



NATIONAL EDUCATIONAL UNIVERSITY

Regulation of Library



## **Article 1. General Provisions**

- 1.1. The Library of the "NEU National Educational University" (hereinafter the University) is a major educational unit of the university.
- 1.2. The provision of the Library specifies the library mission, the library's strategic development plan, as well as the rules for using the library and the use of the computer classroom (Appendix 1).
- 1.3. The Library is governed by the laws of Georgia, the legal acts of the Academy and this Provision.
- 1.4. The Library in its activities is accountable to the Rector.

## **Article 2. The Mission of the University Library**

- 2.1. The mission of the Library is to provide resources, services and a comfortable environment for modern teaching, learning and research needs.
- 2.2. For effective implementation of the mission Library:
  - Constantly takes care of replenishing and upgrading existing print and electronic fund of the library;
  - Provides readers with access to library resources and services;
  - Provides readers with information access to international electronic library databases;
  - Collaborates with readers to meet their individual needs in learning and research;
  - Provides appropriate consultation to readers when necessary;
  - Takes care of protecting the library fund and property.
- 2.3. Library values are development, responsibility, integrity, effective communication, cooperation and mutual respect.

## **Article 3. Main Tasks of the Library**

- 3.1. The main objective of the Library is to enhance/support the development of education, science and culture in the university, and to assist students in becoming worthy members of civil society.
- 3.2. To ensure the mission and goals of the university, the library is in effective coordination with the relevant structural unit.
- 3.3. The library has separate reading rooms, individual and group work spaces to provide a complete service to the library.

## **Article 4. Basic Functions of the Library**

- 4.1. Organizing library funds, systematically replenishing Georgian and foreign publications, their protection and accessibility for readers;

- 4.2. Creating databases.
- 4.3. Promoting the introduction of innovative processes in the librarianship;
- 4.4. Coordination of library activities in accordance with the legislation;
- 4.5. Caring for library staff qualification;
- 4.6. Providing access to international electronic databases.

## **Article 5. Library Structure and Management**

- 5.1. The library is managed by the head of the library, who is appointed and dismissed by the rector;
- 5.2. The head of the library is assisted by the of assistant the head of the library, who is appointed and dismissed by the rector;
- 5.3. The library has a reading room for providing perfect service to the users.

### **5.4. Functions of the head of the library**

- a) Manages library activities;
- b) Is responsible for the protection and purposeful use of the library property;
- c) Takes appropriate measures to improve the library's material-technical base, to protect library funds, and to provide the necessary conditions for staff and readers;
- d) Provides readers service with library funds, an electronic catalog and all sorts of information;
- e) Provides access to international electronic library databases;
- f) Provides orientation meetings and consultations for students and staff to deliver information on library resources and services;
- g) Participates in the process of forming the budget of the university

### **5.5. Library Assistant Functions**

- a) Provides accounting of books in the library's inventory book and electronic catalog;
- b) Provides the processing and accounting of periodicals subscribed to by the university;
- c) Receives books, ensures their processing in accordance with library rules;
- d) Provides proper order in the university reading room;
- e) Provides that academic papers are passed through a plagiarism detection program;
- f) Provides the fulfillment of other tasks of the library manage;
- g) Responsible for his/her activities to the head of the library.

## **Article 6. Library Resources**

- 6.1. The library has a book and non-print fund - audio, video and digital versions of information.
- 6.2. The library includes the following areas: a bookstore, reading room, work space for staff, meeting and group work space, individual work space.
- 6.3. The library resources (book and non-print fund) correspond to the goals of the university - educational programmes implemented by the university
- 6.4. Library users have access to scientific electronic databases.
- 6.5. The library has technical equipment.

## **Article 7. Transitional and final provisions**

- 7.1. This Regulation is approved by the University Senate;
- 7.2. This University Regulation comes into force immediately after signing;
- 7.3. The adoption, cancellation, amendments and additions to the Regulation are carried out by the Senate;
- 7.4. This Regulation ceases to be valid in the event of the approval of a new Regulation.