



# NNLE GIPA- Rules for using the Library of Georgian Institute of Public Affairs

Approved by the Rector of Georgian Institute of Public Affairs, February 16, 2024 N01-24/51

## Article 1. General provisions

1.1 These rules regulate issues related to membership in the library of NNLE GIPA- Georgian Institute of Public Affairs (hereinafter the University), subscription, use and return of library items, and rules of behavior in the library.

1.2. Students (including vocational students and students participating in the exchange program), academic, invited personnel, teachers of vocational education (including academic and invited persons participating in the exchange program) and administrative staff (hereinafter the university staff) and other persons with guest status have the right to use the university library.

1.3. The purpose of the library is to provide the university staff and students with modern scientific, educational, methodological manuals and other types of literature, which will help them to carry out their educational and research activities effectively.

1.4 The University Library operates 6 days a week, Monday-Friday 10:00-21:00, Saturday 10:00-15:00. The library does not operate on holidays established by the Labor Code of Georgia and on holidays/rest days established by the University.

1.5. The rules for using the library are based on the Law of Georgia "On Library Matters" and internal university regulatory documents.

## Article 2. Membership in the library

2.1. The use of the university library is possible for university staff and guests upon membership, after the appropriate registration.

2.2. University students join the library automatically, upon enrollment in the university, on the basis of electronic data, which includes the following information: student's name and surname, date of birth, personal number/passport number, address, telephone, e-mail, school and educational program in which the student is enrolled.

2.3. University staff and visitors are registered in the library on the basis of identity documents (identity card or passport) and contact data (phone, e-mail).

## Article 3. Possibility of using library resources

3.1. The library has reading rooms equipped with appropriate inventory, a diverse book and non-book fund available in different languages: methodical manuals, monographs, scientific and artistic literature, periodicals, notational, cartographic and reference publications, electronic resources, etc.

3.2. The library is equipped with Internet-enabled computer equipment, copier, printer and scanner. Students, university staff and visitors have access to electronic library and international electronic scientific bases.

3.3. A library representative will provide information and help regarding library resources and services to students, university staff, and visitors as needed.

3.4. Students, university staff or university guests can use the library resource in a specially designated reading room, students and university staff can use the library resource, and they can also take it out, if at least 2 items are kept in the library storage.

3.5. In order to use the library resource, the reader is obliged to familiarize himself with the rules of using the library published on the university's website.

3.6 University staff and students have the opportunity to learn about the electronic resources of the library using the electronic database (PORTAL.GIPA.GE).

Article 4. Access to physical resources of the library, rules for taking out and returning reading material from the library

4.1. The reader has the opportunity to find the material of interest in the catalog of the university library or to clarify with the librarian.

4.2. Readers have the opportunity to order material of interest to the library both personally and electronically, based on filling out a special form posted on the library's website.

4.3. Withdrawal/not withdrawal of a library item depends on the category of the material, the number of the item and the frequency of its request.

4.4. A printed library item of which the library has only one copy is not issued from the library; Readers can use such resources only in the reading room, except in exceptional cases.

4.5. If there is only one copy of a printed library item in the library, but there is no intense demand for it, it is possible for the reader to take advantage of the right to withdraw it.

4.6. Periodicals (magazines, newspapers), rarities (rare editions, old books), cartographic and notational editions, dictionaries, encyclopedias are not issued from the library.

4.7. Students and university staff enjoy the right to take out a book from the library, university guests have the opportunity to familiarize themselves with the library item they want in the reading room.

4.8. A library employee who issues a library item for work in the hall or to take out is obliged to check the suitability with the reader.

4.9. After checking the library item, the library employee evaluates it as follows:

4.9.1. There is no damage to the library item;

4.9.2. The library unit has minor damage;

4.9.3. A library item has significant damage (a library item rated as having significant damage is not issued for withdrawal).

4.10. The reader confirms the librarian's assessment of the library item with his signature, after which he is entitled to use it in the reading room and/or take it in hand.

4.11. It is not allowed to make marks on the library item (regardless of its printed/electronic form) or encroach/damage it in any other way.

4.12. It is the responsibility of the reader to take care of the library item and return it to the condition it was in when issued.

4.13. In case of damage, loss or destruction of a library unit by the reader, the library employee together with the financial service of the university will determine the extent of the damage.

4.14. The value of a damaged, lost or destroyed library item is determined by the market price.

4.15 The reader is obliged to fully compensate the damage caused to the university, or in case of the consent of the library employee, the reader has the right to compensate the caused damage by presenting the appropriate unit of the same title and year of publication.

4.16. In the case of a student reader, according to paragraphs 4.13-4.14 of this article, in case of failure to pay the financial obligation within 5 calendar days, the student's status will be suspended.

4.17. In the case of university personnel, after the paragraphs 4.13-4.14, in case of non-payment within 5 calendar days of the imposed financial obligation, the university is entitled to deduct the amount of financial damage from the salary/fee of the university staff.

4.18. The reader has the opportunity to take advantage of the following term of the library resource withdrawal:

4.18.1. Fiction – 30 calendar days;

4.18.2. Textbook (if there is a sufficient number in the library, the presence of 4 or more units is considered sufficient) – 1 semester;

4.18.3. Textbook (if there are not enough copies in the library, the presence of 3 or less units is considered insufficient) - no more than 7 calendar days;

4.18.4. Reader – 1 semester;

4.18.5. Book of other category - no more than - 30 calendar days.

4.19. The same reader has the right to check out no more than 5 books from the library at the same time.

4.20. A reader who has taken out a library resource from the library has the right to apply to the library employee for an extension of the term. The library employee reviews the submitted application and accepts it or rejects it.

4.21. The reader can submit an application for term extension 3 times in a row, for each term extension it is necessary to obtain the consent of the library employee.

4.22. At each renewal, the library staff is authorized to require the reader to present the library resource for visual inspection to ensure that it is maintained in the same condition as it was at the time of issue.

4.23. In special cases, the library employee is authorized to send request to the reader on the e-mail address specified during registration upon the early return of a library resource. At such a time The reader is obliged to return the library resource that has been checked out within 24 hours of receiving the notification via e-mail.

## Article 5. Warning about the expiration of the return period of the library resource

5.1. In the event that the reader does not return the library resource within the terms established by this rule, no later than 5 working days after the expiration of the deadline for the return of the library resource, the representative of the library will notify the reader, on the e-mail specified during registration, about the return of the library resource.

5.2 If the reader does not return the library resource within 2 working days after sending the warning about returning the library resource, the library employee sends the warning again and sets a deadline for the return of the library resource, which should not exceed 3 working days.

5.3. In the event that the reader does not return the library resource/book within the time limit determined by the library employee according to paragraph 5.2 of this article, the reader is considered to have lost it and he is obliged to compensate for the damage caused after paragraphs 4.13 and 4.14 of article 4 of this rule.

5.4. Non-receipt of the notification about the overdue return of the library resource does not release the reader from the obligation.

## Article 6. Rules of behavior in the library

6.1. The reader is obliged to follow the norms stipulated by the code of ethics and conduct of the university.

6.2. The reader is obliged to respect both the employees of University and the rights of other users.

6.3. The reader is obliged to take care and do not damage the material-technical base of the university/library.

6.4. Upon entering the library, the reader is obliged to: switch the mobile phone to silent mode; to protect the silence; During group or individual work, do not perform any action that will disturb other readers.

6.5. After using the library resource, the reader shall not return it to the shelf, but hand it over to a library employee or leave them on the table.

6.6. When receiving a book or other material, the reader shall check it carefully and report any damage to the library staff immediately, otherwise, the reader is responsible for any damage found during the return of the book.

6.7. No food is allowed in the library, except for bottled non-alcoholic beverages.

6.8. Readers are prohibited from picking up and taking out a book or other resource from the library by themselves.

## Article 7. Responsibility in case of violation of the rules of behavior in the library

7.1. In case of violation of the rules of conduct stipulated in Article 6 of the present rule, the library employee is entitled to give a verbal warning to the reader. In case of repeated violation of the rules

of behavior in the library by the reader, the library employee has the right to ask the reader to leave the library territory.

7.2 The reader is obliged to obey the instruction of the library employee, otherwise it is possible to initiate disciplinary proceedings against him in accordance with the code of ethics and conduct of the university.

7.3. In the case of damaging library resources and inventory by the reader, the reader shall be responsible for full compensation for the damage caused. It is also possible to subject him/her to one of the disciplinary penalties stipulated by the University Code of Ethics and Conduct.

7.4. In the case of arbitrarily removing a library item from the library by a reader, the reader shall be subjected to one of the disciplinary penalties stipulated by the university's Code of Ethics and Conduct, at the same time he/she is obliged to immediately return the arbitrarily removed library item.