



## Rules for using the library service of East European University



*Approved by the order No. 13/01-01 dated May 02, 2022  
of the rector of the university*

## **Article 1. General provisions**

1. The rules for using the library service (hereinafter - the rules) of the East European University (hereinafter - the university) regulate the procedures for using the library service at the university, the relationship between the library and the readers, establishes the organizational and legal bases of reader services, conditions of access to library documents and rules of behavior in the library;
2. The rules for using the library service are based on the Law of Georgia "On Library Matters", the Statute of East European University, the Code of Conduct (Ethics), internal regulations and the library statute;
3. The library is located in two campuses of the university, at the following addresses: Georgia, 0178, Tbilisi, Shatili st. # 4; Georgia, 0159, Tbilisi, I. Enukidze st. No. 6
4. The library has its own stamp, contact e-mail: [EEU.Lib@eeu.edu.ge](mailto:EEU.Lib@eeu.edu.ge) and its own page on the university website;
6. Students, university staff (administrative and academic staff), persons invited by the university and other guests have the right to use the university library;

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

1. The library works according to the following schedule:
  - a) Monday - Friday: 10:00-20:30;
  - b) Saturday: 10:00-18:00;
2. The shift schedule of library staff is determined by the order of the rector or the labor contract;



3. The university is authorized to increase the working hours of the library taking into account the number of students and the human resources of the library staff.

### **Article 3. Membership in the library**

1. User membership/registration is required to use the university library.
2. The membership of the students of the East European University is done automatically, upon enrollment in the university, based on electronic data, which includes the following information: student's name and surname, date of birth, personal number, address, telephone, e-mail, semester and faculty;
3. The registration of East European University staff, academic staff, persons invited by the university and also other guests is done on the basis of identity documents and contact data (phone, e-mail);
4. The student maintains the status of a reader until he/she completes the educational program. The university staff maintains the status of a reader until the termination of the labor or other contractual relationship;
5. The subscriber/reader is obliged to notify the library in case of changes in the data containing the name, surname and contact information.

### **Article 4. Use of library resources**

1. The library has reading rooms equipped with the necessary inventory, a diverse book and non-book fund available in different languages (manuals, monographs, scientific and fiction literature, periodical editions, reference publications, electronic resources, etc.)
2. Readers have the opportunity to use university library collections, reading and computer rooms, printer, copier and scanner, wireless Internet, group work spaces, electronic library, free access to scientific electronic databases;



3. Readers who own the university's corporate e-mail can use the scientific electronic databases and electronic library, both on site and from other areas, while the rest of the readers can only use the university premises;
4. In order to use the library resources in the reading room, the reader must present the student/staff card issued by the university to the library employee; After using the book, the reader is obliged to return the book to the library employee, after which the student/staff card is returned to the reader;
5. Issuing/not issuing library resources to readers depends on the category of the material, the number of copies and the frequency of requests;
6. In order to use the university library resources, the reader is obliged to get acquainted with the rules of use published on the library's website.

#### **Article 5. Finding, reserving, issuing and returning library resources**

1. The reader has the opportunity to find interesting material in the electronic catalog of the university library ([https://eeu.edu.ge/lib/opac/index\\_geo.php](https://eeu.edu.ge/lib/opac/index_geo.php)) or ask the library for help;
2. The reader has the opportunity to order the material of his/her interest to the library both personally and electronically, based on filling out a special form posted on the library's website;
3. After ordering a library item, the librarian provides the reader with the following information - whether the material of interest to him/her is available in the library, whether he/she can take it home and for what period;
4. In the reading hall of the library there is a rule of free admission with books; It is not allowed to issue more than one copy of the same book to one user in the hall.
5. The amount of literature for use in the reading hall is not limited;
6. The reader has the opportunity to reserve the desired material in advance, in case of a request from another reader for the reserved library unit, the reservation is canceled after 1 day;



7. Students, academic staff and employees of East European University enjoy the right to take out a book from the library.
8. The number of issued literature from all university libraries should not exceed three books;
9. Books, which the library has one copy of, are issued only for use in the reading room;
10. Periodicals (magazines, newspapers), reference literature (encyclopedias, dictionaries), rarities (rare editions, old books) are issued only for use in the reading room;
11. The reader is obliged to return the book to the library on time; Information about the date of issue of the unit is indicated on the form of the information resource and in the relevant electronic database.
12. In case of a request by another reader for a book taken out of the library, the user is obliged to return the literature no later than 48 hours after receiving a written notification from the library administration, The mentioned deadline is considered the deadline for returning the book, and in case of delay, the specified sanctions are regulated by Article 5, Clause 16 and Article 9 of the present rule;
13. If the reader, due to objective reasons (for example: illness, absence from the country, etc.) cannot return the checked -out book within the predetermined time, he/she is obliged to inform the library about it. Otherwise, the term of use of the material will be considered violated;
14. Readers can postpone the deadline for returning a checked-out book, both in person and via e-mail, only if there is no demand for the said book;
15. The reader has the opportunity to take advantage of the following terms of the checked-out book:
  - a) Scientific and fiction literature – 10 days; the term of withdrawal of the book is extended once - by 10 days;
  - b) Scientific and educational literature, which is intended for the use of students in the current semester, is issued only for 24 hours; the deadline for checking out the book is extended once - by 24 hours;



16. In case of exceeding the deadline for returning the book taken by the reader or losing it:
- a) The book will no longer be issued to the said reader;
  - b) In case of loss or damage of the book, the reader is obliged to inform the library immediately. After that, the financial and material resources management department of East European University will determine the market price of the mentioned unit. The library staff will draw up an appropriate act indicating the value of the unit, and the reader will be notified of his obligations;
  - c) In case of loss of the book, the reader can present the same book or another book in exchange by agreement with the library. Otherwise, he/she will be obliged to pay the value determined by the act;
  - d) In case of termination of the contract with the university or termination of student status, the reader is obliged to return all materials issued to him/her. Otherwise, the sanctions specified in Article 5, Clause 16 and Article 9 of the present rule shall apply to him;
  - e) A diploma/certificate will not be issued to students who are in debt to the university library;

**Article 6. Rules for using library photocopying and material printing services, internet resources**

1. The reader has the opportunity to take advantage of the photocopying and printing service of various educational, research and fiction literature in accordance with the copyright protection instructions and storage requirements;
2. Photocopying and material printing services can be used on the basis of advance order, both in person and online;

3. In case of advance ordering, the user receives a copy and/or printed version of the material within two working days;
4. All readers of the East European University library have the right to use the information and communication technologies of the library;
5. The use of computers and the Internet is free, the user has the opportunity to use the wireless Internet as well.
6. When using a computer, it is allowed:
  - a) Entering and editing text
  - b) Finding and downloading materials on the Internet;
  - c) Use of CDs by agreement with the librarian;
  - d) Use of e-mail;
  - e) Use of university websites;
  - f) Work on learning programs.
  - g) Use of electronic materials in the fund
7. If the reader does not have the habits of using a printer, copier, scanner, computer and other audio-visual equipment, the librarian is obliged to find help for him;

#### **Article 7. Rules of behavior in the library**

1. In the reading hall it is not allowed to act in a way that prevents the reader from working;
2. Upon entering the library, readers are obliged to switch their mobile phones to silent mode, to observe silence, ethical norms of interaction, not to disturb other readers during group work;
3. Smoking, talking on mobile phones, unauthorized use of computers in the reading halls (for entertainment sites, watching movies, playing gambling, changing the configuration of computers...) are not allowed in the library.

4. It is not allowed to bring food products into the library, except bottled water and other mineral drinks;
5. It is forbidden for the reader to arbitrarily remove the library item from the reading room without making a special entry in the reader's subscription by the librarian, which will be considered an illegal action and the measures provided for by the legislation of Georgia and the present rule shall be applied.

## **Article 8. Rights and duties of the reader and the library**

### **1. The reader has the right:**

- a) for temporary use, to use any type of library document kept in the library free of charge;
- b) to receive full bibliographic information and consultation from librarians;
- c) to use the library's reading room, search system, electronic resources and Internet network;
- d) to make a copy of the necessary materials stored in the library fund in compliance with the present rule;
- e) to take part in activities planned in the library direction;
- f) has the right to take out no more than 2 books from the library at the same time;
- g) to extend the term of use of the book and other documents according to the established procedure;
- h) In order to improve the services of the readers, apply to the university administration with suggestions/participate in surveys on satisfaction with library resources..

### **2. The reader is obliged to:**

- a) get to know and follow the rules for using the library;
- b) take care and not to damage the material and technical base of the library;





- c) take care of the library document issued to him, not to make notes, records, not to tear out pages, not to format or otherwise damage the electronic media, etc. on the materials protected in the fund.;
- d) present the student/staff card to use the book;
- e) In case of receiving a book and other material, inspect its physical condition and inform the librarian if any defects are found;
- f) To return the issued library documents within the established time limits or, notify the library in case of failure to ensure the timely return of the book due to objective reasons,.
- g) not to take out from the library a library document that is not recorded in the reader's form, or is not subject to issuance;
- h) after using the library resources, not to arbitrarily return them to the shelf, but hand them over to the librarian or leave them on the table;
- i) in case of loss or damage of a library document, to compensate the damage caused to the library in accordance with the established rule;
- j) comply with the requirements stipulated by the university's code of ethics/internal regulations;
- k) Readers are obliged to respect the rights of library employees and other users;
- l) Each reader is responsible for personal possessions, including valuables, purses, cell phones. In case of the said property being left unattended or lost, the library shall not be held liable;
- m) In case of loss of a personal item, the reader should immediately inform the security service;

**3. The library is obliged to:**

- a) provide readers with systematic information about the forms and methods of library and information-bibliographic services;
- b) make the forms of service perfect, to achieve a high culture of service, to appropriately use information technologies;
- c) hold events, promote library resources;

- d) A library staff who issues material to be read in the hall or taken away, or returns material, is obliged to check the condition of the material with the reader. In case of discovery of damage, the librarian is obliged to draw up a report;
- e) To carry out systematic control over the movement of funds, to apply fine sanctions to readers who cause damage to the library;

#### **Article 9. Sanctions for violation of the rules of using library resources**

1. In case of violation of the rules of using the library by the reader, the following sanctions are applied:
  - a) Note ;
  - b) Warning;
  - c) Leaving the reading room;
  - d) Limiting the right to check out the book;
  - e) Compensation for material damage.
2. When a reader insults an employee or another user of the library, the reader shall be subject to disciplinary punishment provided by the internal rules and ethics code of the university;
3. In case of damage or loss of the library resource and inventory by the reader, upon establishing the fault, the reader bears the appropriate responsibility and full compensation for the loss;
4. When a reader violates the silence in the reading room (loud conversation, mobile phone call, etc.), the reader receives a verbal warning from the librarian, and in case of repeating such a violation twice, he/she leaves the reading room..
5. When the reader arbitrarily takes the library resource from the library, the reader is subject to the disciplinary punishment stipulated by the internal regulations and the code of ethics of the university.

## Article 10. Final Provisions

1. The present rule is approved by the order of the rector of the university
2. Changes and/or additions to this rule are made by order of the university rector.