

Free Academy of Tbilisi

Library Provision



Article 1. General Provisions

- 1.1. The Library of the Free Academy of Tbilisi (hereinafter the Academy) is a major educational unit of the Academy;
- 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 and Vice Rector.

Article 2. The Mission of the 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 Academy, and to assist students in becoming worthy members of civil society.

3.2. To ensure the mission and goals of the Academy, 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;
- s. 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 orientation meetings and consultations for students and staff to deliver information on library resources and services;
- f. Provides access to international electronic library databases;
- g. Receives books, processes them in accordance with the library rules;
- h. Provides registering new books in library inventory book and electronic catalog;
- i. Provides processing and recording of periodicals subscribed by the Academy;
- j. Ensures that proper order is maintained in the Reading Room of the library;
- k. Participates in the process of forming the budget of the Academy;



l. Provides verification of academic papers in plagiarism detection software.

5.5. Library Assistant Functions

a. Provides readers with library funds, an electronic catalog and all sorts of information.

b. Provides orientation meetings and consultations for students and staff to provide information on library resources and services;

c. Provides access to international electronic library databases;

d. Receives books, processes them in accordance with the library rules;

e. Provides registering new books in library inventory book and electronic catalog;

f. Provides processing and recording of periodicals subscribed by the Academy;

g. Ensures that proper order is maintained in the Reading Room of the library;

h. Provides verification of academic papers in plagiarism detection software.

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 Academy - educational programmes implemented by the Academy

6.4. Library users have access to scientific electronic databases.

6.5. The library has technical equipment.

Article 7. Final Provisions

7.1. The present regulation of the Academy shall come into force upon signing;

7.2. Any amendment to the Statute shall be in accordance with the laws of Georgia and shall be approved or amended by the Academy Senate.



