



# IBSU

**INTERNATIONAL BLACK SEA UNIVERSITY LLC  
QUALITY MANAGEMENT SYSTEM DOCUMENTS**

## **REGULATION FOR LIBRARY**

*Approved on 23/10/2017 by Academic Board - Minutes №12 (Appendix №:2)*

### **Approvals**

The signatures below certify that this quality manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Prepared by:      Legal Office      \_\_\_\_\_

Approved by:      Academic Board      \_\_\_\_\_

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**Amendments**

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**Revision List**

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**Related Documents**

#	Document Code	Name of the Document
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**Article 1. Aim and Scope**

- 1.1. The present document determines the structure and the functions of the library at the International Black Sea University, LLC (hereinafter referred to as “IBSU”), defines the rules for using the library, the functions, the mechanisms for developing library resources and regulates other issues related to library operation.
- 1.2. The library fulfills its functions in accordance to the Georgian legislation, University regulations and acts and the present regulation.
- 1.3. Library reports to the Vice-rector for Education.

**Article 2. Library Recourses**

Library resources include books and other items (journals, monographs, dissertations etc.), library electronic databases and material resources (including but not limited to other spaces (informational-technology space, working group space, reading hall, etc.)

**Article 3. Working Hours**

Library is open 6 (six) days a week. Working hours during the weekdays are Monday through Friday from 9:00 till 20:00 and on Saturday, from 9:00 till 17:00.

**Article 4. Structure and Functions**

- 4.1. Library is under the supervision of the Vice-Rector for Education.
- 4.2. Librarian is appointed by the Rector.
- 4.3. The structure of the library includes the librarian and the assistants.
- 4.4. The functions of the librarian are as follows:
  - 4.4.1. To update library resources and make them available for the readers;
  - 4.4.2. To administer every day operation of the library;
  - 4.4.3. To prepare the budget of the library and present it to the Vice-Rector for Education;
  - 4.4.4. To control membership in the library and the process of withdrawal of books by the members;
  - 4.4.5. To maintain books in order, to prepare electronic catalogue;
  - 4.4.6. To prepare and update unified electronic database;
  - 4.4.7. To organize activities and programs related to the operation of the library;
  - 4.4.8. To control usage of the inventory by the readers located in the library;
  - 4.4.9. For the purpose of enhancing cooperation with local and international libraries, to ensure membership/ access to their resources;

- 4.4.10. To provide performance of all activities that support development of the library and unconditional usage of its resources by the readers.

**Article 5. Rules for Using Library**

- 5.1. While using library resources the reader should obey the rules set forth by the library in order not to disturb other readers and hinder the proper functioning of the library.
- 5.2. While using library, the reader should observe the following rules:
  - 5.2.1. To switch mobile devices on a silent mode before entering the reading hall;
  - 5.2.2. Not to bring food in the reading hall, besides bottled water;
  - 5.2.3. Not to summon noise in the reading hall;
  - 5.2.4. To address librarian for using library resources (besides electronic resources);
  - 5.2.5. To use working group space for the discussions;
  - 5.2.6. Not to leave personal belongings in the library after leaving the reading hall;
  - 5.2.7. To put the book on a specifically designated tray before leaving the reading hall;
  - 5.2.8. To use printer and scanner with the assistance of the librarian.
- 5.3. Library personnel is entitled to request the person violating the rules to leave the space.
- 5.4. Disciplinary sanctions for the misconduct committed by the students and employees in the reading hall will be regulated according to the “Disciplinary Regulation for Students and “Staff Management Policy”.

**Article 6. Using Library and Membership**

- 6.1. Library can be used by IBSU students, personnel and guests.
- 6.2. IBSU students and personnel may be granted membership of the library.
- 6.3. The person having the membership in the library is entitled to withdraw books in accordance with the rules stipulated by Article 7.

**Article 7. Procedure of Withdrawing a Library Unit**

- 7.1. The member should submit personal identification card to the librarian for withdrawing the library item;
- 7.2. Before taking out the book, members should check the condition of the withdrawn item for avoiding complaints upon their return.
- 7.3. Student is entitled to take out not more than 3 books for the period of two weeks, while the personnel may take out 6 books for two weeks.

- 7.4. Members may request prolongation of the term once for not more than a 2 -week period.
- 7.5. While using the library items and considering the frequency of the demand, different terms may be determined for their withdrawal compared to paragraph 7.3 and 7.4.
- 7.6. The book should be returned in due course.
- 7.7. The member should return book personally. It is inadmissible to take the book on behalf of other member, to hand over the withdrawn book to other person.
- 7.8. Library item may not be withdrawn if only one copy is left in the reserve.
- 7.9. The comment about the withdrawn library item will be registered in the informational registry and electronic database.

**Article 8. Loosing/Damaging the Book**

- 8.1. In case of losing/damaging the book, the reader will be imposed the liability stipulated by the University regulations.
- 8.2. The book will be deemed damaged if notes are made on it by pen, marker or by any other mean.
- 8.3. In case of losing the book, the librarian should be immediately notified. The lost book should be replaced by its copy or the relevant market price of the item should be reimbursed.

**Article 9. Development of Library Recourses**

- 9.1. Development of library resources is important for facilitation of learning and research, as well as creating comfortable working environment for the readers.
- 9.2. The main directions of the development of library resources are book stock and other items (journals, monographs, dissertations), electronic library databases and material resources.
- 9.3. Updating of the book stock (digital and had copy) is done by the following procedure:
  - 9.3.1. Incitation on purchasing a book is made by a faculty/library. Factors such as the availability of the books and the relevance to the learning outcomes should be taken into consideration, while preparing the request. In case of necessity, several copies of the book might be purchased.
  - 9.3.2. Request made by the faculty is sent to the library, who checks the availability of the book(s) in the university library database.



- 9.3.3. In case of non-existence of the book(s) requested by the faculty/library, request is submitted to the Vice-rector for Education by the library. Vice-rector for Education, accords the financial issues with the Chancellor. Based on the accepted request, purchasing the book(s) is conducted by the relevant structural units.
- 9.4. University journals are submitted to the library by the Vice-rectorate for Science and Research, while dissertations – by the Institute for Post-Graduate Studies.
- 9.5. Library is provided by the non-university journals, by a distribution company, based on the terms and conditions set by the agreement concluded by and between the university and the distribution company.
- 9.6. Development of library electronic databases are ensured by the following way:
  - 9.6.1. The necessity for gaining/renewing accesss on library electronic databases is defined by a faculty/library and the request is submitted to the Vice-rector for Education.
  - 9.6.2. Vice-rector for Education presents the issue to the Administrative Board for further discussion.
  - 9.6.3. If the Administrative Board accepts the request, relevant activities for gaining/renewing accesss on library electronic databases are conducted by the relevant structural units.
- 9.7. Development of material resources is ensured by the following way:
  - 9.7.1. For the facilitation of study and research process and creating comfortable working enviromnet for the readers, the necessity of renewing material resources is identified by the library, (which might be also based on the students' request). The request is submitted to the Vice-rector for Education
  - 9.7.2. Vice-rector accors the financila aspects of the request wih the Chancellor. Based on the accepted request, relevant activites for renewing of the material resources are conducted by the relevant structural units.

#### Article 10. **Final Provisions**

- 10.1. The issues not regulated by this document, are regulated by Georgian legislation and other regulations of IBSU.
- 10.2. The present regulation approved by Academic Board and is amended in the same procedure.
- 10.3. Vise-Rector for Education is responsible for supervision of the implementation of this document.



*Ignorance of rules of the university shall not be a defence to anyone.  
All are therefore required to familiarise themselves with the rules and regulations as outlined in the  
related IBSU documentation.*

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*IBSU is an equal opportunity institution. It does not discriminate against any member of its  
community on the basis of gender, race, nationality, ancestry, creed, marital or parental status, or  
physical, mental, emotional, or learning disabilities in its educational programmes and activities.*

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