

Appendix #

Approved by

TSMU Representative Council

Decree # 23/6 of 25 July 2012

LEPL - "Tbilisi State Medical University"

Library Provision

Chapter 1. General Provision

1.1. LEPL "Tbilisi State Medical University" Library (hereinafter referred to as a "library") is the subdivision of Tbilisi State Medical University ((hereinafter referred to as the "University"),

1.2. The library is guided in its activities by the Constitution of Georgia, the laws of Georgia "On Higher Education," "On Library Affairs," other legislative and subordinate normative acts, the Tbilisi State Medical University's charter, TSMU's laws, administrative acts of the university's management bodies and the present regulation.

1.3. The library has an official seal (round seal), used to verify information and references within the library's competence, and an oval seal, used to verify the documentation in the library fund according to the established rules.

Chapter 2. Library Objectives, Tasks, Rights and Obligations

2.1 Main goals and objectives

A) The "user" library, information, and bibliographic service of physical and juridical persons, especially the University (student, resident, doctoral, academic personnel, teacher,

and another category); after, "user" library, information, and bibliographic services;

b) Studying and analyzing the requirements, interests, and professional needs of library users, creating appropriate conditions for their services and meeting their interests fully and promptly;

c) complete and adequate use of library funds and other resources, acquisition, and processing of materials within the university profile;

d) cooperation with educational establishments and other interested organizations (medical establishments);

e) collection, protection, and promotion of the relevant profile library documents, serving local and foreign users (readers) on-site and through inter-library subscriptions.

2.2. The library is authorized to:

a) to provide services to various legal and physical persons and provide them with relevant information;

b) providing consultations and methodical assistance to libraries of other educational institutions and interested persons. To ensure the preparation of relevant materials (recommendations, methodological letters, recommended bibliography, bulletins, etc.) to conduct training, conferences, and other events;

c) to cooperate with Georgia libraries and foreign countries.

2.3 The library is obliged to:

a) to conduct activities according to the current legislation;

b) to fulfill the obligations arising from the applicable legislation and the concluded contract;

c) to follow the standards established in the library field;

d) take care of staffing library funds and establishing book exchange relationships with libraries by the profile;

e) to help the user in protecting and realizing his rights;

f) to improve the quality of services, to carry out coordinated work with libraries of higher and other types of educational institutions;

g) to conduct a complete accounting of the library funds by the existing legislation and to periodically release it from content-obsolete and physically unsuitable library documents by

the current standards;

h) Systematization and cataloging of funds should be subject to the existing standards;

i) take care of the introduction and implementation of new library technological processes in the library

Chapter III. The right to use the library and the rights and obligations of users

3.1. Library use is available and unlimited for university students, doctoral students, residents, professors, and other categories of persons.

3.2 The user has the right to use the library documents kept in the library, by the rules of using the library and this regulation, to receive complete information on the issues of interest to him.

3.3. The user has the right to use the library's search tools and interlibrary subscription and express his opinion, interests, and wishes about the library's activities and quality.

3.4 The user has the right to receive the documentation in the library fund for a certain period, to use electronic databases, bibliographies, informational documents, and periodicals, and to use the library's computer service rooms.

3.5. Depending on the total quantity of this or that publication, books are issued from the season ticket department for a period of 3-6 months. All textbooks must be returned within the specified time frame, twice a year, after the winter and summer sessions, or be extended at the user's request.

3.6. The term of use of the document can be extended if there is no request for it from another user.

3.7. There is free access to the reading room of the foreign literature sector, which makes it easy for the user to find the necessary books.

3.8. It is prohibited to issue books from the reading room

3.9. each user's right to use the computers is defined for 2 hours in the hall of electronic resources.

3.10. The user can print out the information he wants from the Internet or the disk.

3.11. The user must follow the rules of using the library in case of violation of the mentioned rules to compensate for the damage caused in the established manner.

3.12. The library serves the university employees.

- 3.13. All orders must be placed on a per-customer basis.
- 3.14. Books and publications are on hand, except for the latest copy, which can be used only in the reading room.
- 3.15. Printed resources during free admission are only possible in the reading room.
- 3.16. Documents may be copied only with the librarian's permission.
- 3.17. In case of loss of library documents, the reader is obliged to return the corresponding one of the same title and year of publication or, instead, another year of publication of the same title unit or to pay the market value of the book and a fixed amount of 50 GEL as a fine. The same rule applies in case of literature loss in a foreign language.
- 3.18. The library has a conference hall for conferences, presentations, meetings, trainings, and seminars.
- 3.19. The library is open 6 days a week: Monday-Friday - 9.00-21.00 hours, Saturday - 10.00-16.00 hours.

Chapter IV. Structure and management of the library

- 4.1. The library is managed by the head of the library, elected by the academic council according to the procedure established by the legislation.
- 4.2. The head of the library participates in the university's management within the scope of competence, by the requirements of the law of Georgia "On Higher Education," the university charter, internal regulations, and other administrative acts.
- 4.3. Head of the library:
- a) carries out management of library activities;
 - b) distributes duties among library workers gives mandatory instructions and tasks for them to perform;
 - c) Library workers control the fulfillment of their duties.
- 4.4. The structural subdivisions of the library are:
- Information Technology Department;

- Department of bibliography;
- processing-staffing department;
- Service department

4.5. The head of the department heads the structural subdivisions of the library.

4.6. The university's staff schedule determines the number of staff members in the library.

4.7. Library workers are appointed and dismissed by the rector in accordance with the law.

4.8. Based on the relevant labor contract, The invited person carries out Separate directions for the library's activity, which are not provided by the university's staff schedule.

Chapter V. Final Provision

5.1. The representative council of TSMU approves the library regulation in agreement with the TSMU academic council.

5.2. The representative council makes amendments and additions to the statutes of the library according to the procedure established by the current legislation.

5.3. The library will be reorganized according to the rules established by the law.