

**Approved** By Order N165 of June 17, 2026 Of the Director of LLC "David Tvildiani Medical  
University Public Nursing College"



**LLC "David Tvildiani Medical University Public Nursing College"**

Library Use Rules

## Article 1. General Provisions

- **1.** The College Library is a structural unit that fulfills instructional, informational, and educational goals, actively contributes to the training of qualified specialists, supports the execution of the educational-pedagogical process at a high level, handles the organization of library and information work, and is designated for the professional students, vocational education teachers, and administrative personnel of the College; it constitutes an integral part of the educational process.
- **2.** The library conducts its operations based on the applicable legislative acts in library affairs, the regulatory documents of the institution, these rules, and the orders of the Director.

## Article 2. Bibliographic Fund and Accessibility

- **1.** The College's bibliographic fund consists of printed editions (textbooks, auxiliary and methodical literature) and digital/electronic educational resources.
- **2.** The bibliographic fund includes both mandatory and auxiliary literature for the professional programs implemented by the institution, teacher manuals, and auxiliary student handouts.
- **3.** All professional students, vocational education teachers, and college personnel have equal rights to use the library's book collection, the library's electronic catalog, digital resources placed on the internal learning platform, material-technical resources, and informational tools.
- **4.** The library assists vocational education teachers and professional students in finding/retrieving necessary materials and information; it provides resources (including electronic ones) that will deepen their subject knowledge and improve teaching approaches.
- **5.** For professional students, the library is an open, free, and welcoming educational space where they can work: complete assignments, retrieve, and utilize information.
- **6.** The library working days are from Monday through Friday, from 10:00 AM to 5:00 PM.
- **7.** The library's electronic management system, electronic catalog, and the resources integrated into the learning platform are continuously available to users in a 24/7 mode, remotely.
- **8.** The physical space of the library does not function on public holidays and rest days defined by the College Internal Regulations.

## Article 3. Objective and Core Functions of the Library

- **1.** The objective of the College Library is to provide informational support to the educational process through the use of modern forms and methods of library service.
- **2.** In order to fulfill its objective, the library performs the following:
  - **a)** Formation and organization of the library fund;
  - **b)** Maintenance and development of the electronic catalog of the library fund ([biblio.college.dtmu.ge](http://biblio.college.dtmu.ge));

- **c)** Uploading, systematization, and ensuring the accessibility of digital educational resources on the College's internal learning platform ([www.student.college.dtmu.ge](http://www.student.college.dtmu.ge));
- **d)** Systematic replenishment of the library fund with Georgian and foreign editions;
- **e)** Protection and ensuring universal accessibility of the library fund;
- **f)** Providing complete and prompt library services to the educational process;
- **g)** In case of violation of the library use rules, mediating with the College administration regarding the adoption of appropriate measures.

#### Article 4. Library Management

- **1.** The management of the College Library's activities, its smooth functioning, and the administration of library services and electronic services, with the involvement of other structural units of the College, are ensured by the College Librarian.
- **2.** The Librarian is appointed and dismissed from office by the Director.
- **3.** The Librarian:
  - **a)** Directs the activities of the library;
  - **b)** Receives printed and electronic materials for processing and registration in the corresponding catalog;
  - **c)** Is responsible for the organization of library work;
  - **d)** Takes care of protecting and ensuring the purposeful use of the material-technical basis, the learning platform, and the e-catalog;
  - **e)** Together with the administration, carries out appropriate measures to improve the material-technical base of the library, protect the library fund, and create necessary conditions for readers;
  - **f)** Raises issues before the College management regarding measures to improve library operations;
  - **g)** Systematically provides information to the College administration regarding the current state of the library;
  - **h)** Searches for/collects information regarding existing or new editions in the library fund of mandatory and auxiliary literature for the educational process;
  - **i)** Ensures the implementation of recommendations received regarding the library in the annual reports of the Quality Assurance Manager, eliminates deficiencies, or in their absence, maintains and develops the existing state.

#### Article 5. Rules for Using the Library and Electronic Resources

- **1.** A professional student of the College is automatically granted the right to use the College Library and personal authorized access (profile) to the College's internal learning platform.
- **2.** A library user has the right to:
  - **a)** Receive full information about the library materials preserved in the fund, and search for materials of interest in the library's electronic catalog ([biblio.college.dtmu.ge](http://biblio.college.dtmu.ge));

- **b)** Use the electronic textbooks placed on the internal learning platform ([www.student.college.dtmu.ge](http://www.student.college.dtmu.ge)) remotely;
  - **c)** Use the library fund and material-technical base available in the library for the purpose of searching for appropriate information and other materials.
- **3.** A library user is obliged to:
  - **a)** Present an identification document (ID card) upon entering the library;
  - **b)** Maintain silence, order, social conduct, and hygiene norms;
  - **c)** Take care of library property and do not transfer personal authorization data (username and password) for accessing electronic platforms to third parties;
  - **d)** Examine the instructional material upon receipt and, in case a defect is discovered, immediately report it; otherwise, the responsibility shall fall upon the library user who last used the material.
- **4.** Professional students, vocational teachers, and college personnel are obliged to familiarize themselves with the library use rules and comply with the demands of the library/librarian.
- **5.** A library user is prohibited from:
  - **a)** Taking fund materials out of the library without the librarian's permission;
  - **b)** Smoking tobacco, bringing food, or using a mobile phone inside the library;
  - **c)** Theft, damaging, making inscriptions, folding pages, scratching, tearing out pages, or causing any other kind of damage to the fund materials;
  - **d)** Using materials from electronic databases and the learning platform for commercial purposes, violating copyright, or interfering with the operation of the system (spreading viral files, changing code);
  - **e)** Sending material from the electronic databases protected in the library to another electronic database and/or using the database for non-educational purposes.
- **6.** Violation of the rules provided in paragraph 5 results in a verbal warning, and in case of recurrence of such violation, leaving the library at the request of the librarian.
- **7.** The College administration has the right to implement measures provided by the College's internal normative acts, these regulations, and rules against persons who violate library use rules and/or cause damage to library property.
- **8.** Persons whose student status has been suspended and/or terminated lose the right to use library resources and personal access to electronic platforms (the learning platform and e-catalog).
- **9.** Instructional material of which the library has only a single copy shall not be issued out of the library. A library user has the opportunity to use such instructional material only inside the library, or remotely via the learning platform if a corresponding electronic alternative is available.
- **10.** A library user may take instructional material out of the library that is available in the library in multiple copies, for a period not exceeding 5 working days.
- **11.** Instructional materials designated by a vocational education teacher for a lecture and for the daily use of professional students may be taken out of the library for 24 hours only.
- **12.** It is impermissible to issue more than one copy of the same title of instructional material to a single user.

- **13.** Upon the arrival of the due date for the return of the borrowed instructional material, the reader is obliged to return the material to the library.
- **14.** If for any reason a library user cannot return the instructional material to the library at the required time, the reason for the delay must be communicated to the College administration.
- **15.** The librarian may demand that a library user return instructional material ahead of schedule. In such a case, the reader is obliged to return it within 24 hours from the notification.
- **16.** In case of loss of borrowed instructional material, the person who lost it is obliged to compensate for the loss with the exact same instructional material.
- **17.** Computer equipment and the internet available in the library are for instructional-informational purposes. Primarily, they are intended for searching for materials in the library catalog, for cases where it is necessary to find additional material for educational purposes, and for using electronic mail.
- **18.** When using the library's computer database, it is impermissible to use various entertainment websites, download movies, musical compositions, games, and other similar content, change the configuration of the computer equipment, or upload any viral software files into the computer.
- **19.** In case of malfunctioning of a computer, it is impermissible to fix the flaw arbitrarily.

#### Article 6. Final Provisions

- **1.** The regulation enters into force immediately upon its approval.
- **2.** Changes implemented herein are approved and enter into force in accordance with the same rule established for these regulations.