

Regarding the unity of the Niko Muskhelishvili University Library and the Faculty/School Libraries of the Georgian Technical University

1. This regulation regulates the unity, operation, and return of materials between the Niko Muskhelishvili University Library and the libraries of the faculties/schools within the university, in connection with issues related to the collection of library units and the library regulations.
2. The library's regulation on unity creates "Library Work" according to Georgian law, the statute of the Niko Muskhelishvili University Library, and other legal acts of the university.
3. The Niko Muskhelishvili University Library and the faculty/school library of the university can provide services to:
 - a) Students (undergraduate, graduate; doctoral, professional educational program students);
 - b) Professors-instructors;
 - c) Administrative staff of the university;
 - d) Unrelated scientific research units (institute/center) personnel.
4. In the Niko Muskhelishvili University Library and the faculty/school library of the university, the subscriber must be registered at the central office of the university library.
5. Wi-Fi is available throughout the entire territory of the library.
6. Library services include the following conditions in the library's borrowing:
 - e) Students can borrow 12 books with different titles for a period of 6 months at once. After the expiration of the specified period, the student will need the same book again, it is necessary to re-register and submit the new term;
 - f) For professors-instructors and other categories of readers, the term for library borrowing is one month.
 - g) Specialized services with unique units of the library, encyclopedias, maps, lexicons, dissertations, periodical publications, or a limited number (less than four) of exemplary volumes of the library unit can be provided only on-site, within the library premises.
8. A subscriber of the GTU library can also utilize electronic services:
 - a) with an electronic catalog available on the GTU library website;
 - b) access to the electronic version of the desired library unit (where available);
 - c) access to international scholarly databases (available on the website);
 - d) search for educational and informational materials on the internet;

- e) retrieval of various information related to educational processes (including verification of grades and examination results, recognition of different grant data, etc.).
9. In the database of GTU University library's periodical publications, the reader can explore various scholarly, artistic, and other types of journals.
 10. After completion of the GTU educational program, cessation of student status, termination of employment contract, the university library issues the final account statement.
 11. The library prohibits: loud conversation, various forms of recreation and entertainment (not related to educational processes) on websites.
 12. The reader must:
 - a) Respect the ethical code of GTU, taking into account the requests;
 - b) Treat the library staff, as well as other users' rights;
 - c) Handle and not damage the library's material-technical base;
 - d) Do not return to the library personally after using library resources, but leave it on the library cart or desk;
 - e) Check and inform the library staff in case of damage or defect when receiving a book or other material.
 12. In case of loss of a library unit, the subscriber is obliged to:
 - a) Replace the lost library unit with identical issuance or its value;
 - b) In case of inability to restore the lost library unit, compensate with a fine (the value of the lost unit increases by 50 GEL).
 13. In case of violation of regulations, the reader may be held accountable according to the internal regulations and ethical code of GTU.
 14. Working hours: Monday to Friday: 09:00 - 20:00, Saturday: 10:00 - 15:00.