



Avicenna International Community College Ltd.

Library Regulations

**Tbilisi
2018**

Article 1.

1.1. The Library Regulations (hereinafter – the regulations) regulates the procedure for working and using the Library of Avicenna International Community College LLC (hereinafter - the institution).

Article 2.

2.1. The library is a structural unit of the institution and performs educational, and informational functions. The library should use its funds and other library resources to meet the needs of professional students and institution personnel in full and efficient manner..

2.2. The library is guided by current legislation under the present rule and other legal acts acting in the institution..

2.3. Library is run by a librarian.

Article 3.

3.1. The library of the institution works from Monday till Friday from 10:00 AM to 18:00 PM, On Saturday from 10:00 AM to 16:00 PM. Daily break duration is 1 hour (13:00-14:00PM).

3.2. The library does not work on Sundays and weekends provided by the Labor Code of Georgia.

Article 4.

4.1. The basic principles of functioning of the library are:

- a) Readers equality;
- b) Unlimited access to information;
- c) Efficiency

Article 5.

5.1. People who have access to the Library (hereinafter Reader) have the right to use the library.

5.2. They have the right to join the library:

- a. Vocational students of the institution;
- b. The personnel of the institution

5.3. The applicant is obliged to submit a passport / ID card to a librarian and certificate about the status of a student / certificate on the work of the relevant institution.

5.5. On the basis of the submitted documents, the librarian registers the applicant as the reader of the library, for which he/she files the reader's ticket, which includes the name, last name, father's name, date of birth, place of study / place of work, apartment address, telephone number, passport / ID number, issuing authority and signature of the applicant.

5.6. The reader's ticket is opened on the name of the person willing to join the library.

5.7. A person wishing to join is obliged to get familiar with the rules of using the library, the rights and obligations of the reader established in the present order and confirm the consent of the reader with the personal signature on the front page of the reader.

5.8. Every concrete case about taking the book from the library by the reader is mentioned in the reader's ticket including the name of the book, time of taking and returning it back.

5.9. The fact of taking the book from the library is confirmed by the personal signature of the reader.

Article 6.

6.1. The institution's vocational student's registration in the library takes place only once during the entire period of study.

6.2. A vocational student who once joined the library remains a member of the library during the whole period of study.

6.4. The registration as the reader of the library is free for vocational student.

Article 7.

7.1. The registration of the staff of the institution in the library is accessible during the entire period of their respective positions.

7.3. The staff member of the institution, who once joined the library, remains a member of the library for the whole period of time working on the relevant position.

7.4. The staff of the institution is free to join the library.

Article 8.

8.1. The library includes a book and a non-book fund - audio, video and digital versions of information.

8.2. The library has a reading hall equipped with the necessary equipment.

8.3. The resource in the library corresponds to those professional educational programs implemented by the institution. In addition, the library's book fund includes historical, artistic and other information literature.

Article 9.

9.1. The reader is authorized:

9.1.1. To have unrestricted access to the library's resources.

9.1.2. Get full information about the issues that interest him/her.

9.1.3. Use the library's searching tools.

9.1.4. Request a copy of the document required by him/her.

9.1.5. To get books from the Library, which are available in the Library in several copies. Books that the library has only one copy, without exception, will not be issued from the library.

The reader has the opportunity to use such books only in the reading hall or make the copy the necessary places or entire books under the librarian's consent.

9.1.6. Have free access to the catalogs in the library.

9.1.7. Have the opportunity to choose the desired book independently and / or resources available on the electronic train, use a librarian to find a specific direction / field or author's manual literature, in case of existence in the library.

9.1.8. The library readers can only use the resources available on the electronic trains using only computers in the Library Reading hall.

9.2. The book is issued from the library for a period of five working days, after which the reader is obliged to return the book to the librarian.

9.3. If the reader needs the book again, he/she can withdraw it repeatedly (for a period of five working days), if the book is not withdrawn by other reader

9.4. If the book is not returned to the library on time, the reader must inform the librarian the reason for not returning the book timely.

9.5. In case of loss or damage of the book as it cannot be used any more, the reader is obliged to bring the same book to the library or reimburse the book price.

Article 10.

10.1. Prohibited in the library:

a) Smoking and / or drinking alcohol. Only water or non-alcoholic drinks in the bottle is permitted;

b) Noise and loud conversation;

c) Dinner;

d) Misrepresentation of the book for the purpose of obstructing the use of the book for other students;

e) Withdraw the book from the library without permission;

f) Damage to books or educational materials and papers;

g) Unreasonable using of the electronic resources available in the library.

10.2. In case of disobedience to the requirements of the present Rule, the librarian is entitled to appoint the corresponding reader with a temporary restriction on the use of the library.

Article 11.

11.1. For the purpose of performing the educational activities of the institution, the librarian facilitates the staff and vocational students of the institution in the use of the bookstores and the resources available in the electronic form without access to the vocational educational programs

11.2. Librarian shall:

11.2.1. Conduct library activities.

11.2.2. Be responsible for the protection and use of library property.

11.2.3. Carries out appropriate measures to improve the material-technical base of the library, protect the library fund, and create the necessary conditions for readers.

11.2.4. Provides readers service with library book fund with catalogs and other types of information.

11.2.5. Provides the opening of the reader's tickets after the presentation of appropriate documentation for applicants.

11.2.6. Provides books processing according to the library's international standards.

11.2.7. Provides bookkeeping in the relevant catalogs.

11.2.8. Registers the following types of registration journals:

a. Inventory book;

b. Total registration journal;

c. Library Blog.

11.2.9. Providing order in the library hall.

11.2.10. The librarian submits the report to the Principal about the number of books lost, distributed to the Library, damaged, repaired, lost books, at the end of the academic year.

11.2.11. On the basis of recommendations of the professional teachers, the librarian addresses the director of the institution about the literature necessary for the educational process.

11.2.12. The librarian provides the readers with information about the newly created literature. The list of those literature is published in the library in a visible location.

11.2.13. Within the scope of his / her competence, he / she performs other obligations of the Director's other tasks and other obligations undertaken by the internal legal regulations of the institution.

11.3. A library stamp is stored at the library (the library seal will be affixed on the cover page and the 17th page of each book).

Article 12.

12.1. Library rules approved by the director of the establishment.

12.2. The change and / or amendment to the present Rule shall be made in accordance with the procedure established for its adoption.