

Approved by Academic Board decree #9 on January 4, 2019

„The rule for using a library”

**Batumi
2019**

Article 1. General provisions

1. "The rule for using a library" (hereinafter the rule) regulates the rules for using the library of BAU International University, Batumi LLC (hereinafter the teaching university) and the code of conduct at the library.
2. This rule has been worked out pursuant to the Georgian law about "Library activity", the charter of the teaching university and the Georgian legislative and subsidiary acts.

Article 2. The status of the library

1. The library is a cultural-educational, scientific-informative unit aiming at reasonable and efficient use of its books and other library resources for meeting the requirements of the students and academic/invited personnel of the teaching university;
2. The library operates adhering to the following principles:
 - a) Equality of users/readers;
 - b) Accessibility of the information;
 - c) Efficiency.
3. The library can be used by students, academic/invited personnel of the teaching university and students/personnel of other educational establishments in the frame of a memorandum.
4. The library is open from Monday to Friday from 9:00 to 21:00. Saturday from 12:00 to 17:00.

Article 3. Library membership

1. The library membership can be acquired referring to the library through submitting an ID or a passport and a photo (in 3X4 format).
2. A librarian opens a reader's card collecting personal data of a reader (a name and a surname, a citizenship, a date of the opening a reader's card, a number of an ID/passport, address, telephone number, email address, (in case of a student a faculty and a course). A reader's card is signed by a reader.
3. A reader's card is valid for 1 (one) year;
4. A reader shall notify a librarian if there are some changes in his/her personal data.

Article 4. Using library resources

1. Everyone with a library membership can use the library resources. A student/user must present an ID/student card (in case of a student) to a librarian in order to gain access to the library resources.
2. Library resources can be used at the library onsite. Alternatively, books can be borrowed or accessed through computer programs (free access to an electronic library).
3. A reader can borrow a book from the library for 2 (two) weeks. A reader is entitled to borrow 5 (five) books for different subjects per request.
4. Single copy books can not be borrowed. These kind of books can be used either at the library onsite or a student can make copies with the help of a librarian (making copies is allowed only observing 30 % copyright rule).

5. The students and employees of the teaching university can borrow books from the library. In the frames of memorandums, books can be used only at the library onsite.
6. A user can also use an electronic library of the teaching university (in the frames of a memorandum a reader gains limited access to an electronic library of Bahcesehir Univeristy)
7. A user can search materials in a catalog of the teaching university. If a reader fails to use a reserved book within a reservation period, such a reservation is canceled on the second day.
8. A reader has free access to books that means that a reader can look through and choose books either to borrow or to work at the library onsite by himself/herself. During free access, a reader must take out a library card from a book and hand it to a librarian. If a reader intends to borrow a book, he/she must check possibility to do so with a librarian.

Article 5. Returning a library item

1. A reader must return a borrowed book by a due date. 1 (one) day late return is excusable except when a librarian has requested return of the book. The information about the return of a book is recorded on a reader' card as well as electronically.
2. A reader must return a CD and other accompanying resources (if available) together with a book;
3. A librarian is authorized to request a book before a due date in case the library is short of resources or a borrowed book is in demand. A reader must return a book within 1 (one) day of receipt of such a request. The request will be sent on an email address.
4. A reader is entitled to request extension of the deadline for a borrowed book either personally communicating with a librarian to via an email address.
5. If a reader is not able to return a book on time due to a good reason (being sick, being out of the country), he/she must notify a librarian about it in advance. Failure to do so will be deemed a late return.
6. In case a reader fails to return a book by a due date, a reader will be denied to borrow a book from the library within upcoming 20 (twenty) days. However, he/she will have an opportunity to work at the library, use an electronic library and make copies of books.

Article 6. Rule for using computers

1. A user is entitled to use computers at the library. When using computers it is permitted:
 - a) To work on office programs (Microsoft Word, Excel, Powerpoint);
 - b) To search and download information from internet;
 - c) To access an electronic library;
 - d) To use an electronic catalog;
 - e) To use email;
 - f) To use the webpage of the teaching university.
2. When using the computers it is not permitted to use CDs or USB flash drives except when it is agreed with a librarian. It is not permitted to download games or any other entertaining programs.

3. If a user is not familiar with the rules for using an electronic catalog or an electronic library, a librarian must instruct him/her.

Article 7. Outcomes of damaging the library resources

1. A reader/user must take care of the library resources, facilities, and amenities.
2. A reader/user must fully reimburse the damage inflicted on the facilities and amenities of the library at her/his own expense.
3. In case a reader damages and/or loses a book he/she must return exactly the same book to a librarian (with the same edition and year) within 2 (two) weeks or pay a market price of a book.
4. A reader must not use an online access code on a book except when it is allowed by a librarian.
5. A reader will be imposed a disciplinary action in accordance with internal regulating acts of the teaching university if he/she takes out a library resource without a librarian's consent.

Article 8. The code of conduct at the library

1. A reader/user must observe the code of conduct at the library determined by this rule.
2. A reader/user is entitled:
 - a) To receive library documents stored at the library- in accordance with this rule;
 - b) To receive full information about issues of his/her interest;
 - c) To use an electronic library and a catalog;
 - d) To use facilities and amenities of the library;
 - e) To request to make copies of a necessary document in accordance with this rule;
 - f) To get involved into activities organized by the library.
3. A reader/user is obliged:
 - a) To present his/her ID (passport), in case a student a student card to a librarian before starting using the library;
 - b) To take care of the library resources;
 - c) To notify a librarian about taking or returning a book;
 - d) To check the condition of a book or other facilities and amenities before using. In case of a damage or defect to notify a librarian;
 - e) To return a book by a due date;
 - f) To reimburse a damage inflicted on a library resource. In case a book is damaged or lost, it can be replaced by the same book;
 - g) To remain calm while in the library. It is not allowed to talk loudly. In similar cases, a librarian is entitled to give a reprimand. If such a behavior will be repeated, a librarian can request a reader/user to leave the library;
 - h) To turn his/her mobile phone on a silent mode before entering the library;
 - i) To store food products before entering the library. Only water and disposable napkins are allowed at the library.

Article 9. Final provisions

1. This rule is approved by the resolution of the academic council. Any changes/amendments can be made on the basis of the resolution of the academic council;
2. The rector's order №20 dated with August 20, 2014 about "The rule for using a library" to be declared null and void;
3. This rule does not affect any legal relations arisen before approval of this rule.