

Instruction on the use of ethical and information resources in the library

The University Instruction regulates the general order of the organization of the readers' service, the rights and obligations of the readers and the library.

1. general provisions

1.1 The library provides services to students of all types of education, faculty and staff of the university. Use the reading rooms of the library of all categories of users.

1.2. To give out literature on the house is made on the subscription. Not the last or the only copy. Can be used without the right to issue literature in the reading rooms.

1.3. Identification is made by enrolling the reader in the library of readers: students, faculty and staff, a library card is opened.

1.4 The reader is issued a single library card for the right to use the library and fills out a reader's form. When enrolling in the library readers are familiarized with its rules and the obligation to fulfill them on their library card reader

1.5. The period of validity of the reader's ticket is the period of study at this university.

1.6. When leaving the educational institution, readers return their publications and reader's card to the library.

1.7. When receiving books, other printed works and other materials, readers carefully examine the editions and, if any defects are found, inform the librarian on duty, otherwise, the reader who used the latest edition will be responsible for damage to the book.

1.8. Readers who violate the rules of use or damage the library shall be subject to administrative and material liability in the forms provided for in the current legislation, charter and rules of library use.

1.9. Readers responsible for the loss or damage of publications shall replace them with those publications, and when replacement is not possible, reimburse their fair market value. The deadline for collecting the cost of lost or damaged books from the students is determined by the head of the library. Two textbooks are given to the reader as a penalty for not submitting one book on time

1.10. The operating mode of the library may change according to the needs of the users and the work of the university, and the users of the library will be informed about this in advance. The last Wednesday of every month is sanitary day. Remote

access to freely available electronic information and library resources on the information portal, site is offered to registered users 24 hours a day.

2. Terms of use of the subscription

2.1. In the subscription, the literature is delivered to the house for the following period:

- literature on individual subjects is provided without limitation on the number of books per academic semester;

- educational and educational-methodical literature is given to the subscription within the specified period (readers can have five editions at the same time).

2.2. If there is no demand for the materials from readers, or if the publications are in single copies or are in high demand, the period of use may be extended.

2.3. Literature intended for use in group lessons is provided in the subscription at the written request of the teacher. The teacher is responsible for the literature taken in group lessons.

3. Rules for using the study hall

3.1. When receiving literature from the collection of the reading room, the user presents the reader's ticket. Book form is a document certifying the date and fact of delivery of books and other printed works to the user.

3.2. Documents given for working in the study hall are not sent home.

3.3. At the same time, if there is a high demand, the number of books, other printed works and other materials provided in the study halls will be limited.

3.4. When receiving books and other documents, the user must examine them and report any problems to the librarian on duty.

3.5. Unauthorized removal of literature from the study hall is prohibited.

3.6. It is not allowed to enter the reading room with personal and library books, magazines, newspapers, excerpts from printed publications and other printed materials.

4. Procedure for using the electronic reading room

4.1. The electronic study hall is organized for the independent work of users using computer equipment.

4.2. These principles determine the working order of the electronic study hall, as well as the principles of safety equipment. In case of non-compliance with the rules, the user will lose the right to use the e-learning hall.

4.3. The electronic reading room provides access to the resources of the Internet network and electronic information resources of the library, as well as the ability to work using the software installed on computers for study and research activities.

4.4. The electronic study hall is not responsible for the content of the information provided to users via the Internet, for delays and interruptions in the work that occur due to reasons not related to the employees of the study hall.

4.5. Students, teachers, institute employees of all forms of education are allowed to work in the e-learning hall upon presentation of a document proving their identity and having computer skills.

4.6. Work in the e-learning hall has its own character. Work with computers is carried out in accordance with approved sanitary and hygienic requirements.

5. Rights and obligations of users

5.1. Students of all types of education, teaching staff, employees have the right to use the main types of library and information services offered by the library free of charge:

- to get detailed information about the composition of the fund through the system of catalogs and cards, as well as the bulletin of new receipts distributed in the departments;

- to receive documents for temporary use from the library fund in the reading rooms and subscriptions of the library;

to work on the computers installed in the study halls of the library, to perform abstracts, diploma works, to prepare reports using the software installed on the computer;

- to search for bibliographic information in library catalogs offered for free access to the Internet.

5.2. Readers are obliged to carefully look at books, other printed works and other materials taken from the library collection:

- to present a reader's card to get a book and to sign the book form for each publication;

5.3. Copy information:

- it is allowed to copy books, documents, articles, information from electronic databases and other electronic media to any removable media (diskettes, flash drives) in an amount sufficient for reading, research, but not more than 1/3 of the material;
- it is allowed to copy information to any of the above media only from the computer of the library employee;
- it is allowed to copy the information in full volume with the permission of the authors in cases of individual notice;

5.4. Library users are prohibited from:

- to receive and provide information that does not correspond to moral and ethical norms;
- to copy a large amount of information;
- to enter the library in outerwear;
- to transfer the reader's ticket to another person, as well as to use another's reader's ticket;
- to remove books from the library room that are not written in the reader's form;
- to damage library publications (make marks, underline, tear out pages, wash receipts, etc.);
- to remove cards from card files and catalogs;

5.5. Users' responsibility:

- loss or damage of publications belonging to the library. Readers responsible for the loss or damage of publications are obliged to replace them with the same or alternative publications recognized by the library, and if replacement is not possible - to compensate the actual market value of the publication;
- Readers responsible for intentionally damaging or stealing publications belonging to the university library are obliged to pay the cost of restoring the damaged publication (while simultaneously depriving the library of the right to use the library for a period of up to three months) or the actual market value of the publication (while simultaneously depriving the library of the right to use the library for a period of up to 6 months);
- the reader enters the cost of the lost literature and monetary compensation for the damage caused to the library to the accounting department of the institute.

6. Rights and obligations of the library

6.1. The library provides services to the readers in accordance with the regulation on the library of the higher education organization and the Rules of use of the library.

6.2. The library has the right to:

- carries out regular control over the return of given books to the library;
- to impose fines on readers who violate the rules of library use (restoration of old editions);

6.3. The library must:

- providing readers with the opportunity to use all library resources;
- creation and maintenance of necessary conditions for readers in the library;
- providing readers with information about all types of services;
 - popularize their funds and offered services;
 - to study and fully satisfy the requests of readers;
 - for this purpose, using various forms of personal and mass work with readers, as well as introducing computerization and advanced technologies, is obliged to improve library and information services and promotion of books;

providing a high culture of service: providing oral advice to readers, providing catalogs, card files and other forms of information, organizing book exhibitions, bibliographic reviews, helping to choose the necessary publications;

- accounting, storage and use of publications in the fund in accordance with established rules;
- to be responsible for the preservation of its funds, which are a part of the national cultural wealth: to supervise the timely return of books given to the reader to the library, to deliver the next book to the reader's home only after receiving the previously given books that have expired;
- after the end of the term, the reader must be informed about the need to return them to the library within a certain period. If the books are not returned to the library within this period, the library will notify the reader to return or replace them with an alternative edition within a certain time.

6.4. Ethical norms of the librarian:

- to observe the rules of internal order in the library, to be polite in relations with users;
- is obliged to respect the right of readers to provide library services;

- is obliged to ensure unhindered and convenient access to information, library materials and resources for every reader;
- consideration of personal and psychological characteristics of readers;
- to adhere to a high level of ethical standards when working with readers;
- to satisfy reader requests;
- to greet the reader warmly, to keep oneself free and not to allow quarrels;
- is obliged to wear classic clothes, adhere to the corporate style;
- readers should not be insulted or criticized, especially in front of other people.

For a librarian, communication etiquette with readers is important: not only the ability to speak, but also the ability to listen. Norms of library ethics: free access to information, non-censorship in the library, privacy of study, priority service.

7. Procedure for registering users to the library

Enroll readers in the library:

- in order to subscribe to the library, readers are obliged to show their identity card, information about the reader (group, contact numbers, address), on the basis of which, the reader's form and ticket are filled- when signing up to the library, the reader must familiarize himself with the rules for using the library and confirm the obligation to fulfill them with his own hand on the reader's ticket. out;