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RULES OF LIBRARY USE
R-02

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1 Purpose

Rules of Library use govern the general procedure for the organization of readers services, rights and responsibilities of library staff and readers in JSC International Information Technology University (hereinafter - the University).

2 General provisions

2.1 Students, faculty members and staff of the University has the right to use library.

2.2 Literature may be lended in the delivery desk. The last or unique copy, periodicals, as well as the copies with stamp "deposit copy" may not be lended.

2.3 In reading rooms, materials may be used without taking out.

2.4 Readers may join the library upon presentation of a document certifying the reader's belonging to the University ~~IITU~~:
for students - student identification card,
for faculty members and staff - identity cards, proof of occupation and two photos 3x4 cm.

2.5 The reader is given a single library card for the right to use the library, and the reader's card is filled. When joining the library, the readers get acquainted with its rules and take an obligation to observe them by signing in the reader's card.

2.6 Duration of the library card - one year. Annually the library re-registers its readers and presents to them all outstanding literature within the timelines specified by the library, and extends their library cards. Readers who were not re-registered shall not be served by the library.

2.7 The readers leaving the University must return to the library their outstanding materials and library cards.

2.8 When receiving the books, printed and other materials, readers should carefully look through them and, in case of any defects, report them to the librarian, otherwise the liability for book mistreat shall be laid on the reader who used the book last.

2.9 Readers who violate the rules of use or cause damage to the library, shall bear administrative, financial or criminal liability in the forms stipulated by law, charter of the University and these Rules.

3 Rules of use of the delivery desk

3.1 Educational and methodical literature is delivered for a period of study of the respective subject with a mandatory re-registration within the prescribed period.

3.2 The use term may be extended if there is a lack of demand for such materials from readers, or reduced if they are available in one copy or highly demanded by readers.

3.3 For each copy, the reader signs in the bookcard.

3.4 When the materials are returned, the librarian's signature is attached to the reader's signature.

3.5 Correspondence students are provided with the necessary literature for the intersessional period.

3.6 Literature used for group classes shall be delivered in the delivery desk upon the teacher's written request and registered in the logbook under the group monitor's signature. The teacher shall be responsible for the literature obtained for group classes.

4 Rules of use of the reading room

4.1 In the reading room, books are delivered against a single library card.

4.2 The reader signs in the book card for each delivered book.

4.3 It is not allowed to enter the reading rooms with personal and library books, magazines, newspapers, print clippings and other printed materials.

4.4 It is prohibited to take the literature out of the reading room. In case of violation of this item of the Rules, readers are deprived of the right to use the library for 2 weeks.

5 Rights and responsibilities of the reader

5.1 Readers have the right to:
- .1 use the main types of library and information services provided by the library free of charge;
- .2 get advice on finding and selecting the sources of information;
- .3 use the data in search systems of the library.

5.2 Readers are obliged to:
- .1 present the library card and sign in the book card or the reader's card for each copy obtained;
- .2 take care of the books, other printed materials and other library property;
- .3 return the materials obtained in the library within the established dates.

5.3 The reader is not allowed to:
- .1 visit the library in outdoor clothes;
- .2 enter the reading rooms with bags;
- .3 break the silence and the order in the library premises;

.4 transfer his/her library card to others, or use someone else's document to obtain the literature;
.5 take the books out of the library without signing for them;
.6 damage the library materials (make any marks, underlinings in them, tear sheets, bend the book backs, etc);
.7 enter the staff premises or library stack without permission of the Library head and unaccompanied by the library's employee;
.8 use mobile phones in the reading room.

6 Rights and responsibilities of the library staff

6.1 The library serves the readers according to a documented procedure DP-05 Management of library fund, and these Rules.

6.2 Library staff has the right to:
.1 continuously monitor the return of the delivered library books;
.2 apply penalties to the readers violating these Rules;
.3 recover from the readers the 1.5-fold value of lost or damaged books, and in case of persistent refusal to compensate the lost or damaged materials, notify the relevant university departments for necessary actions.

6.3 Library staff is obliged to:
.1 provide for the readers the opportunity to use all library funds;
.2 create and maintain the conditions necessary for the readers' work;
.3 inform the readers about all kinds of provided services;
.4 learn and meet the needs of readers as fully as possible;
.5 improve library and information service;
.6 account, store and use the fund materials in accordance with the established rules;
.7 monitor the timely return to the library of the books delivered to the reader, lend the books only after the reader returns the previously lended books with expired period of use;
.8 upon expiration of the period of use, within 10 days inform the reader about the requirement to return the books in the library;
.9 if within the specified time the reader fails to return the books or substitute them with their equivalents, notify the relevant university departments of the recovery of 1.5-fold value of the lost book.
.10 accompany the persons visiting staff premises and library stack.