issued on him/her, Do not make notes on it, do not remove the sheets and so on;


 Return the borrowed library documents within the established timeframes;


 Do not take the library document from the library which is not recorded in the library book or is not subject to home delivery;


 In case of receipt of the book and other material, examine its physical condition and inform the librarian at the discovery of defects;

 In case of loss of a library document, reimburse the damage to the library in accordance with the established rule;

 At the end of each academic year, the library documents to be returned to the Library;

 Work with the readers and librarians while working in the library hall should maintain calm and ethical norms of communication;


 For the use of the printer, copier, computers, the reader addresses the library staff to get the relevant material (Material used in the study process). If the reader does not know how to use the printer, copier and computer, the librarian (specialist) is obliged to provide assistance.


 In the process of the computer using, the following is allowed: entering and editing texts, finding and

downloading the Internet materials, working on literature with electronic versions (CD discs are permitted in agreement with the librarian (specialist); Use of e-mail; Use of the university internet site; Work on training programs, etc. The reader can use the electronic material in the foundation (it is allowed to copy this material)

## **Article 5. The obligation of the library**


### **1. The library is obliged to:**

 Provide information to readers about the forms and methods of library and information-bibliographic service;

 Complete service forms to achieve high quality of service, make use of computer technologies expeditiously;


 To help readers use the Library Reference apparatus;


 Conduct events, promote library resources;


 Carry out system control over fund movements, use penalty sanctions against the readers who are causing damage to the library.

## **Article 6. Terms and conditions for hall use**

### **1. Issue of Books and Return:**

 The electronic catalogue is functioning at the University, which is placed on the University website. After finding the required book in the catalogues, the user fills the requesting card, on which basis the book is given;

 Books that the library has one copy shall be given only for the use in the Reading Hall or to receive copies;

 Periodical editions are also issued for use in the reading hall (magazines, newspapers), reference literature (encyclopaedias, dictionaries), Digital units (DVD, CD);



In the reading halls of the library there is a rule of free access to the book; It is unacceptable to give more than one copy of the same name to one user;



The number of literature given should not exceed 5 copies;



Number of literature is not restricted for use in the reading room;



Scientific and educational literature intended for student use in the current semester will be given only 24 hours;



The term of giving scientific and fiction literature is 10 days. The duration of the book borrowing is extended only once for 10 days;



The term of the book borrowing is extended twice to professors and teachers - The maximum term is determined for 20 days;



Upon arrival of the borrowed material or book return period (10 days) the reader is obliged to return the book to the library or request prolongation of the borrowing period.



In case the reader has passed the deadline for the return of the book, the reader will not be able to borrow the book again;



Booking of books and other materials is possible.




If the book is lost, the reader is obliged to immediately inform the library, after that, the poverty assesment commission of East European University will evaluate the market price of the unit. The relevant act will be created by the staff of the library, in which the value of the unit will be indicated and the reader will be informed about his/her obligations;



The reader can present the same denomination unit or other denomination unit with the agreement with library. Otherwise, he / she is obliged to pay the value specified by the Act;



If any contact with the university is terminated, the reader is obliged to return all the materials given to him. Otherwise, the measures for Loss of Book defined by the regulation will be applied to



him/her.

**Article 7. Final Provisions**

1. This instruction is approved by the University Rector's order.
2. The changes and / or amendments to the present instruction is made according ro the university rector's order.