

# **Regulation Governing the University Library of the Georgian Technical University (LEPL)**

## **Chapter I General Provisions**

### **Article 1. General Provisions**

1. This regulation defines the legal status, structure, authority, accountability, and other issues related to the operations of the University Library of the Georgian Technical University (hereinafter referred to as "the Library").
2. The Library is a structural unit of the Georgian Technical University (hereinafter referred to as "the University"), which conducts its activities in accordance with the Law of Georgia on Higher Education, the Law of Georgia on Library Affairs, the University Charter, this regulation, the job descriptions of the Library personnel, and the applicable laws of Georgia.
3. The Library is accountable to the Rector, who exercises official supervision over it as prescribed by law.
4. The rules and procedures for using the Library are determined by the University's Library Usage Instructions.

## **Chapter II Library Objectives and Functions**

### **Article 2. Library Functions**

1. The Library is a cultural, educational, scientific-informational institution, whose primary function is to fully and effectively utilize its collections and other library resources to satisfy the needs of its readers.
2. The main objectives of the Library are:
  - a) Forming the library collection based on the University's activities, educational programs, and the demands of readers.
  - a) Forming the library collection based on the University's activities, educational programs, and the demands of readers;
  - b) Protecting, accounting, scientifically processing the library collections, creating reference and search tools, and utilizing them in accordance with the standards operating in the library field;
  - c) Supporting the development of the University's informational-educational sphere;
  - d) Organizing and managing reference-information systems, catalogs, and databases;
  - e) Organizing, protecting, and bibliographing the collection of scientific-research works/publications conducted at the University;

- f) Providing readers with the necessary information and library printed and electronic units;
  - g) Studying, analyzing, and planning measures based on the results to ensure the library documentation meets the University's educational, informational, and scientific requirements;
  - h) Periodically studying, checking, and optimizing the book collection in accordance with the applicable legislation;
  - i) Organizing the library collections of the University Library and the University's structural units (faculties) with a central system;
  - j) Initiating, accounting, maintaining, and ensuring the use of printed and periodical (both printed and electronic) publications;
  - k) Actively participating in local and international library programs;
  - l) Developing, planning, and implementing forms of cooperation with partner libraries;
  - m) Implementing other authorities defined by legislation and the University's legal acts.
3. The Library serves the University's students and staff in accordance with the library usage rules and procedures.
  4. The Library organizes permanent and periodic exhibitions of various rare, unique, scientific, and educational printed units.
  5. The Library conducts book exchanges through interlibrary loan services (ILL).
  6. The Library publishes a library-information bulletin and various types of bibliographical publications.
  7. The Library is responsible for:
    - a) Receiving electronic versions of periodicals, books, and journals;
    - b) Properly organizing and efficiently operating the library halls;
    - c) Accessing international online lines;
    - d) Receiving electronic information from various libraries.
  8. The library resources of the Library and the University's structural units (faculties) constitute the University's library document fund. The distribution of financial resources allocated for all types of library units is done based on the needs and interests of the Library and the University's structural units (faculties), with the agreement of the Library management and the Library Council.
  9. The University's library document fund is part of the University's property.
  10. An inventory of the book collection is conducted in the Library in accordance with the procedures established by law.

### Chapter III

## Library Structure and Management

### Article 3. Library Structure

1. The Library is headed by a Director, who is elected by the University's Academic Council and is a member of the University's Representative Council (Senate). The Library Director is accountable to the Deputy Rector.
2. The Library Director:
  - a) Leads and directs the Library's activities and is responsible for fulfilling the assigned functions and tasks;
  - b) Distributes functions among employees and supervises their activities;
  - c) Submits proposals to the University administration for optimizing the Library's structure and staff schedule;
  - d) Requests the necessary funds, equipment, and inventory required to accomplish the Library's tasks;
  - e) Supervises the adherence of the Library staff to internal regulations;
  - f) Executes other powers defined by the University's legal acts.
3. The Deputy Director of the Library, within the scope of their competence: a) Participates in the prioritization of tasks to be performed by the Library; b) Monitors and facilitates the process of achieving the set tasks; c) Conducts high-level communication, preparatory meetings, and negotiations with various organizations as directed by the Library Director or within the scope of their legal authority; d) Provides advice and recommendations to the Library staff to improve and develop work quality; e) Participates in or organizes and controls the Library's activities, regulates and resolves professional and organizational issues crucial for the Library's efficient operation; f) Assists the Library Director in the implementation of their defined duties and responsibilities, and acts on behalf of the Director in their absence or inability to perform their duties; g) Performs other functions as assigned by the Library Director.
4. In the absence of the Library Director, their duties are performed by the Deputy Director of the Library or another authorized person designated by the Rector, with appropriate salary compensation.
5. The Library has four specialized halls for subscriber services:
  - a) Periodicals;
  - b) Electronic books;
  - c) Technical sciences;
  - d) Humanities.
6. The number and ranking of the Library staff are determined by the structure and staff list approved by the University's Representative Council (Senate).
7. The appointment and dismissal of the Library staff are carried out by the University's Rector.

8. The rights and duties of the Library staff are defined by this regulation, job descriptions, the University's internal legal acts, and the current legislation of Georgia.

#### **Article 4. Library Council**

1. To plan library policy strategy and develop recommendations, a Library Council is established within the library. The Council consists of the Library Director, Faculty Deans, and other individuals designated by the Rector's order. The composition of the Library Council is approved by the Rector's order.
2. The Library Council serves as an advisory body for the library.
3. The working regulations of the Library Council are approved by the University's Rector's order.

### **Chapter IV**

#### **Concluding Provisions**

#### **Article 5. Concluding Provisions**

1. This regulation comes into effect upon its approval by the University's Representative Council (Senate).
2. This regulation shall be considered invalid upon the approval of a new regulation.