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*Library Usage Regulations at
Central University of Europe LLC*



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Article 1. General Provisions

- 1.1 The Library Usage Regulations of the Central University of Europe LLC (hereinafter referred to as "the University") determine the purpose, functions, and structure of the Library, establish the rules for using the Library, and regulate other matters related to the Library's functioning.
- 1.2. In its activities, the Library is guided by the Law of Georgia on Higher Education, the Law of Georgia on Library Affairs, the University's Statute, these Regulations, and other legal acts in force at the University.
- 1.3. The Library's working schedule is determined as Monday through Friday, from 09:00 to 21:00.
- 1.4. The Library has its own seal.

Article 2. Purpose of the Library

The purpose of the Library is to provide the University's staff and students with contemporary educational-scientific and methodological manuals, as well as to popularize the use of library resources.

Article 3. Library Resources

- 3.1. The Library houses book and non-book collections—audio, video, and digital versions of information.
- 3.2. The Library has a reading hall equipped with necessary inventory.
- 3.3. Scientific electronic databases are accessible to Library users.

Article 4. Functions of the Library

- 4.1. The functions of the Library are:
 - a) Formation and organization of library collections;
 - b) In close cooperation with the University's main educational units, systematic acquisition of educational and scientific Georgian-language and foreign-language publications provided for by educational programs and other types of publications, their preservation and ensuring accessibility;
 - c) Creation and continuous updating of the database of library documents;
 - d) Organization of reading spaces and various events for the purpose of promoting the popularization of the use of library resources;
 - e) Cooperation with various structural units of the University, institutions in Georgia and other countries, including library organizations and educational institutions, as well as foundations and other organizations operating in Georgia, in coordination for the purpose of improving library activities;
 - f) Exercise of other powers in accordance with the institution's goals and objectives, arising from the specifics of its work.

Article 5. Structure of the Library

- 5.1. The Library's structure consists of:
The Library Director and Librarian(s).



5.2. Library staff provides students and staff with information related to the Library's resources and services (e.g., orientation meetings, consultations, etc.), assists in finding literature and other resources, including from external sources (other libraries or purchases), and conducts working meetings and trainings.

Article 6. Library Users

The Library may be used by:

- a) University students;
- b) University staff;
- c) Other persons if they are at the University under any educational program/course based on a contract. Such persons are authorized to use the Library's resources/book collection only in the reading hall without Library membership registration; after completing the use of the Library's resources/book collection, they are obliged to return the collection unit to the Library staff member.
- d) Users of partner libraries within the framework of inter-library cooperation memoranda/agreements (use of books is permitted only on-site).

Article 7. Library Membership and Use of Library Resources by Readers

7.1. A prerequisite for using the Library's resources is Library membership, for which the reader must register.

The registration process proceeds as follows:

The Faculty provides the Library Director with information about enrolled students (student's name, surname, personal number). This data is compared with the identity document presented by the user, after which the Library staff member registers the information about the membership candidate in the electronic system (OpenBiblio) and in the reader's registration card (name, surname, personal number, etc.) for the purpose of granting the reader the status of University Library member.

7.2. Library membership for students occurs once during the study period. The student retains reader status until they complete the educational program. For University employees, Library membership occurs once during the period of employment or other contractual relationship; the employee retains reader status until the termination of such contractual relationship.

7.3. For University employees, Library membership occurs once during the period of employment or other contractual relationship. When registering employees, the Library relies on information provided by the Human Resources Management and Administration Service regarding staff (surname, name, personal number), which is compared with the identity document presented by the person during registration; only after this, for the purpose of granting the reader the status of University Library member, the Library staff member registers the candidate's information in the electronic system (OpenBiblio) and in the reader's registration card (name, surname, personal number, etc.).

7.4. When a reader takes a book from the University premises, the Library staff member searches for the requested book resource in the electronic system (OpenBiblio), registers it in the electronic system and in the reader's registration card (book title, author, publication year, withdrawal period, etc.), after



which the book is transferred to the reader. The Library staff member monitors the return of the book within the established deadline.

7.5. A reader who terminates their agreement with the University loses the right to use library resources.

Article 8. Rights of Readers

A reader has the right to:

- a) Become familiar with their rights and obligations;
- b) Use any Library service without any restrictions, including resources on electronic media;
- c) Receive various library materials free of charge for temporary use with the right to advance reservation and withdrawal or for work in the reading hall.

Restriction on withdrawal permission is made by the Library staff member if the number of copies of the unit to be transferred to the reader for temporary use in the Library collection is less than 2; in this case, use of the library unit is permitted only in the reading hall. In case of more than two copies, the book lending period depends on the number of books and frequency of demand; the number of days for lending is determined from 1 to 7 days. Textbooks available in the Library in quantities exceeding 10 units may be taken by students for the entire semester; fiction is issued for a period of 15 days. Use of periodicals, press, journals, encyclopedias, dictionaries, and CDs is permitted only in the reading hall;

- d) The reader has the right to file a complaint with the University regarding violations of their rights as defined by the Library usage rules established by these Regulations, which will be reviewed by the commission determined by the Rector's order in accordance with the University's Code of Ethics and Disciplinary Responsibility.

Article 9. Obligations of Readers

A reader is obliged to:

- a) Become familiar with and observe the Library usage rules;
- b) Take care of the Library's resources;
- c) Take care of books, printed and other types of materials received from the collection, and the Library's property;
- d) Notify the Library staff member if a defect is discovered at the moment of receiving the material;
- e) In case of loss or damage to material, replace it with a copy of the same value, publication year, and content, or pay the book's value and amounts related to providing the book;
- f) Not make entries on units stored in collections, not tear out pages, not bend them, not format electronic media, or damage them in any other way;
- g) Return publications received from the Library collection in a timely manner and within the deadlines established by the Library; otherwise, they will not be able to use the Library's services and their book withdrawal right will be restricted for a period of one month;



- h) In case of inability to ensure timely return of a book for a valid reason, necessarily notify the Library of the reason for delay and a reasonable date for book return; if necessary, submit a request for one-time extension of the book withdrawal period;
- i) Not remove materials from the reading hall without the librarian's permission.
- j) Not bring food and/or drinks (except water) into the Library reading hall.

Article 10. Use of Computers in the Reading Hall

10.1. To use library resources, the reader approaches the Library staff member to receive the appropriate material.

10.2. The Library staff member, as needed, is obliged to assist the reader in using the computer.

10.3. When using the computer, the following are permitted:

- a) Entering and editing texts;
- b) Searching for and downloading materials via the Internet;
- c) Working with literature in electronic versions;
- d) Use of CDs is permitted in agreement with the librarian;
- e) Use of email;
- f) Use of the institution's web page;
- g) Working with educational programs.

Article 11. Rules of Conduct in the Library

11.1. In the reading hall, the following are prohibited: smoking, noise, talking, use of mobile phones, bringing food and/or drinks into the reading hall (except water), use of computers located in the reading hall for entertainment sites, watching movies, playing gambling games, changing computer configurations.

11.2. In case of violation of Library usage rules by the reader, the following sanctions are applied sequentially:

- Warning;
- Caution;
- Leaving the reading hall;
- Restriction of book borrowing rights for a period of one month.

11.3. All sanctions defined by Article 11.2 of this Article simultaneously entail compensation for material damages caused to the Library.

Article 12. Final Provisions

12.1. After the entry into force of these Regulations, the University's legal acts that regulated the relations provided for by these Regulations shall be considered invalid.



12.2. Matters not regulated by these Regulations are governed in accordance with the current legislation of Georgia and other legal acts of the University.

12.3. The Library Usage Regulations are approved by the University Rector.

12.4. Amendments and additions to the Library Usage Regulations are made by order of the Rector.