

Resolution: International Black Sea University Governing Board
Decision #03, 10/01/2024

**Black Sea International University
Library Provision**

Tbilisi
2024

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Chapter I. General Provisions

Article 1. General Provisions

1. The library of International Black Sea University, LLC (hereinafter - the University) is a structural unit of the university administration, which houses bibliographic fund of the university: manuals of educational units, supplementary and methodological literature, printed publications and scientific-research papers, as well as historical, artistic, other types of literature, informational materials, and electronic scientific databases.
2. The library operates in accordance with the legislation of Georgia, the regulations of International Black Sea University, the present regulations and other normative documentation of the university;
3. The objectives, functions, authority, structure and management of the library are determined by this regulation
4. The library is subordinate to the Vice-Rector for research purposes, and it is accountable and responsible to him.

Chapter II. Objectives, Functions, Structure, and Authority of the Library

Article 2. Objectives of the Library

1. The library represents a structural unit of the university administration, which houses bibliographic fund of the university: manuals of educational units, supplementary and methodological literature, printed publications and scientific-research papers, as well as historical, artistic, other types of literature, informational materials, and electronic scientific databases as well as historical, artistic, informational, and other types of literary and informational materials. The library fulfills educational, informational, and scientific functions, providing support for teaching and research activities at a high level.
2. The purpose of the library is to ensure the provision of necessary book funds for the educational and research processes, the expansion of library units, the establishment of conditions for teaching, learning, training, research, and exploration, the full and efficient utilization of library resources to meet the demands of students and university personnel, and the creation of a comfortable environment for library users.;
3. The infrastructure, resources, and services available in the library contribute to the effective implementation of educational and research activities. The university continuously invests in its development

Article 3. Structure of the Library

1. In the organization of the library, there are:
 - a) Head Librarian;
 - b) Librarians

2. In accordance with the regulations established by the university, the library employee is appointed and dismissed by the Rector of the university in accordance with the rules established in the university, on the recommendation of the Vice-Rector for scientific research

3. Upon recruitment in the library, in addition to the necessary qualifications, in cases of necessity, the Rector specifies further qualifications.

Article 4. Head of the Library

1. Responsibilities of Head Librarian are:

- a) Ensuring the daily administrative management of the library
 - b) Involvement in the implementation of university's strategic and action plans, and ensuring their implementation;
 - c) Development and determination of the approaches of a unified library concept;
 - d) Provision of books, scientific-research papers and electronic databases necessary in the teaching process
 - e) Supervision of the process of updating library resources and availability for readers;
 - f) Ensuring the membership of readers in the library and supervising the process of borrowing/returning books from the library;
 - g) Guiding the process of book sorting and electronic catalog preparation
 - h) Supervision of the preparation and updating of a unified database;
 - i) Organization and implementation of events and programs related to library activities;
 - j) Conducting trainings and workshops related to electronic databases and other library resources;
 - k) Managing the process of inventory (twice a year);
 - l) Ensuring control over the use of inventory placed in the library by readers;
 - m) Establishing and maintaining collaborations with local and international libraries.
 - n) Implementing appropriate activities for the maintenance and enhancement of the library resources;
 - o) Preparing annual reports on the library activities and presenting it for evaluation to Vice-Rector for scientific research by the supervisor;
 - p) Completion of assigned tasks by the Vice Rector for scientific research field;
 - q) Participation in the authorization/accreditation process within the competence;
 - r) Involvement in the preparation process of the library's budget;
2. Qualification Requirements for the Head of the Library:
- a) the position of Head Librarian shall be held by an individual with the highest level of education - not less than a master's degree or equivalent academic qualification;
 - b) A minimum of 2 years of relevant work experience is required;
 - c) Proficiency in Georgian and English languages;

Article 5. Librarian

1. Responsibilities of the Librarian:

- a) Ensuring the efficient and effective operation of the library;
 - b) Managing the process of becoming a member of the library as well as borrowing and returning books/materials in the library
 - c) Organizing the arrangement of books and preparing electronic catalogs;
 - d) Involvement in the process of updating library resources;
 - e) Involvement in the organization of events and programs related to library activities;
 - f) Monitoring the use of inventory stored in the library by users;
 - g) Within the scope of competence, performing the tasks given by the head of the library and Vice-Rector for the research field;
2. Qualification Requirements for Librarian :
- a) The position of the Librarian shall be held by an individual with the highest level of education - not less than a master's degree or equivalent academic qualification;
 - b) A minimum of 1 year of relevant work experience is required;
 - c) Proficiency in Georgian and English languages;

Article 6. Regulations for Library Use

1. Library Resources

Library resources encompass both print and non-print materials (journals, monographs, dissertations, etc.), global electronic library databases, and material resources, covering various designated areas (such as informational-technological literacy, group workspaces, individual study spaces, informal study spaces, small conference rooms, open-access library, among others), which are essential for facilitating research.

2. Library working hours

1. The library operates 6 days a week, from Monday to Saturday from 9:00 AM to 8:00 PM, and on Saturdays from 10:00 AM to 6:00 PM

2. When using library resources, readers must follow library regulations, not disturb other readers and not impede the library's normal functioning

3. Readers using the library must follow the regulations stated below:

3.1 Before entering the reading room, mobile phones and other devices should be switched to silent mode;

3.2. Food items, except for bottled water, are not allowed in the reading room;

3.3. Loud noises should be avoided in the library;

3.4. Librarians should be referred to for using library resources (except electronic resources) ;

3.5. Groupwork spaces should be used for discussions. ;

3.6. Personal items should not be left in the library after leaving

3.7. In case of return of the library unit, refer to the library staff, it is not allowed to return the book to the shelf

3.8. With the help of librarians, readers may use the printer and scanner for a maximum of three pages per day for scanning/printing purposes . For larger quantities of material, they should fill out a corresponding form of "copying and printing"

4. In case of violation of the library regulations, the library staff have the right to request the reader to leave the library ;

5. Questions regarding disciplinary actions for students and employees in the reading room will

be governed by the "Student Disciplinary Responsibility Policy" and the "Personnel Management Policy."

Article 7. Library Use and Membership

1. The library is open for use to university students, academic and invited staff, as well as other individuals who are members of the library
2. Individuals who are granted the membership of the library have the right to remove materials from the library in accordance with the regulations outlined in Article 8.

Article 8. Procedure for Borrowing Library Unit

1. In order to borrow a library item, the member must present an identity card to the library staff; ;
2. When borrowing/returning books, members must verify the condition of the books they have borrowed to avoid any claims regarding their damage upon return;
3. Students have the right to borrow up to 3 (three) books for a period of 2(two) weeks, while academic/administrative staff members can borrow up to 6(six) books for a period of 2 (two) weeks. The duration of borrowing privileges shall be determined individually, based on consideration of the request volume and number of items borrowed, for a period of 1 (one) day to 1 (one) semester. However, in case of the presence of a single copy of the book in the library, it it should be used on the spot;
4. Library members can request to extend the usage period once, for a period of no more than 2 (two) weeks ;
5. Regardless of the provisions of paragraphs 8.3 and 8.4 of the previous regulations, a library item borrowed for temporary use should be returned by the end of the semester.
6. Considering the frequency of use and demand of the library item, it may be possible to determine different terms for its borrowing from clauses 8.3 and 8.4;
7. The library unit must be returned within the specified period of time;
8. The library unit must be returned personally by the member; the transfer of borrowing privileges to another member or to others is not allowed.
9. Borrowing of library units is prohibited if only one copy is left in the collection and there is no electronic version available;
10. Information about the borrowed library unit must be recorded in the informational form and in the electronic database.

Article 9. Book Loss/Damage

1. In case of damage and/or loss of books, the reader will be held responsible as determined by the "Student Disciplinary Responsibility Regulation" and the "Personnel Management Policy";
2. Damage to books includes marking with a pen or a marker as well as wetting and tearing. The quality of damage shall be evaluated by the Head of the library, who, based on the condition

of the resource, determines university sanctions according to the university's normative documentation;

3. In case of book loss, the head of the library must be informed about the fact immediately; the damaged book must be replaced with another copy meeting its specifications (quantity, availability, etc.) or replaced by the literature of the same value, the same copy, or compensated at the corresponding market value.

Article 10. Development of Library Resources

1. The development of library resources is important for promoting learning, research and creating a comfortable working environment for readers;

2. The main objectives of library resource organization include both printed and non-printed collections, electronic library databases, and material resources

3. The update of the book fund (both digital and printed) is carried out according to the following regulations:

3.1 In accordance with the academic program development, initiation for the acquisition of new educational or scientific literature is carried out by the school. Library informs relevant schools about the availability of such literature and facilitates its purchase. When initiating a request for book acquisition, the initiator should consider factors such as book accessibility and relevance to learning outcomes. Moreover, it is possible to purchase multiple copies of a book based on needs. ;

3.2 The request initiated by the school is sent to the library, which verifies the availability of the requested book in the university library database;

3.3 If the book requested by the school/library is not available in the library database, the request is submitted to the Vice-Rector for scientific research, who consults with the Vice-Rector for finance; If the demand is met, the purchase of books is carried out with the involvement of responsible structural units.

4. University journals are delivered to the library by the publisher;

5. Delivery of master's theses and dissertations to the library is arranged by the academic center

6. Delivery of non-university journals to the library is arranged through a contract with the relevant distribution company, in accordance with agreed terms and conditions;

7. Updating of electronic library databases is carried out through the following process

7.1. the school/library determines the need to obtain access/update existing access to electronic library databases and submits the request to the Vice-Rector for scientific research ;

7.2. The Vice-Rector for scientific research takes the issue to the governing board for discussion Upon approval by the management, in the case of the aforementioned request necessary actions for implementation are carried out by the library;

7. In order to promote the teaching and research process and create a comfortable environment for readers, the library determines the need for updating material resources (which includes maintaining syllabi, meeting students' inquiries, replacing obsolete resources, and others). This determination is then presented to the Vice-Rector for scientific research;

8. The Vice-Rector for scientific research consults with the Vice-Rector for the finance on the financial side of the request . In case of approval of the request for updating of material resources, the acquisition is carried out by the responsible structural unit.

Article 11. Final Provisions

1. Issues that are not regulated by this provision are regulated on the basis of Georgian legislation and other normative documents of the university;

2. The approval of given provision falls within the authority of the governing body of the university itself. Any changes must adhere to the regulations established for its approval ;

3. The implementation of this provision is supervised by the Vice-Rector for scientific research.