

Regulations and rules of use of the non-commercial (non-commercial) legal entity - St. Tamar King
University Library of the Patriarchate of Georgia

Article 1: General Provisions

The library serves as an integral organizational unit of the university, focusing on facilitating the educational process, nurturing highly skilled professionals, and furnishing essential resources for scientific and research endeavors.

Article 2: Main Functions and Competence

- a) Provision of comprehensive library resources to support the university's teaching, scientific, and educational activities.
- b) Methodical curation of library collections, including cataloging, safeguarding, and scholarly processing, adhering to industry standards and guidelines.
- c) Facilitation of open access to library resources through both traditional and contemporary means, including modern reference tools and open stacks.
- d) Offering library and information services to students and faculty, in compliance with library usage regulations, including interlibrary loan (BSA) and international book exchange programs.
- e) Systematic organization of library materials based on the prevailing classification systems in Georgia, with extensive use of traditional and digital technologies for content accessibility.
- f) Implementation of measures to safeguard library materials, along with recommendations for administrative consideration, including periodic assessment and retirement of outdated materials.
- g) Continuous enrichment of library collections in alignment with the university's academic profile.
- h) Ongoing assessment of student resource needs, collaborating with subject matter experts to ensure adequate educational support materials.
- i) Provision of information and bibliographic services, integrating traditional and modern technologies for efficient service delivery, including analytical processing of relevant publications and electronic cataloging.

- j) Collaborative efforts with other scientific libraries to maintain consistent standards and practices.
- k) Provision of specialized library resources to educational and research units, facilitating centralized management and accessibility.
- l) Promotion of library literacy among students, offering guidance on library usage and resources.
- m) Organization of library-related events, such as bibliographic reviews, readers' conferences, and dissemination of newly published materials.
- n) Evaluation of library services and provision of recommendations to university administration for improvement.
- o) Collaboration with other university departments and exercise of additional rights and responsibilities within its purview.

Article 3: Rules for Library Usage

The library is accessible to students and staff six days a week, totaling 60 hours, from Monday to Friday, 09:00 to 21:00, and Saturday, 10:00 to 18:00.

University students and staff members have automatic membership privileges upon enrollment or employment, which remain valid throughout their status duration. Membership is confirmed by completing an application form, and access to the library's resources is provided free of charge.

The following regulations apply to library resource usage:

- a) Single-copy books are reserved for in-library use only. Users may photocopy required sections or the entire book within the library premises.
- b) Multiple copies of books may be borrowed from the library.
- c) Books are loaned for a period of 5 days, with the option for renewal if no other requests are pending.
- d) If a book is not returned by the due date, the borrower must notify the library of the delay and return the book within 2 days. Failure to do so may result in disciplinary action.
- e) Users are responsible for compensating the library for lost or damaged books within a reasonable timeframe, either by replacing the book or paying the appropriate fee.
- f) Library staff may request early return of borrowed materials. Compliance is mandatory.
- g) Prohibited activities within the library include smoking, creating disturbances, using mobile phones, theft, damage to library materials, and hindering other users from accessing materials.
- h) Users found violating library rules may face restrictions on library usage.

Article 4: Concluding Provisions

Amendments or additions to these regulations are made by order of the Rector.