



EWUNI

INSTRUCTION TO MAKE USE OF THE LIBRARY



Article 1. General Provisions:

1. The instruction (hereinafter- the Instruction) of East-West Teaching University (hereinafter –the University) regulates procedures of library use at the University, attitude of the Library towards the readers, establishes organizational and legal foundations for reader service, provides conditions for availability of library documents and behavioral rules at the Library;
2. The right to make use of the library can be enjoyed by the students, university personnel, academic personnel , individuals invited by the university and other guests;

Article 2. Library working hours

1. The library is located in the university owned area and works from Monday through Saturday, 60 hours a week. From Monday through Saturday from 10:00 a.m. till 21:00 p.m.;
2. The library is not open on Sunday and on holidays determined by the University academic calendar;
3. The working hours of the library personnel is determined by labor contracts signed with them, whereas working shifts are determined by the rector's order.

Article 3. Joining the library

1. The library is intended to be used by university students, academic/invited personnel and administration;
2. In order to make use of the library - joining is mandatory;
3. Terms to join the library are as follows:"
 - a) In order to join the library, a student must present a student card which is valid till termination of the student status;

- b) The reader is obliged to inform the library in the event of changing the name, contact number, e-mail address, and place of residence and address of workplace.
- c) The library manager/librarian registers the reader based on submitted documentation, for this purpose he/she fills the special journal and opens the ticket for each person, in which the reader's name, surname, personal ID number and place of residence will be recorded
- d) In order to be registered at the library an individual is obliged to be aware of the rules of library use, rights and obligations of the reader established by the present rule and the fact of being introduced to them are confirmed by signing on the library ticket.
- e) Each and every case of taking the book from the library is registered in the reader's library ticket, including full name of the book, date of issuing and returning;
- f) The reader of the library confirms the fact of taking the book by signing in the library ticket.

Article 4. The rule of using library resource

1. The reader copies out identification number of the material from the library electronic catalog and presents the librarian in order to receive learning material (a book, a journal, electronic resources etc.) ;
2. Library materials can be issued at the library hall or can be taken outside;
3. The material preserved in the library fund (a book, a journal, a newspaper) which are unique copies, will not be issued from the library, without exceptions. Using above mentioned materials is only available at the reader's hall, they are able to take a copy of them;
4. The reader is only available to take the material outside the library based on the librarians' permission;
5. The materials can be taken outside the library for not more than six days.

6. The reader is obliged to return the taken material from the library on determined date of return. . If the return date coincides holidays or/and weekends, the reader must return the material on the next following working day. If the reader still needs the material , he/she is able to take the book again from the library based on the period of the time established by the present rule;
7. If the reader is unable to return the library material timely because of the objective reasons, he/she is obliged to inform the library on the same day, otherwise , it will be considered that the reader breached the deadlines of library use for no objective reason;
8. The librarian is entitled to ask for returning the material before the deadline. In this case, the reader is obliged to return the material during 24 hours from notice.
9. The member of library personnel who issues the material to be read at the hall or to be taken outside the library, or accepts returned material , is obliged to check the condition of the material together with the reader. In the event of finding damage the librarian is obliged to draw up the statement of the case;
10. Computer technique and internet existed in the library hall have learning-informational functions. They are aimed to find materials existed in electronic library/international library network, also in library catalog.
11. The readers have rights to use the computers to check the results of academic performance via learning process management system, if the reader has not skills or abilities to use the techniques, the librarian is obliged to assist the reader;

Article 5. The rights of the library readers

1. The reader is entitled to:
 - a) Receive full information and consultation about finding basic information sources, to specify fund information, conduct informational-bibliographical research by using existing library resources (catalog, card index, electronic resource, fund) ;

- b) Use library reading hall, funds, catalogs, electronic resources;
- c) Take copies of materials protected in the library funds, the right to copy them is determined by an authorized person;
- d) Subscribe no more than 5 library units at the same time. The period of time to provide the reader with subscribed material depends on the number of readers;
- e) Offer suggestions to the administration in order to improve the reader's service,

Article 6. The obligations of the library reader

1. The reader is obliged:

- a) To submit the student's card while entering the library;
- b) Submission the student's card is required in order to get the material;
- c) To check the material while receiving, in the event of finding defect, instantly inform the authorized person. Otherwise, the responsibility for the faulty material will be imposed on the reader, who used the material last;
- d) To take care of the material given to him, do not harm, do not fold the page down, do not write across the paper of the material etc.
- e) To keep silence, order and public behavior and hygiene norms;
- f) To abstain from any behavior that disturbs other readers and library personnel;
- g) Each and every reader is responsible for personal belongings, including precious things, bags, and mobile phones. In the event of leaving above-mentioned things without attention or losing them, the library removes any responsibility;
- h) In the event of losing personal belonging the reader must instantly notify the security office;

i) While the presence in the library it is compulsory to follow the rules and norms established in the present instruction and internal regulation;

2. The reader is prohibited:

a) To give the student card to the other person or to use someone else's student card;

b) To take library materials from the reading hall without the permission from an authorized person;

c) To bring any types of weapon including: explosive substances, sharp or cutting tools, musical instruments, video cameras, beverages and food products;

d) To smoke tobacco in the building, apart from the special places intended to smoke;

e) To inappropriately use library electronic resources (e.g. using different types of entertainment sites, downloading movies, music, games et. Customizing the computer configuration)

f) To take bibliographical notes, cards from catalogs;

g) To use mobile phone in the library hall'

3. The violation of behavioral norms in the library is followed by cancelling the reader's library membership or/and imposing liability measure (sanction) established at the university

Article 7. Sanctions on violating rules of the library use

1. In the event of losing taken material, the reader pays the fine, in the amount of the material's market price, or changes it with a new material;

2. The sanction for the intended damage of the library resource is determined under the university code of ethics;

3. The librarian is entitled not to give the material to the individuals who are noticed in late returning of the materials; every case of restriction shall be grounded and the information shall be available;
4. Library manager/librarian draws up a report and submits to the administration;
5. The administration is entitled to impose sanction on the person who violates present rule and code of ethics and do harm to the library in accordance to the rules in the aforementioned regulations.

Article 8. Obligation of the library

The library is obliged:

- ✓ To provide the reader with the information about the forms and methods of informational-bibliographical service;
- ✓ Perfect service ways, achieve high culture of the service and appropriately use computer technologies ;
- ✓ Assist the reader to use library reference book ;
- ✓ Conduct events, popularize library resources;
- ✓ Conduct systemic control over finding funds, apply sanctions for the readers who damages the library.

Article 9. Final Provisions

1. The Department regulation is approved by the University rector's order;
2. Canceling the regulation or amendments to it is carried out by the University rector's order.

