

Annex 8

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LLC  
BAU International University, Batumi

**The charter of the library**

**Batumi  
2019**

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### **Article 1. General provisions**

1. This charter defines the legal basis of the activities of the library of BAU International University, Batumi LLC (hereinafter the teaching university), its organizational structure, functions, scopes of accountability and liability.
2. Being an organizational-structural unit of the faculty of the teaching university the aim of the library is to support educational and scientific-research activities of the university with library resources, to inform the students and the staff members about them in due manner and to raise awareness about the culture of using a library.
3. The library acts in accordance with the constitution of Georgia, international acts, Georgian legislation, the charter and provisions of the teaching university, the charter of the library, the rule for using the library and other internal normative acts.
4. The library operates adhering to the following principles of management of the teaching university:
  - a) Academic freedom of the academic personnel and students;
  - b) Political neutralism and freedom of speech;
  - c) Equality and justice;
  - d) Rejection of discrimination and equal attitude regardless the race, color, gender, origin, ethnical belonging, language, religion, political or other types of the views, social belonging, wealth, position, place of residence and any other criteria;
  - e) Transparency and availability of the information, protection of personal data;
  - f) Involvement of academic personnel and students in decision-making;
  - g) Transparency and fairness of competitions and elections;

### **Article 2. The functions of the library**

1. The library is entitled to perform the following functions:
  - a) Effective arrangement of the space at the library;
  - b) Registering and organizing library fund;
  - c) Systemization of library documents, their integration in an electronic catalogue, undertaking technical work (labeling, ticketing, preparation of pockets and other documents);
  - d) Supporting educational and scientific-research activities of the teaching university with necessary library resources;
  - e) Protection of the library resources owned by the teaching university, their renewal and creation of proper conditions for their storage;
  - f) Researching the interests of students and the personnel in cooperation with the quality assurance department and using the obtained results for updating the library funds;
  - g) Participation in the process of inventory in the frames of the competence, periodically conducting inventory on inter-organizational level;
  - h) Making a list of the resources to be written off and presenting it to the authorized committee;
  - i) Ensuring the use of library resources by the students and the personnel in accordance with the rule for use of the library;
  - j) Preparing and keeping bibliographies of scientific-research works created at the teaching university and the university publications;
  - k) Encouragement of using the library fund and raising the awareness about reading culture through developing informative booklets/guidebooks and planning-realizing different activities;

- l) Establishment of cooperation with local and international library organizations with an aim of developing the library fund;
- m) Creation of adapted environment for people with special needs and provision with necessary resources;
- n) Participation in development of strategy and action plan of the teaching university within the competence;
- o) Participation in the process of accreditation/authorization of the teaching university within the competence;
- p) Recording statistics of using library resources on semester basis;
- q) Realization of other activities defined by the internal normative acts and/or that serves the objectives of the library.

### **Article 3. The structure of the library**

1. The organizational structure of the library is composed of a managing body of the library and a librarian. The library might also recruit an intern;
2. The head of the library represents the managing body of the library;
3. The number of librarians and interns are defined by the staff list of the teaching university;
4. Taking into consideration the needs of the university, the support staff might be also invited;
5. The dean of the faculty of the teaching university supervises and coordinates the activities of the university;
6. The library is accountable before the dean of the faculty and the rector;

### **Article 4. The head of the library**

1. The head of the library manages and leads the activities of the library. He/she is appointed and dismissed by the rector of the teaching university;
2. The head of the library is accountable before the dean of the faculty of the teaching university;
3. In case the head of the library is temporarily unable to perform his/her job, the functions of the head is performed by the dean of the faculty or by any other person designated by the dean;
4. The qualification requirements and the functions of the head of the library are defined in a job description of the head of the library attached as an annex 1 to this charter.

### **Article 5. A librarian**

1. A librarian performs the functions of the library under supervision of the head of the library. A librarian is appointed and dismissed by the rector of the teaching university;
2. A librarian is accountable before the head of the library;
3. The qualification requirements and the functions of a librarian are defined in a job description of the librarian attached as an annex 2 to this charter.

### **Article 6. An intern of the library**

1. An intern of the library performs the functions delegated to him/her by the librarian;
2. The rule and criteria for appointing an intern is defined by the human resource management policy of the teaching university;
3. The intern of the library is accountable before the head of the library and the librarian;

**Article 7. Support staff**

1. Support staff can be invited through mediation of the dean of the faculty for ensuring the proper fulfillment of the functions assigned to the library;
2. A service agreement is signed with support staff identifying the work to be performed and the scope of responsibility of support staff;
3. The rector is in charge of making a decision regarding signing a contract with support staff who also represents the teaching university in the service contract.

**Article 8. Final provisions**

1. Any amendments and/or changes to this charter, declaring it null and void and/or approval of a new edition are realized on the basis of the rector's order;
2. The norms defined by this charter do not affect any legal relations arisen before approval of this charter.

### Qualification requirements and a job description of the head of the library

Position	The head of the library	
Is under supervision of	The dean of the faculty	
Supervises/is in charge of	A librarian, an intern and support staff (if available)	
Job related communication	Internal	Students, an educational unit, administration and the department of quality assurance
	External	Government organizations, legal entities of private law and individuals
The schedule of the work	Full time	
In case of absence, his/her job is performed by:	The dean of the faculty or a person designated by the dean	
<b>Functions</b>		
1	Library management and realization of the activities	
2	Carrying out functions under the authority of the library	
3	Representing the library at structural units of the teaching university and in relations with the third parties	
4	Delegating the functions among employees and giving corresponding instructions	
5	Supervision of the activities of the employees, monitoring and assessment	
6	Ensuring business continuity of the teaching university in the frames of the competence, researching needs and development of the corresponding recommendations	
7	Participation in the development of the normative acts of the teaching university within the competences	
8	Consulting and assisting other structural units of the teaching university	
9	Preparing reports about the activities carried out by the library and presenting them to corresponding structural units	

<b>Qualification requirements</b>		
Sphere of the education	Social sciences or any related sphere	
The level of the qualification	Higher	
Professional experience	Sphere	Management or a document management related job
	Period	Minimum one year
Foreign language skills	Language/level	Georgian/fluent
	Language/level	English/minimum B 2
Computer program skills	1	Microsoft office
	2	Openbiblio (opac)

**Criteria for assessing the realized work**

The criteria for assessing the performed work are defined by the human resource management policy of the teaching university

### Qualification requirements and a job description of a librarian

Position	A librarian	
Is under supervision of	The head of the library	
Supervises/is in charge of	An intern (if applicable)	
Job related communication	Internal	Students, an educational unit, administration and the department of quality assurance
	External	Government organizations, legal entities of private law and individuals
The schedule of the work	Full time	
In case of absence, his/her job is performed by:	The head of the library or a person designated by the head	
<b>Functions</b>		
1	Registering and inventorying the library fund	
2	Undertaking technical work for processing the library documents, cataloging and systemization	
3	Arrangement of library resources in accordance with the relevant classification	
4	Ensuring the use of library resources in accordance with the rule for using the library	
5	Making a list of the library resources to be written off and presenting the list to the head of the library	
6	Creating and updating electronic catalogs and directory	
7	Preparing informative materials about the library resources and their dissemination at the university	
8	Planning and realizing different activities aimed at raising awareness about the culture of reading	
9	Researching the interests of students and the personnel and participation in preparation of the statistical analysis about the activities carried out by the library	
10	Fulfilling the directions and tasks delegated by the head of the library within the competence	
11	Performing other functions within the competence of the library serving the objectives of the library	

<b>Qualification requirements</b>		
Sphere of the education	Social sciences or any related sphere	
The level of the qualification	Higher/secondary/vocational	
Professional experience	Sphere	A librarian or a document management related job (is desirable)
	Period	One year (is desirable)
Foreign language skills	Language/level	Georgian/fluent



	Language/level	English/minimum B 2
Computer program skills	1	Microsoft office
	2	Openbiblio (opac)
Criteria for assessing the realized work		
The criteria for assessing the performed work are defined by the human resource management policy of the teaching university		