



EWUNI

LIBRARY REGULATION



Article I

General provisions

Paragraph 1

The present regulation defines legal status, structure, authority, accountability of the library (hereinafter –the Library) at East- West teaching university (hereinafter- the University) and regulates other issues connected with its functioning.

Paragraph 2

1)the Library represents a structural unit of the University, where the bibliographical fund of the institution is preserved -textbooks, handbooks and methodological literature , print editions and scientific –research works, historical, fiction , informational and other types of literary and informational material; Library fulfills teaching , informational and educational functions, promotes high level of instruction and research activities.

2. The library functions under the present regulation, university regulation, legislation in force of Georgia and internal regulatory documentations of the university;

3. Rules and procedures to make use of the Library are determined by the instruction of how make use of the Library.

4. The Library is accountable to the university rector and fulfills their instructions.

Article II

Key Functions and Tasks of the Library

Article 3

1. The principle functions and tasks of the library are:

The main objective of the Library is implementation of library policy, promote educational, scientific and cultural development, protect and popularize national heritage, develop civil society and promote building process of democracy;

2. Main functions of the library are to:

- a) Organize library funds, systemic filling with teaching, scientific and culturally valuable national and international publications, provide universal accessibility;
- b) Create library database, provide accessibility to foreign library funds;
- c) Promote innovative processes in the field of library;
- d) Methodic, practical and scientific-methodic assistance to all types of libraries of country .
- e) Ensure process of protecting civil rights, provide accessibility and transparency in the field of civic education;
- f) Collaborate with libraries of high school institutions;
- g) Promote enhancement of library staff qualification;
- h) Perfect further process of automatization of library processes ;
- i) Apply internet in library process and in service of readers;
- j) Provide teaching process with teaching materials (books, journals, newspapers, online resources etc.)
- k) Form and organize library funds , protect , register and process according to acting standards;
- l) Periodical study, check and clean the fund;
- m) Protect and care for the inventory;
- n) Perform other duties according to the legislation of Georgia.

3. The library within the scope of its competence:

- a) Provides students, academic and invited personnel with learning and research materials;
- b) Provides organizing library funds, systemic filling with educational, scientifically valuable Georgian and foreign publications, their protection and universal accessibility.
- c) Creates database of the library fund;
- d) Provides availability of library fund in foreign countries;
- e) Provides conditions to make use of the Library funds in reading-halls;
- f) Coordinates library activities according to established legislative rule;
- g) Cooperates with embassies of other countries including library organizations and educational institutions, active funds in Georgia and with other organizations;
- h) Cares for qualification enhancement of the Library personnel;
- i) Perfects library processes with information and communication technologies;
- j) Provides finding and acquiring of necessary learning materials provided from school deans and the heads of quality assurance and strategic development department;
- k) Registers existing books in the Library correctly - in a computer , creates special catalog. Ensures storing books in a trustful way, registers readers, faulted books, controls returning issued books, creates catalogs of tapes, compact disks which will be processed according to subject groups or in any other library principle;
- l) Conducts periodical studying and checking of library funds;
- m) conducts cataloging and classifying of the fund;

Article III

Structure of the Library, head and personnel

Paragraph 4

1) Library is directed by a library manager, who is appointed by the University rector and is accountable to them. In case of absence of library manager or/and if vacancy occurs of this position university rector makes decision about the deputy.

2. Library members are:

a) Library manager;

b) Librarians;

2.1 Library manager:

a) Conducts library activities;

b) Controls activities of librarians;

c) Makes lists for purchasing /renewing funds and submits to the administration.

2.2 Librarians:

a) Serve library hall according to working shifts:

b) Make fund cataloging and classification (accounting materials in library or in different halls, record them in base and create special catalog);

c) Provide regulation of funds and makes a complete set of new teaching materials'

d) Provide service for readers, records materials taken out and returned by the readers;

e) Fulfill library manager's instructions

3. Librarians are appointed and dismissed by the University rectors order. They are accountable to librarians. Their functions are scrupulously explained in labor contracts signed with them and in job descriptions.

Article IV

Final provisions

Paragraph 6

1. Library regulations is approved by the order of the rector of the University;
2. Cancelling library regulation or amendment is carried out by the order of the rector of the University