



## The Library Regulations

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"Approved" Rector of the  
Georgian Aviation University, Professor


\_\_\_\_\_ S. Tepnadze

\_\_\_\_\_ 2018

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# Regulation of the Georgian Aviation University Library

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### i.Changes

Changes are made with the participation of the Rector and the Quality Assurance Service. Changes for confirmation will be provided to the Rector of the University. Execution of a procedure in violation of the above, rule is unacceptable.

Compiled by:	Approved:
Quality Assurance Service	Rector
Date:	Date:

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## 2 Document control

Document Control Documentation control is the subject to the procedures specified in the Quality control book. The purpose of these rules and procedures is to create a system that will enable employees to easily recognize documents and use them in the organization. All controlled documents must be created and saved in the format and according to the rules that are described in the Quality control book. This will create a system of procedures by which the creation, updating and distribution of documents will be easy.

### 2.1 Documents list to be sent

Organization	format	Copy number
Quality Assurance Service	Print	Original copy
Quality Assurance Service	electronic	Electronic version
University Website	electronic	Electronic version
Library	Print	Copy # 1
Library	electronic	Electronic version



### 3 The main part

#### Article 1: General provisions

1. The regulation defines the tasks and functions of the library, rules, and structure of its activities.
2. The creation of the library is aimed at unimpeded implementation of educational and scientific activities of the University, a structural subdivision, which aims to provide employees and students of the University with modern book collection, both electronic and digital.
3. the library is open every day: Monday to Friday: 09:00 to 20:00; Saturday: 10:00 to 15:00.


#### Article 2: Functions and tasks of the library

1. The library:
  - 1.1. Develops proposals for filling and updating the book collection and periodicals, information, audio, video and digital media;
  - 1.2 Cooperating with local and foreign libraries and the international library network to exchange educational and scientific databases and information sources;
  - 1.3. cooperates with local and foreign publishing houses to purchase educational and scientific literature;
  - 1.4. Supports the library's inventory book;
  - 1.5. Releases electronic versions of the library catalog, readers' registration journal;
  - 1.6. Exercises other powers determined by the law and internal regulations.

#### Article 3 The structure of the library

The Library is a structural subdivision subordinate to the Rector of the University, who manages its activities in accordance with this rule, the Charter of the University, the current legislation of Georgia, and other internal documents regulating the University.

2. Structure and number of staff of the library are determined in accordance with the staff schedule of the University, and the authority of the staff through which the functions provided for the library are performed is determined by contracts concluded with the staff and job descriptions.
3. The staff of the library consists of the head of the library and its staff.

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#### **Article 4: Library space and equipment**

1. The library includes the following gaps:
  - 1.1. Book fund;
  - 1.2. Reading room;
  - 1.3. Staff workspace of the library;
  - 1.4. Meeting and group workspace.
2. The library is equipped with information technology facilities:
  - 2.1. With computer equipment connected to the Internet;
  - 2.2. With a printer;
  - 2.3. With a copying machine;
  - 2.4. With the scanner.
3. The library also provides wireless Internet access.

#### **Article 5: The University book fund**


1. The resources available in the printed and electronic trains of the institution's library are diverse, updated in the light of current developments in this field, and ensure the achievement of educational results and research activities.
2. The correspondence of the book collection in the library to the basic literature specified in educational programs.
3. basic literature specified in the curricula is available at the library of the institution.
4. The book fund of the library includes several thousand library units, which are systematically replenished with new books purchased by the university.

#### **Article 6: Development of resources and services**

The library is designed to collect high-quality printed and electronic resources that will meet the needs of a wide range of users and help to achieve the overall strategic goals and objectives of the University. The library constantly takes care to ensure that the book collection is balanced according to the needs of users.

2. The Library, in consultation with faculties, selects library materials, periodicals, and electronic publications annually to support academic programs and research.
3. the library provides information to students and staff on library resources and services by keeping up to date with news.



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4. The University uses the literature available on the Georgian book market to replenish its book collection, as well as subscribing from abroad.
5. The library also receives information resources through donations and manages them as needed.
6. In case of changes in the curriculum, the author of the curriculum shall notify the University Library and provide relevant literature in printed or electronic form.
7. The University shall cooperate with the publishing house, where books and additional resources are printed at the request of professors.

#### **Article 7 - Withdrawal of information resources from the library fund**

1. Information materials that have no permanent value and are considered overdue shall be removed from the library stock. The revision of the book collection is carried out once in 5 years by agreement with the library staff and representatives of the faculty.
2. Books may be removed from the library collection:
  - 2.1 Additional copies;
  - 2.2 Expired publications (periodicals, magazines, and newspapers).
  - 2.3. Damaged books;
  - 2.4. Literature related to a subject that is no longer taught and no longer in demand;
  - 2.5. Material that has not been used for 10 years.
3. The above criteria are given for information purposes only. Decisions on each resource should be made individually.

#### **Article 8. Book processing rules**

1. Book processing includes:
  - 1.1 Write the inventory number and storage code.
  - 1.2 Play pocket and fill in the form of the book:
    - 1.2.1 Write the inventory number on the front page of the book, on page 17 and on the inside of the outer sleeve.
    - 1.2.2. The pocket is attached to the inside of the outer sleeve.
    - 1.2.3 The book form, book abbreviated description card placed in the bookcase, is a small piece of paper with the author of the book, title, inventory number, code. The completed form is in your pocket.
    - 1.2.4 There is also a catalog sheet on which the author of the book, title, subtitle, publisher, place of publication, and a number of books according to the inventory numbers are written.

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1.2.5 Electronic documents (CDs) are marked with soft felt-tip pens, data is written to the upper non-working part of the disc and an inventory number is assigned to them.

2. Books that have been processed according to the appropriate instructions are included in the electronic catalog.

#### **Article 9: Electronic literature search system**

1. Open Biblio is a search engine for books and electronic documents.

(As a CD).

#### **Article 10. The library using rules**

1. The reader who comes to the library will be helped by the library staff to select the necessary literature and develop skills to use catalogs.

2. To use the university library and subscribe to a book, you must meet the following conditions:

2.1 The book must be registered and it must be assigned a bar code.

2.2 The person wishing to use the library must be a member of the library.

2,3. Especially scarce (minimum 1 pcs.) Books are only allowed in the reading room.

3) It is not permitted to mark a book/magazine / digital train, to fold, tear a sheet, moreover, to damage it (tear, dirt).

4. The library is open every day: Monday to Friday: 09:00 to 20:00.

Saturday: 10:00 to 3:00.


#### **Article 11: Membership in the library**

1. Students / professional students/trainees join the library once during the period of study.

2. The student must show his/her identity card and student card when registering at the library.

3. Academic/invited/university staff, when using the book collection, will show an ID card with contact information (mobile phone number, e-mail address).

4. The reader is obliged to inform the library in case the data containing the name, surname, and contact information change.


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**Article 12: Use of a library book fund, printer, photocopier, and scanner.**

1. In the reading room, the reader may use the literature published from the book collection for the time necessary.
2. It is forbidden to take books out of the reading hall. The book may be removed only if the corresponding document is left for copying.
3. Taking a book out of the hall without registration by the library staff will be considered an illegal act, on which the issue will be raised before the university administration. The latter is authorized to take the necessary administrative measures
4. After completing work in the reading room, the reader must hand the book over to a specialist librarian.
5. The reader can use the computer, printer, copier, and scanner in the library as well as all kinds of printed and electronic resources. 6. 6. It is allowed to use a computer:
  - 6.1 Enter and edit the text.
  - 6.2 Searching and downloading materials online
  - 6.3. Work on literature in electronic versions
  - 6.4 The use of memory cards is allowed in agreement with the librarian.
  - 6,5. Use of email
  - 6.6. Use of the university website
  - 6.7. Use of electronic portals
7. 7. In case of damage to the equipment, the library staff shall draw up a certificate and the financial department shall determine the amount of financial sanction that will be required for its restoration or purchase. The reader must pay the established fee.

**Article 13. Deadlines for the return of the book to the library and cases of delay.**

1. The maximum term for returning a book from the library is one semester.
2. Upon expiry of the period of validity of the returned book, the reader must return it to the library. If the reader still needs the book, he can restore it.
3. If for any reason the reader is unable to return the book to the library at the right time, he/she must inform the library of the reason for missing the book.
4. If a book taken from the library is lost or damaged, the reader will pay for its collection or, if possible, arrange for its replacement

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**Article 14. Behavior rules in the library.**

1. It is forbidden in the library:

- 1.1. Eating;
- 1.2. Smoking;
- 1.3. Noise;
- 1.4. Talking on a mobile phone;
- 1,5. Damage to books and/or teaching materials;
- 1.6. Violation of other readers' rights.

2. Sanctions under the Code of Ethics will be imposed on readers who violate the rules of behavior in the library.