



NATIONAL EDUCATIONAL UNIVERSITY

Library Regulations



Article 1. General Provisions

1.1. The Library of the “NEU - National Educational University” (hereinafter referred to as the “University”) is a structural unit of the University;

1.2. The Statute of the University Library provides the mission of the Library, the main tasks of the Library, its functions and the rules for using the Library (Appendix 1);

1.2. In its field of activity, the Library is guided by the legislation of Georgia, the legal acts of the University and these Statutes;

1.3. The Library is accountable to the Rector in its activities.

Article 2. Mission of the University Library

2.1. The mission of the University Library is to create resources, services and a comfortable environment that meet modern standards for teaching, learning and research needs;

2.2. For the effective implementation of the mission, the library:

- constantly takes care of replenishing and updating the existing book fund on printed and electronic carriers;
- ensures the accessibility of library resources and services to readers;
- ensures the informational accessibility of readers to international electronic library databases;
- cooperates with readers to ensure their individual needs in the process of learning and research;
- provides readers with appropriate consultations if necessary;
- takes care of the protection of the library fund and property.

2.3. The values of the library are the pursuit of development, responsibility, honesty, effective communication, cooperation and mutual respect.

Article 3. Main tasks of the university library

3.1. The main task of the university library is to raise/promote the level of development of education, science and

culture in the institution, to assist students in becoming worthy members of civil society;

3.2. In order to ensure the mission and goals of the University, the Library is in effective coordination with the structural units of the University;

3.3. In order to provide comprehensive service to the users, the Library has a reading room, individual and group work spaces.

Article 4. Main functions of the University Library

4.1. Organization of library funds, systematic replenishment with Georgian and foreign publications, their protection and ensuring accessibility to readers;

4.2. Creation of databases;

4.3. Promotion of the implementation of innovative processes in the library field;

4.4. Coordination of library activities in accordance with the procedure established by law;

4.5. Care for the improvement of the qualifications of library staff;

4.6. Providing access to international electronic databases.

Article 5. Library Structure and Management

5.1. The University Library is headed by the Library Director, who is appointed and dismissed by the University Rector;

5.2. The Library Director is assisted in carrying out his/her activities by the Assistant Library Director, who is appointed and dismissed by the University Rector;

5.3. A reading room is allocated in the library to provide comprehensive service to users;

5.4. Functions of the Library Director:

A. Directs the activities of the library;

- B. Is responsible for the protection and proper use of library property;
- C. Takes appropriate measures to improve the material and technical base of the library, protect library funds, and create necessary conditions for employees and readers;
- D. Provides readers with library funds, electronic catalogs, and various types of information;
- E. Provides access to international electronic library databases;
- F. Provides orientation meetings and consultations for students and staff to provide information on library resources and services;
- G. Participates in the process of forming the university budget.

5.5. Functions of the Assistant to the Head of the Library:

- A. Ensures the accounting of books in the library inventory book and electronic catalog;
- B. Ensures the processing and accounting of periodicals subscribed to by the university;
- C. Receives books, ensures their processing in accordance with library rules;
- D. Ensures proper order in the university reading room;
- E. Ensures the processing of academic papers in the plagiarism detection program;
- F. Ensures the fulfillment of other tasks of the head of the library;
- G. Is responsible for his activities to the head of the library.

Article 6. Library resources

6.1. The library houses a book and non-book fund - audio, video and digital versions of information;

6.2. The library includes the following spaces: a book depository, a reading room, a working space for working personnel, a space for meetings and group work, an individual working space;

6.3. The resources available in the library (book and non - book fund) correspond to the goals of the university - the educational programs implemented by the university;

6.4. Scientific electronic databases are available to library users;

6.5. The library has technical equipment.

Article 7. Transitional and Final Provisions

7.1. This Regulation is approved by the University Senate;

7.2. This University Regulation comes into force upon signing;

7.3. The adoption, cancellation, amendments and additions to the Regulation are carried out by the Senate;

7.4. This regulation shall cease to be valid upon approval of the new regulation.