

Caucasus International University
Provision of Library (Usage Regulation)

Article 1. General Provisions

1. University library (hereinafter – shall be referred to as – Library) represents a structural unit of Caucasus International University (hereinafter – shall be referred to as University).
2. Textbooks, supplementary and methodical literature, printed editions, scientific-research papers and information material relevant to University Educational Programmes are kept in the Library, intended for students and professors' scientific activities.
3. Library pursues its activity in accordance with the Constitution of Georgia, Law of Georgia on Higher Education, University Provision and present provision.
4. Library is subordinated to Rector's Office and coordinates with University Quality Assurance Service, Academic Council and Faculties.

Chapter 1. The Library

Article 2. Library Activities

1. The main purpose of the Library is to fully and efficiently use its stock and other library resources to meet students, academic and pedagogical personnel's demand within the framework of Educational Programmes.
2. Library aims at:
 - a) providing readers with required academic, scientific, documentary literature and fiction (in a printed, manuscript, electronic or other forms);
 - b) creating favorable conditions for acquiring the material within the framework of Educational Programmes and curricula;
 - c) constantly renewing books and supplementary materials and searching and implementing contemporary techniques;
 - d) ensuring access to library stock and high quality service on-site, for electronic access and temporary usage.
3. Functions of the Library include:
 - a) registering book stock and creating an electronic catalogue;
 - b) protecting library resources and providing relevant conditions for preserving book stock;
 - c) serving library users in accordance with usage regulation determined in the present provision; ensuring common access for users to library resources;
 - d) registering library users and keeping a register for required materials;
 - e) producing statistics concerning required materials, processing the results and draft appropriate proposals in order the book stock to be filled/ the variety to be ensured.
 - f) providing students and personnel with the information concerning library resources and services via guiding meetings and consulting. Assisting them to search supplementary literature and other resources, including from outer sources (getting items from other libraries or purchasing).
 - g) cataloguing, archiving and keeping the magazines and newspapers in an electronic way;
 - h) preparing term and annual reports regarding the usage of library resources and activities pursued by the library.
4. The principles of library activities include:
 - a) equality of users;
 - b) access to material onsite and remotely;
 - c) planning procurement based on the library statistics and service improvement;
5. Library includes the following areas: a book depository, a reading hall, working space for library personnel, an area for meetings and group-work, information-technology equipment space.

6. It is possible to create an area for a specific field within the Library, equipped with relevant books, computers, simulated or other kind of educational/scientific inventory.
7. The Library is located in the University administrative building. Address: #73 Chargali St., Tbilisi, Georgia.
8. Library working hours: Monday to Saturday, 10:00-20:00. During examination period, the library works until 24.00 in case of students' request.

Article 3. Filling/Updating Library Stock

1. All the literature and supplementary materials (books or electronic versions) provided in the curricula of Higher Educational Programmes must be kept in the library.
2. In case of any changes in the programme/curriculum, Programme supervisor presents a written requirement on the additions of relevant books, in which he/she indicates specific publication and a place for purchasing (as possible).
3. In accordance with the results of statistics in the Library, the Head of Library presents a statement for adding book stock, whose reporting statement is authorized by Head of Quality Assurance Service.
4. Every researcher at University is authorized to require to purchase the books (not available in the library), necessary for carrying out a research.
5. In case of consent for purchasing books by Chancellor, Head of Library conducts any necessary activities for a procurement process (searching for relevant books, presenting invoice, concluding an agreement, arranging delivery service with Logistics Service, submitting books).
6. In case of purchasing new items or receiving them as gifts, Head of Library makes an assessment, records as an inventory, gives a special barcode, registers and puts in the database on the basis of a relevant agreement.
7. The inventory number is indicated on the 17th page of books and categorized by number in the inventory book. Library stamps are placed on the 1st and 17th pages of books.
8. An application for adding new electronic resources or extending the term of usage is addressed to Rector and Chancellor.

Chapter 2. Library Structure

Article 4. Head of Library

1. Library activities are conducted by Head of Library, who is appointed and dismissed by University Chancellor.
2. Functions of Head of Library include:
 - a) carrying out Library activities in accordance with the present provision and being responsible for library stock;
 - b) protecting Library property and ensuring its usage for specific purposes;
 - c) carrying out relevant measures for improving a material-technical base of Library and creating necessary conditions for the personnel and users;
 - d) taking care of filling/updating Library stock and searching and implementing contemporary techniques for efficient use of Library;
 - e) ensuring relevant environment for studying in a reading hall;
 - f) controlling access of Library electronic catalogue and an electronic search engine for literature;
 - g) distributing functions among personnel and constantly caring for qualification improvement;
 - h) preparing a report and presenting to Rector and Chancellor;
 - i) presenting a request for material-technical means necessary for Library functioning;
 - j) other functions, derived from the purpose of Library existence.
3. Head of Library is subordinated to Rector and is accountable to Rector and Chancellor.

Chapter 5. Library Employee (Librarian)

1. A librarian is appointed to a post and dismissed by Chancellor.
2. A librarian is accountable to a Head of Library, Rector and Chancellor.
3. A librarian must have appropriate competences to consult library users, search materials and assist in other issues. In order to improve qualification, a librarian regularly participates in the trainings offered by University.
4. Functions of a librarian include:
 - a) providing users with materials kept in Library stock, catalogues, electronic resources in accordance with present provision;
 - b) registering Library users;
 - c) providing users with service (getting a request, searching, giving, registering, receiving);
 - d) registering books and producing a base with electronic and printed versions;
 - e) providing readers with service in the reading hall and maintaining proper order;
 - f) fulfilling the function of an archivist;
 - g) fulfilling other tasks set by Head of Library in accordance with present provision.

Chapter 3. Regulations for Library Usage

Article 6. Library User

1. The person willing to use a library is obliged to register as a library user.
2. Filling in a registration form is required for registration, meaning consent to regulations provided in the Library Provision.
3. University student or professor/ lecturer can be registered as a library user. An applicant is checked in the student base by library personnel, the same procedure is applied with academic personnel- in Department of Common Affairs.
4. Library user is entitled to:
 - a) get the books, documents and material in case a free copy is available at the moment of request in the Library;
 - b) use informational and simulated technique available in the Library;
 - c) request to make a copy of the material in case the procedure is possible technically and will not damage the original one.
 - d) use Library electronic catalogue and electronic search engine for literature;
5. Library user is obliged to:
 - a) register as a library user and present an identity card for every visit;
 - b) be silent, maintain order, norms of ethics and disciplinary liability, obey legal requirements of Library personnel;
 - c) look through the material and in case a defect is discovered inform library personnel. Otherwise, the claim is not considered;
 - d) take care of Library property. In case of damaging, ruining, losing, the loss must be compensated in accordance with the regulations in the present provision.
6. The registration of library users is cancelled in case of finishing academic year, mobility or termination of student status.
7. While cancelling a user card, a student's performance is checked (whether he/she returned all the library books). In case of obligation, compensation is made in accordance with Article 9 of this provision.
8. User registration cancelling card is the basis for issuing Diploma/documents, indicating that a student has submitted all the borrowed books.

Article 7. Using Library Resources

1. Library registered user is obliged to present library personnel an identity card or other identifying documents (with a photograph).

2. After identifying the user, any book/material can be provided in the reading hall, being available at the moment of request.
3. In case a user is willing to take a book/material, he/she is obliged to inform library personnel in advance. University personnel check the number of copies of the requested item and the statistics of requirement and decide whether it is possible the book to be taken from the library. The book taken from the library must be returned in no more than 10 days.
4. As soon as the deadline for book/material submission expires, the user is obliged to return the items to the Library. If the user still needs material, he/she is able to borrow in case other requirements are not available at the Library.
5. If a user does not return the borrowed items on time, he/she is obliged to notify a librarian a reason and in special cases, the library will itself provide the material back. In case not submitting books on time, the user will not be entitled to borrow Library resources.
6. The user has to return the book to a librarian, who indicates that borrowed item has been returned. Willfully placing books on shelves is prohibited.

Article 8. Code of Conduct in the Library

1. The following rules must be obeyed by users in the library:
 - a) taking and putting material without permission is prohibited;
 - b) collecting cards from catalogues is prohibited;
 - c) making notes, folding pages and other kind of activities on library items are prohibited;
 - d) smoking, playing, speaking loudly, using phones and any kind of activity, preventing creating educational environment for the users are prohibited;
 - e) using computer technology for non-educational purposes is prohibited;
 - f) stealing library items, ruining, removing pages and other kinds of vandalism are prohibited;
2. In case of rough violation of Codes of Conduct determined in the 1st item of the present Article, disciplinary measures might be applied against the user provided in the University Internal Regulation.

Article 9. Compensation of Lost/ Damaged Items

1. In case of losing or damaging library educational material, the user is obliged to present 2 copies of the book or similar alternative material indicated by Library. Head of Library prepares a report for writing off a lost book and adding new ones.
2. The user, delaying to submit books on time, losing/ruining material, is not entitled to borrow the material without a permission by Head of Library. He/she is authorized to use books onsite.

Article 10. Final Provisions

1. Changes and additions to the present provision are made by Chancellor's order.
2. The order #01-16 "Provision of Library – Caucasus International University LLC, Regulations for Library Usage" approved by Director; June 11, 2011 became invalid on the basis of approving the present provision.