

Ministry of Education
Republic of Belarus

Educational institution
"Francisk Skorina Gomel
State University"

APPROVED

Rector of the educational institution
"Francisk Skorina Gomel State
University"



S.A.Khakhomov
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RULES

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Gomel

use of the library

1. General provisions

1.1. The Rules for using the library (hereinafter referred to as the Rules) of the educational institution "Francisk Skorina Gomel State University" (hereinafter referred to as the University) have been developed in accordance with the current legislation of the Republic of Belarus, the Regulations on the University Library and other regulatory documents regulating library activities.

1.2. These Rules regulate the general procedure for library and information services for users in the library, the list of basic services and conditions for their provision, the rights and obligations of the library and its users.

1.3. The Library is a structural subdivision of the University. The library's funds are the property of the university and are available to users through the system of reading rooms and subscriptions.

1.4. Students of all forms of education, teaching staff (hereinafter referred to as teaching staff), researchers, doctoral students, postgraduates and other categories of users related to the university can use the library's services free of charge.

1.5. Representatives of other organizations with which a service agreement has been concluded in the library have the right to use the library's services.

1.6. Third-party users have the right to use the library's services upon presentation of an identity document (passport of a citizen of the Republic of Belarus, residence permit in the Republic of Belarus, refugee certificate) and in accordance with the price list of services.

1.7. Additional types of services (ordering literature on interlibrary subscription (hereinafter – IBA), electronic delivery of documents (hereinafter – EDD), etc.) may be paid.

2. The order of writing users to the library

2.1. Registration in the library and registration of a library card of teaching staff and university employees is carried out upon presentation of a service certificate and passport. A library card is issued for the entire period of work (study) at the university.

2.2. Students of all forms of education are enrolled in the library on the basis of the rector's order for admission to the university and upon presentation of a student ID.

2.3. The organization of registration of users in the library is carried out on the following subscriptions:

2.3.1. subscription No. 1 (119 Kirova str., room 1-19) – teaching staff, university staff and students of all forms of education of biological, Geological and Geographical faculties and Faculty of Physical Culture, Faculty of Mathematics and Programming Technologies;

2.3.2. subscription No. 2 (106 Sovetskaya str.) – students of all forms of study at the Philological and law faculties, the Faculty of History and Intercultural Communications;

2.3.3. subscription No. 3 (104 Sovetskaya str., room 1-3) – students of all forms of education of the Faculty of Economics and the Faculty of Psychology and Pedagogy;

2.3.4. subscription No. 4 (Sovetskaya str., 102, room 2-13) – students of all forms of education of the Faculty of Physics and Information Technology, the Faculty of Foreign Languages and the Faculty of Pre-university Training.

2.4. Registration in the library and registration of a library card to third-party users is carried out upon presentation of an identity document on all subscriptions and in the reading rooms of the library.

2.5. A library card is issued to the user for the entire period of study or work at the university and is uniform for all departments of the library.

2.6. If the reader's ticket is lost, the user can get a duplicate on the profile subscription.

2.7. When signing up for the library, users must familiarize themselves with these Rules and confirm the obligations assumed to fulfill them with their own signature in the reader's ticket and the user's form.

2.8. The library conducts re-registration of students of all forms of education annually at the beginning of the academic year, teaching staff, university staff from November to December with the presentation of all the literature that is listed for them.

3. User rights

3.1. Library users have the right to:

3.1.1. for library, information and reference-bibliographic services in accordance with their requests and interests;

3.1.2. to receive full information about the composition of the library's funds through the catalogues and card files system;

3.1.3. to receive printed publications and other sources of information from the university library fund for temporary use in reading rooms and on subscriptions;

3.1.4. to receive documents or copies thereof under the IBA, including using the EDD system, on the terms of the library-fund holders;

3.1.5. extend the terms of use of documents in accordance with the established procedure in the absence of requests from other users for this document;

3.1.6. to use the fund of rare and valuable publications on the terms of use in room 229 (study. building No. 3);

3.1.7. to receive free reference and consulting assistance on the search for information sources;

3.1.8. use the services of the library (indexing documents by UDC / BBK, editing bibliographic lists, etc.);

3.1.9. use the Repository of the State University named after F.Skoriny, Electronic catalog, Virtual help desk;

3.1.10. in agreement with the librarian on duty, use in the reading rooms technical devices on autonomous power without sound signals, with the exception of copiers (scanners, audio, photo and video equipment), mobile phones and other means for the purpose of photo and video filming of documents from library collections.

3.2. Applicants, trainees, applicants and other categories of citizens who are not employees and students of the university have the right to use the library funds on subscriptions and in reading rooms when providing an identity document and in accordance with the price list of services.

4. User responsibilities

4.1. Library users are obliged to:

4.1.1. comply with these Rules;

4.1.2. when visiting the library, leave outerwear in the wardrobe;

4.1.3. do not violate the placement of cards in catalogs and card files;

4.1.4. take care of documents from library collections, do not damage the received publications by underlining, marking on the pages, do not tear out or bend the pages;

4.1.5. carefully review books or other documents upon receipt. If defects are detected, notify the librarian about this, otherwise the reader who used the document last is responsible for the damage to the documents;

4.1.6. return documents within the deadlines set by the library;

4.1.7. carefully treats computer equipment and other library property;

4.1.8. to receive documents from the library funds, present them to the librarian on duty:

4.1.8.1. library card – for teaching staff and university staff studying full-time;

4.1.8.2. the credit book – for students of the correspondence form of education.

4.1.8.3. identity document – for third-party users.

4.1.9. Upon departure (expulsion, graduation, dismissal) from the university, return to the library all the documents listed for them, hand over a library card and sign a bypass sheet:

4.1.9.1. Teaching staff, university staff – in reading rooms and on all subscriptions;

4.1.9.2. students of all forms of education – in reading rooms and on a profile subscription.

4.1.10. In case of loss or damage of documents from the library collections, replace them with identical documents or other documents recognized by the library administration as equivalent in price and content on the basis of the Instructions of the Republic of Belarus "On the organization of library collections and the exclusion of documents from them";

4.1.11. comply with copyright in accordance with the current legislation of the Republic of Belarus.

4.2. Users are prohibited from:

4.2.1. transfer the reader's ticket to another person, as well as use someone else's reader's document;

4.2.2. to take out any types of documents outside the subscription premises without their registration in the reader's form or other forms of accounting accepted by the library;

4.2.3. to be in the library premises in outerwear and with bags (sports, travel, household, etc.);

4.2.4. to take out documents from the reading room without the permission of the librarian on duty;

4.2.5. remove cards from the catalogues and card files of the library;

4.2.6. when working on computer equipment, take independent actions in case of non-standard situations: network failure, power outage, problems with software or hardware; install additional and reconfigure installed software, damage equipment and carry out unauthorized access to servers and network equipment;

4.2.7. consume food and beverages while working at a computer or with literature in reading rooms, smoke and drink alcoholic beverages in the library premises;

4.2.8. enter office premises, use office phones, service catalogs, card files without the permission of the library staff;

4.2.9. to place ads, posters, and other advertising materials without permission, to carry out commercial activities in the library premises;

4.2.10. break the silence, create a non-working environment in the service areas of the library users;

4.2.11. visit the library in a state of alcoholic, toxic, narcotic intoxication;

4.2.12. enter the library with animals, with the exception of library users – persons with impaired vision and persons who have lost their sight, accompanied by a guide dog;

4.2.13. to bring piercing and cutting objects into the library, unless otherwise provided by these Rules;

4.2.14. to make and use copiers (scanners, audio, photo and video equipment), mobile phones and other technical means for the purpose of photo and video recording of documents from library collections.

4.3. Issues not regulated by these Rules are resolved individually by contacting the user to the library management.

4.4. Persons who do not comply with these Rules may be reprimanded, asked to leave the library building or prohibited from using it.

5. The procedure for using subscriptions

5.1. Documents from the library fund are issued to users for temporary use on all subscriptions.

5.2. The issuance of documents is registered in the user's form. The user signs for each copy of publications received in the document form (date and signature). Upon submission, the document form is withdrawn from the user's form and returned to the document.

5.3. Documents are issued to subscription users for temporary use upon oral or written requests.

5.4. Scientific, popular science and reference publications are issued to users for up to 1 month.

5.5. Literary and artistic publications are issued to users for a period of 10 days and in the amount of no more than 3 copies.

5.6. Educational publications are issued to users for 1 semester in accordance with the curricula and programs. To receive literature for the next semester, full-time students need to pay off the library for the first semester.

6. The order of use of reading rooms

6.1. The library has reading rooms that serve all categories of users with educational, methodical, scientific, reference literature, as well as electronic information.

6.2. Orders for documents are accepted by the librarian orally or in writing.

6.3. If there is open access to individual funds, users select the documents themselves and hand them over to the librarian on duty for registration.

6.4. Upon receipt of documents from the fund of the reading room, users sign in the form of each document.

6.5. The number of printed documents issued for work in reading rooms is not limited.

6.6. The issuance of publications from the funds of reading rooms is carried out in accordance with the price list of services.

6.7. If there is a one-time increased demand, the number of documents issued may be limited.

6.8. Encyclopedias and other reference publications, as well as documents available in one copy, are issued to users for work only in the reading room.

6.9. Unpublished materials (dissertations, research reports, etc.), documents of limited distribution are issued for work only in the reading room with the permission of the rector.

6.10. Documents that are not in the library's collections, at the request of the user, are ordered from the book collections of other libraries under the IBA for a period established by the library-fund holder or through EDD.

6.11. Electronic information resources of test access are provided to users only in the local network of the university.

7. Responsibility of users for violation of the rules of use of the library

7.1. In case of violation of the terms of use of documents (in case of late delivery of literature, etc.), the reader is deprived of the opportunity to use subscription services for a period of 1 month, and in case of repeated violations can be transferred to service only in reading rooms.

7.2. The subscriber is responsible for the safety of the documents received by the IBA on the basis of the order form. In case of damage or loss of documents, the subscriber must replace them with the same (original or copy) by agreement with the library-fund holder. Post offices are responsible for documents lost during mail forwarding.

7.3. Users who have caused damage to the library's fund and its material and technical

base bear material, criminal and other liability in accordance with the current legislation of the Republic of Belarus.

7.4. Unauthorized removal of documents from the library is regarded as theft of property.

8. Library Rights

8.1. The Library has the right:

8.1.1. independently determine the terms of use of information resources, as well as the mode of access to them;

8.1.2. transmit to the deans information on students who have arrears in the use of documents from the library fund to take measures to eliminate this debt;

8.1.3. use the personal data of users who have debts to contact them;

8.1.4. take measures to compensate for the damage caused by library users in accordance with the current legislation of the Republic of Belarus;

8.1.5. for violation of these Rules, deprive users of the right to access all service points by the library for 2 months;

8.1.6. not to serve library users who have not passed re-registration;

8.1.7. require users to vacate the library premises if their behavior interferes with the work of other users and employees (noise, unethical behavior, etc.);

8.1.8. organize video surveillance, use other means of protection against unauthorized removal of documents.

9. Duties of the library

9.1. The Library is obliged to:

9.1.1. inform users about all types of services provided by the library, about changes and additions in the mode of operation and provision of library services;

9.1.2. provide access to all information resources of the library;

9.1.3. to carry out and improve library and bibliographic and reference information services for users using new technologies;

9.1.4. to serve users in accordance with the Regulations on the Library and these Rules, which must be placed in an accessible place;

9.1.5. when writing to the library, familiarize users with these Rules;

9.1.6. save personal data about users and their information requests. Not to use the personal data of library users and their requests for purposes other than scientific and library purposes;

9.1.7. to facilitate the access of library users to national and world databases;

9.1.8. popularize their funds and services provided to users;

9.1.9. when providing users of the library with up-to-date legal information of the Republic of Belarus, provide access to reference legal information;

9.1.10. to study and most fully satisfy user requests;

9.1.11. create favorable conditions for users to work in the library, provide a high service culture.

Head of the Library

N.A. Kirik

AGREED

Minutes of the meeting of the primary trade union organization
of employees of the educational institution "Francisk Skorina Gomel State University"

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S.O. Azyavchikov

First Vice-Rector

A.V. Kruk

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