

Library Regulations

1. Registration Rules:

1.1 The library that is a cultural, educational, scientific and information institution of the university operates and guides in line with Law of Georgia on Library. According to the University Internal Regulations and the Provision of Library, the rules to use the library shall be determined.

1.2 Registration and all services at the University library are free of charge for the university personnel and for students.

A user shall:

1.2.1 present ID and a photo, size 3X4 to register;

1.2.2 present his/her ID to the librarian on duty upon entering.

1.2.3 become familiar with the library regulations and confirm it with signature on the card.

1.2.4 confirm receiving the literature from the library with signature in the card (a signature per book).

2. Library Rules:

2.1 Academic/invited personnel, students and university staff (both administrative and support) are entitled to use the library;

2.2 A reader is allowed to take a book at home for temporary use, as well as to take advantage of bibliographic and informational services;

2.3. The University staff and students are entitled to use the reading hall where the book are circulated only to work on site. Encyclopedias and other reference works, rare and valuable books are released only in the reading hall.

2.4. The University staff and students are entitled to enjoy the department of periodicals and literature sector.

2.5 The students, invited the academic personnel will enjoy the teaching materials for a period of 2 weeks. The On Periodicals will be given out for 7 days;

- 2.6 There is an internet library at the University Library where students and staff have the right to access the internet upon prior subscription.
- 2.7 The reader has the right to use the library books, magazines, newspapers and other publishing materials. Materials are circulated in the reading hall and under the subscription.
- 2.8 The section head defines the circulation rules of the deficit books. A book is considered to be in shortage if there is only single copy in the fund. It is circulated in the reading hall upon consent of the section head.
- 2.9 The reader will be provided with all kinds of support in the selection of literature and development of skills to work with reference books and catalogs.
- 2.10 The library re-registers the reader annually. During re-registration the reader shall return all the literature taken. After the registration he is entitled to borrow any book again. The library shall not serve the reader without registration.
- 2.11 Before summer vacations student must return all the books borrowed.
- 2.12 In case of termination of library use, the reader is obliged to notify the library and return the book within 10 days.

3. Terms of literature use

- 3.1 The reader can keep scientific literature for 2 week in the following quantity:
 - study books – not more than 10 books per term;
 - periodicals could be borrowed for 15 days, not more than 5 ones. The On periodicals could be circulated only in the reading hall.
- 3.2 Extension of the borrowing period is possible upon presenting the book at the library and pre-agreement of the time extension with the head of the library.
- 3.3 The head of the library defines the circulation rules of the books in a single copy.
- 3.4 If a reader fails to return a book timely without good reason, he loses the right to use the library for a month.
- 3.5 The main function of the reading hall is to provide students, professors, teachers and staff of the clinics with the relevant library and information-bibliographic services circulating the relevant literature on site.
- 3.6 Books cannot leave the reading hall. If a reader leaves the reading hall for a long time, he/she shall hand the books to the librarian on duty.
- 3.7 Free access to the bookshelves in the library reading room is in line with the library rules.

4. Electronic Library Rules:

The University is included in the electronic library network (Barbaros Library). The university staff and students have access both to the university's own library and the library of Bahcesehir (Istanbul) medical faculty.

Electronic Library Regulations are described in "El-library rules" where all detailed instructions are set out to staff and students of the University and that is basis for special access to the electronic library fund.

5. The reader is obliged:

- 5.1 To present ID to the librarian on duty on entrance;
- 5.2 To care of the books and other publications taken from the library;
- 5.3 If some defect noticed when he/she gets the book, he/she shall notify the librarian; otherwise he/she is responsible for damage as the last user.
- 5.4 To present all books on his card at the beginning of the new academic year and , if necessary, to re-register them.
- 5.5 It is strictly prohibited to tear out or fold the papers in the book and cross or mark something on them.
- 5.6 In case if the book is lost or damaged, the reader is obliged to replace it with the one of the same content and the price or to pay the fine, accordingly. Those found guilty in damage of the book will lose the right to use the library.
- 5.7 In case if the book is lost, the reader bears material responsibility for the damage to the library fund. In this case, the reader is obliged to replace it with the relevant literature, or to compensate the lost book financially.

6. Code of conduct in the reading hall

- 6.1 Reader is obliged to meet the requirements of the disciplinary responsibilities and the University regulations;
- 6.2 It is not permitted to be in the reading hall under the influence of alcohol or drugs;
- 6.3 It is prohibited to use mobile phone or speak loudly in the reading hall;
- 6.4 University students are subjected to punishment stipulated by the law and bylaws for the violation of the university regulations.

7. Working Hours

Library works everyday from 9:00 to 18:00, in two shifts (the first shift 9:00-15:00 and the second shift 15:00 -21:00), except Sunday.