

Rules for using the library

1. Working days of the library are:

from Monday to Friday from 9:00 a.m. to 6:00 p.m. The library is not working on rest days and holidays defined by the Labor Code of Georgia;

2. With the library fund of the Academy (educational resource: printed and/or electronic) membership in the library is a necessary prerequisite for use.

3. Conditions for joining the library:

3.1 Professional students of the Academy have the right to join the library to the staff;

3.2 Membership in the library is free;

3.3 A professional student joins the Academy during the student period Once and valid until suspension/termination of professional student status;

3.4 The membership of the academy staff in the library is done by them in accordance with the academy During the stay in the positions;

3.5 Membership in the Academy professional student and staff library It is confirmed by the reader's card;

3.6 A person wishing to join the library is obliged to familiarize himself with and join;

3.7 In the reader's card, the reader's withdrawal of the book from the library is recorded Each specific case - the time of naming, withdrawal and return of the book including The reader registers the fact of taking out the book in the reader's card by signature;

3.8 The reader is obliged to inform the librarian of his personal data about changing this case, follow the rules of using the library;

3.9 Educational resources are issued from the library;

3.10 Educational resources that the library has only one A copy, without exception, is not issued from the library. With such a resource Readers can use it only in the library or at the photocopier to photograph;

3.11 Readers can only check out educational resources from the library with the prior permission of the librarian;

3.12 No more than five educational resources are issued from the library within a calendar day;

3.13 Educational resources taken out of the library return period Upon arrival, the reader is obliged to return the educational resource to the library. If the return date falls on a weekend and/or holiday, The reader must return the resource on the next business day. If the reader If the educational resource is still needed, it can be resubmitted to this

for the period established by the rule, if no other application has been submitted for this resource;

3.14 If the reader is unable to return the educational resource on time Due to an objective reason, he is obliged to report about it on the same day to the librarian, otherwise the reader will be considered disrespectful Violated the terms of using the library for any reason;

3.15 A librarian may request an educational resource early Return. In such a case, the reader is obliged to return the resource within 24 hours of notification;

3.16 A librarian who provides an educational resource for work or at hand To take away, or retrieves a resource, is obliged to check it with the reader condition. In case of discovery of damage, the librarian is obliged to draw up an act;

3.17 The reader is obliged to inspect the resource for defects at the time of receipt In case of discovery, inform the librarian immediately. Against In this case, the reader is responsible for the damaged resource;

3.18 The computer equipment and Internet available in the library are for educational and information purposes. In case the reader does not own the technique The librarian is obliged to discover the skills of use to the reader appropriate assistance.

4. Rules of behavior in the library:

4.1 The reader is responsible for personal property. Without supervision of said property In case of leaving or losing, the Academy shall not be held liable;

4.2 In case of loss of a personal item, the reader must immediately inform the librarian;

4.3 Violation of the rules of behavior in the library will result in the library for the reader Cancellation of membership and/or reduction of the amount of responsibility established in the Academy.

5. It is prohibited in the library:

5.1 After using the educational resource/material, it is arbitrarily shelved put

5.2 Noise and conversation, use of mobile phones, any activity that which will disturb other readers and librarians;

5.3 Unintended use of electronic resources of the library (use of various entertainment websites, movies, Download music compositions, games and other similar applications, changing the configuration of computer hardware, etc.);

5.4 Use of musical instruments, video cameras, alcoholic beverages, feeding of food products;

5.5 damage to educational resources;

5.6 In case of loss of the educational resource, the reader pays a fine in the amount of the market value of the resource, or replaces it with a new one.

6. The librarian has the right not to provide educational resources to those persons who are noted for returning late with resources. about limitation The decision must be justified in all cases, and the information - available to readers.

