

*Approved by the Director of
“David Tvildiani Medical University
Public Nursing College”*

**“David Tvildiani Medical University
Public Nursing College”**

DTMUN

The Library and The Rules on Its Use

Paragraph 1. General regulations

1. College library is a structural unit fulfilling study, information and educational objectives, actively facilitates preparation of qualified specialists, leading educational process at higher level, organization of library and information work and is intended for the college professional students, teachers of professional education and administrative staff; is an essential part of educational process.
2. The library leads its work based on legislative acts for library activity according the regulation document of the institution, present Rules and Director orders;

Paragraph 2. Bibliographic Fund and Availability

1. Bibliographic fund of the library consists of – printed publications (text-books, additional and methodic literature) and fund of e-books;
2. Bibliographic fund contains literature of either obligatory professional program or additional one, teachers' text-books and students' hand-outs.
3. All professional students, professional teachers and college staff have right to use library fund of books, e-bases, material-technical resources and informational means;
4. The library facilitates professional education teachers and professional students in searching/obtaining needed materials and information; delivers resources deepening subjective knowledge and improving teaching approaches;
5. For professional students the library is open, free, favorable educational space where they can work: doing the homework, obtaining and use of information.
6. The library works: from Monday till Friday, from 10:00 a.m. till 17:00 p.m.
7. The library does not function on holydays and days off determined by the college.

Paragraph 3. The library Goals and Main functions

1. The goal of college library is providing information for educational process according modern forms and methods of library services.

2. In purpose of fulfilling its goals, serving itself the realization of institution mission, the library implements following:
 - a) Forms/organizes the library fund;
 - b) Creates library e-fund and/or printed catalogues;
 - c) Systematically fills library fund with Georgian and foreign editions;
 - d) Provides protection of library fund and its accessibility;
 - e) Provides complete and timely library service for academic process;
 - f) Coordinates library activity according the rules determined by the law;
 - g) In case of breach the rules on use of library solicitates with college administration concerning taking needed measures.

Paragraph 4. Management of library

1. The head of library (hereinafter librarian) leads the college library work, its proper functioning, development/implementation mechanisms of library services, with involvement of other structural units of college.
2. The head of library is appointed and dismissed by the Director.
3. The librarian:
 - a) Leads the activity of library;
 - b) Receives printed and e-materials in purpose of processing and registering in catalogue;
 - c) Is responsible for organization of library work;
 - d) Provides protection of material-technical base and its purposeful use;
 - e) Implements needed events with administration: in purpose of perfection of material-technical base of library, protection of library fund and creating necessary environment for readers;
 - f) Presents the issues on measures for improving the library work in front of college leadership;
 - g) Systematically delivers information to the college administration on existing situation in the library;

- h) Searches/obtains information for study department and quality assurance service on new and/or existing obligatory and additional literature in the library fund (condition/number of existing, non-existing, the most requested, copies);
- i) Implements recommendations concerning the library in annual reports of quality assurance service, eradication of faults, in case of non-existence of errors keeping/development of condition.

Paragraph 5. The Rule on Use of Library

1. A professional student of the college is automatically awarded with the right of use of library.
2. The beneficiary has right:
 - a) To obtain complete information on library materials kept in the fund, search for interesting materials in printed or e-catalogues of library;
 - b) Use the library fund and material-technical base existing in the library in the purpose of obtaining information and other materials.
3. The beneficiary of the library is obliged:
 - a) To present ID card when entering the library;
 - b) Keep silence, order, comply public behavioral and hygiene norms;
 - c) Take care of library property;
 - d) Look through the study materials at receiving them and in case of finding any defects announce concerning it at once, otherwise the beneficiary, used it last, takes responsibility for that;
4. Professional students, professional teachers and college staff are obliged to be acquainted with the rules on use of library and comply library/librarian requests.
5. The beneficiary of library is prohibited:
 - a) To take out library fund material without permission of librarian;
 - b) Smoking at library or eating, using mobile phone;
 - c) Stealing, damage of fund materials, making inscriptions, folding the pages, writing on pages, tearing and other damages.
 - d) To format e-materials or other kind of damage of library fund;

- e) Sending materials kept in library e-bases to another e-base and/or use of base for non-academic purposes.
6. Breaking the rules considered in item 5 causes verbal warning and in case of repeating such breach leaving the library on the request of librarian.
7. The college administration has right to implement the measures considered by the present rules and regulations against the persons breaking the rules on use of library and/or damaging the property of library.
8. The right of use of library is stopped for the students whose student's statuses are suspended and/or stopped.
9. If the library has only one copy of the material it can not be taken out of the library. Such study material can be used only in the library.
10. The beneficiary of the library has right to take out study material, existing in several copies, maximum for 5 working days.
11. Study materials devoted for the lecture and everyday use of professional students can be taken out of library only for one day.
12. Issuing more than one copy of the same material per each beneficiary is prohibited;
13. After passing the deadline for submitting the study material the reader is obliged to return the material to the library.
14. If it is impossible to return library material the reason of delay must be announced to the college administration;
15. The librarian is authorized to request for returning the material earlier than due date. In such case the reader is obliged to return material in 24 hours from the announcement.
16. In case of losing the taken study material the person lost it is obliged to reimburse the loss with the same study material.
17. The computer hardware and internet existing in the library has educational-informational destination. First of all, it is intended for searching the material existing in the library and for study purposes for obtaining additional information, as well as use of email.
18. When using library computer base it is prohibited to download various entertaining websites, movies, musical compositions, games and other similar things, changing computer configurations, downloading the viral program file in computer.
19. In case of computer malfunction willful repairment is prohibited.

Paragraph 6. Final Provisions

1. The statutes is valid immediately after approval.
2. Changes implemented in it are approved and come into the force by the same rules as determined in present statutes.