

*Approved by Resolution No. 12 of the Academic Council of
Tbilisi Humanitarian Teaching University of May 27, 2019*

Tbilisi Humanitarian Teaching University LLC
Library Regulations

Article 1. General provisions

1. The library of Tbilisi Humanitarian Teaching University LLC (hereinafter referred to as the University) is a structural unit of the university, which houses the bibliographic fund of the university - printed publications (manuals, handbooks and methodical literature, scientific-research papers, historical, artistic, informational and other types of material) and book fund placed on electronic carriers.
2. The university library is a closed educational library (for university students and staff only) which preserves printed publications of Georgia, scientific printed publications in foreign languages, intended for students and professors.
3. The university library is guided in its activities in accordance with the law of Georgia on Library Affairs, the university regulations and the present regulations.
4. The university library has its own stamp.
5. The university library - book fund and reading room are located at the address where the university is located: 31, Monk Gabriel Salosi Ave., 0144 Tbilisi.
6. The university library works every day, except for Sundays and holidays defined by the Labor Code of Georgia, from 09:00 to 20:00.
7. The library staff are appointed and dismissed by the Rector of the University based on the order of the university rector.
8. The library is headed by the librarian; the library also employs a library specialist.
9. In the absence of the librarian (vacation, business trip, illness), the duties of the librarian are performed by a specialist based on the order of the rector.

Article 2. Objectives, task and functions of the library

1. The main purpose of the university library is to participate in the process of realizing the mission of the university and to facilitate the development of the values stated in the mission.
2. The task of the library is to provide relevant scientific, educational and methodical manuals and other types of literature in order to raise and deepen the theoretical and practical knowledge of students and academic staff, guest teachers.
3. Functions of the university library are:
 - a) organizing library funds, systematic replenishment with Georgian and foreign publications of educational, scientific value; their protection and availability;

- b) creating databases;
 - c) providing involvement in the international electronic library network;
 - d) creating conditions for using the library fund in the reading room;
 - e) coordination of library activities in accordance with the law;
 - f) cooperating with foreign, including library (IFLA, etc.) organizations and foreign universities, as well as foundations, embassies and other organizations operating in Georgia, as well as the National Library of the Parliament of Georgia;
 - g) taking care of raising the qualifications of library personnel;
 - h) improvement of library processes with information and communication technologies;
- Implementation of an integrated automated library system.

Article 3. Library rights - duties

1. The library has the right to take the measures provided for by the regulations against the persons who violate the rules of using the library's reading room, catalogs (electronic and card) or cause material damage to the library's property.
2. Protection and maintenance of the library property and fund is mandatory for all library employees and readers.
3. The library is obliged to provide readers with free access to the library funds.
4. The library is obliged to serve the readers free of charge and to provide complete information about the library funds.
5. The library is obliged to advise the reader free of charge in the selection and search of information sources.
6. The library is obliged to study the requirements of the library user and complete the rules for using the library.
7. The library ensures the registration, storage and rational use of the publications in the library fund in accordance with the rules provided by the law and the regulations of the university.
8. The library, based on consultations with the faculties, prepares proposals for updating the library funds with modern Georgian and foreign literature.

Article 4. Librarian

The functions of the librarian:

1. Directing and guiding the activities of the library;
2. Providing the reader with the necessary library resource (electronic, book) in accordance with the request;
3. Responsibility for accounting, maintenance, technical processing and development of the book fund in the library;
4. Responsibility for the correctness of the library documentation;

5. Ensuring compliance of the book fund in the library with the basic literature provided for in the educational programs;
6. Library inventory management;
7. Creation and periodic updating of alphabetical, thematic and subject catalogs for the use of library resources;
8. Involvement of library users in electronic databases;
9. Provision of library membership for students and academic/visiting/administrative staff;
10. Providing information about library resources and services to students and staff (including through orientation meetings and consultations);
11. Taking care of the constant updating and improvement of library resources and services having regard to the requirements of the staff and students;
12. Preparation of the report on the work of the library twice a year and/or when necessary and presenting it to the rector;
13. Performing other tasks related to the library activities.

Article 5. Library specialist:

The functions of a library specialist:

1. Delivery of literature and various informational materials necessary for the ongoing educational and research processes in the university in accordance with the requirements of the university students and academic staff;
2. Arrangement of the library documentation;
3. Involvement of users in electronic databases;
4. Accounting of the book fund in the library, active participation in the processes of cataloging and systematization of the library documents;
5. Provision of library membership for students and academic/visiting/administrative staff;
6. Providing information about library resources and services to students and staff (including through orientation meetings and consultations);
7. Ordering and accounting of the fund in the library;
8. Updating the library fund - submitting proposals for replenishment;
9. Providing students of special educational needs with educational literature.

Article 6. Reader's rights

1. Readers of the university library are:
 - a) student;
 - b) academic staff;
 - c) personnel invited on the basis of a labor contract;
 - d) administrative and support staff;

e) students and academic staff of other higher education institutions, if they are on the basis of a contract (student exchange program or others) at the university with any study-research program.

2. The reader has the right to use the library without any restrictions during the working hours of the library reading room.

3. The reader has the right to temporarily use various library materials free of charge with the right to take them out or to work in the reading room;

Library materials can be checked out by students or academic staff for one semester, and by other readers - no more than 10 calendar days.

4. The librarian restricts the permission to take out, if the number of copies of the unit to be transferred for temporary use to readers in the library fund is less than 3; In this case, the copy will be allowed to be used in the reading room.

5. The reader has the right to file a complaint with the rector or vice-rector of the university regarding the violation of his/her rights defined by the library regulations, which should be considered within 2 weeks.

6. When registering in the library, a reader's card is issued to the reader, which confirms the right to use the library during study and work.

7. To receive a reader's card, it is necessary to present the student's ticket and photo; The student's reader card is valid if the student's status is active; Enrollment as a reader in the library of employees of the university is done according to the personal statement and the unified list presented by the head of the human resources management service.

8. The library employee is obliged to introduce the library regulations to the reader, which is confirmed by the reader's signature on the reader's card.

Article 7. Obligations and responsibilities of the reader

The reader is obliged:

a) to get acquainted with the regulations of the library and follow it, which is confirmed by his/her signature on the reader's card;

b) to take care of library funds and library property;

c) to inform the library employee if he/she discovers a defect at the time of receiving the material;

d) to replace the lost/damaged material by the edition of the same value and content, in case of loss or damage of the material, and if it is impossible, to compensate the value of the lost/damaged material;

e) to re-register annually;

f) to return the library material taken out of the library within 7 calendar days after receiving the documented request of the librarian;

- g) readers are prohibited from making notes on items kept in library funds, tearing out pages, folding, formatting electronic media or otherwise damaging library funds;
- h) it is strictly forbidden to remove materials from the reading room without the permission of the library employee;
- i) in case of violation of library regulations by the reader, the following main sanctions are applied:
- oral notice;
 - a written warning, which will be included in the reader's card;
 - limitation of the right to withdraw materials of the library fund for a period of 1 semester;
- j) in case of violation of the library regulations, which damages the library funds and/or property, together with the main sanction, the mechanism of compensation for the damage/loss caused to the library is applied to the reader in accordance with this regulation.

Article 8. Final Provisions

1. The present regulations shall enter into force upon approval it by the Academic Council.
2. The regulations/regulatory rules of the library valid before the entry into force of this regulation in the university are canceled upon entering the regulations into force.
3. The library staff is obliged to familiarize themselves with this provision and comply with its requirements. The administration is obliged to give them the opportunity to familiarize themselves with the regulations at any time.
4. Amendments and additions to this regulation can be made at the initiative of the rector, the librarian, and the head of the legal service.
5. Approval of the present regulations, changes and additions to the regulations are carried out by the resolution of the Academic Council upon submission of the library.
6. Invalidity of any article/provision of the present regulations does not apply to other articles/provisions of the present regulations.
7. All issues that are not covered by this provision and other regulatory provisions/rules applicable in the university are regulated by the legislation of Georgia.
8. The present regulations become invalid in case of approval of the new regulation of the library.
9. Reorganization or liquidation of the service is carried out by making appropriate changes in the university regulations, in accordance with the legislation of Georgia.