

**The Resolution of the Representative Board of  
LEPL – Akaki Tsereteli State University  
№158**

**On Approving the Regulations of the Library  
of LEPL – Akaki Tsereteli State University**

**Kutaisi**

**28 February, 2018**

According to paragraph ‘c’, article 13, of the Statute of the University approved by the order of the Minister of Education and Science of Georgia on “Approving the Statute of Legal Entity of Public Law - Akaki Tsereteli State university” dated by the year 2013, №132/N, the Representative Board of Akaki Tsereteli State University enacts:

1. The Regulations of the Library of the Legal Entity of Public Law – Akaki Tsereteli State University shall be approved in the presented form.

/The Regulations are attached/

2. The Regulation shall be located on the university web-site and the notice board in the place available for everyone in the open form so that to make sure it is public and available for everyone interested in it.
3. The Regulation shall be in force immediately after its announcement.

**Speaker of the Representative Board:**

**Prof. Sulkhan Kuprashvili**

## **Article 1. General Provisions**

1.1. The Regulations of the Library (hereinafter referred to as – the “Regulations”) of the Legal Entity of Public Law (LEPL) - Akaki Tsereteli State University (hereinafter – the “University”) is designed in accordance with the law of Georgia on “Higher Education”, the laws of Georgia on “the issues of Library”, the order of the Minister of Education and Science of Georgia on “approving the Statute of LEPL – Akaki Tsereteli State University” dated by September 9, 2013, №132/N (hereinafter – “The Statute of the University”) and other legislative and statutory acts;

1.2. The presented Regulations define the status, functions and objectives, competence, authority, liability, accountability, the structure and the management system of the library of the university (hereinafter – the “Library”) and regulate other relations connected with the library activities.

1.3. The Regulations are worked out by the university administration and approved by the representative unit of the university management - Representative Board of the University.

1.4. The functions and objectives of the library defined by these regulations represent the main directions of the library activities.

## **Article 2. University Library Status, Main Directions of Activities, Responsibilities and Accountability**

2.1 The library is a structural unit of the university created on the basis of the law on “Higher Education” and the Statutes of the University;

2.2 The library acts according to the laws of Georgia on “Higher Education”, “Library Issues”, the Statute of the University and other relevant legal acts;

2.3 The library is responsible for implementing the entrusted objectives and functions and is accountable to the Rector of the University;

2.4 . The library is financed from the university budget.

## **Article 3. Structure and Management of the Library**

3.1 The structure of the library is designed by the university administration and approved by the Representative Board of the university;

3.2. The Library is generally led by the Rector of the university, and directly it is managed by the Head of the Library;

3.2 The library is comprised of the following structural units and positions: Head of the Library; Section of Book Depository, Service, Hygiene and Restoration: Head of the section, a librarian; Acquisitions and Processing Section: Head of the section, a librarian; Reference and Bibliography Section: Head of the section, a librarian; Cataloging Section: Head of the

section, a librarian; Library Development and Information Assurance Section: Head of the section, a librarian; Museum.

- 3.3. The internal positional structure of the Library is attached to the regulations.
- 3.4. The library is guided by the Head of the Library who is appointed and dismissed from the post by the Academic Council of the university;
- 3.5. The rule for electing the Head of the library is defined by the Academic Council of the university on the proposal of the Rector of the university;
- 3.6. The Head of the library is a member of the university Board of Representatives. The rule for including the Head of the library in the Representative Board is defined by the University Statute;
- 3.7. The Head of the library is accountable to the Rector of the University;
- 3.8. The Heads of the library sections are appointed and dismissed from the posts by the Rector of the university on the proposal of the library Head.

#### **Article 4. Goals of the Library**

- 4.1 The aim of the library is to foster reaching the goals set by the law of Georgia on “Higher Education” and the University Statute and ensuring their implementation within the competence.

#### **Article 5. Functions and Responsibilities of the Library**

- 5.1 Organizing the library funds, systematic completion with scientifically and culturally valuable national and foreign publications; their maintenance and ensuring their availability to all;
- 5.2 Completing the university library’s Reference apparatus - establishing current, reference, popular, scientific and field bibliographical indicators;
- 5.3 Support management of innovative processes in the domain of the library;
- 5.4 Encourage enhancement of education level, ensuring availability and transparency of information; studying and analysing the needs of the university library users (readers), their interests and professional requirements; creating the relevant service conditions, ensuring a complete and efficient service; scientific analysis of the users’ requirements and information sources;
- 5.5 Implementing library standards and participating in the monitoring process of this activity at the university, coordinating the university library activities in accordance with the rule established by the legislation;
- 5.6 Collaborating with international library organizations, as well as with Georgian and foreign libraries according to the mandated rule;
- 5.7 . Caring about qualification enhancement of the library staff;

5.8 Further refinement of the library processes of automation; establishing integrated and automated system of library;

5.9 . Support creation of the university electronic library and the archive of digital inheritance;

5.10.Fulfilling other duties obliged by the Georgian legislation, among them these regulations.

**5.11.The Section of Book Depository, Service, Hygiene and Restoration provides:**

- a) library users (readers) with book fund;
- b) registering subscribers in the library (in the electronic and printed registration book);
- c) periodical study, checking and analysis of the book fund;
- d) protecting the book fund;
- e) according to the mandated rule, placement of the processed books in the library depositories and reading halls;
- f) restoring damaged books;
- g) hygienical procession and restoration of rare and unique books;
- h) checking and controlling the book funds of the reading halls.

**5.12.Acquisitions andProcessing Section ensures:**

- a) accounting and processing the library materials according to the mandated rule (receiving, comparing with the enclosed documentation, selection, total and individual accounting, registering the total accounting and the books in the inventory register);
- b)processing the library materials (stamping, labelling, sticking the information cards and making book records);
- c) subscribing periodical publications (journals and magazines);
- d) transferring the accounted and processed literature to the depository, service, hygiene and restoration sections;

**5.13.Reference and Bibliography Section assures:**

- a) reference-bibliography service for readers;
- b) making card files and catalogs;
- c) making call numbers for the journal and magazine articles;
- d) sharing experience in the bibliography activity and giving relevant consultations on the issue of work forms;

**5.14.Cataloging Section assures:**

- a) producing catalogs of the library materials;
- b) classification of library materials and enlisting their descriptions in the catalogs;
- c) electronic cataloging of the materials envisaged by the e-cataloging programme.

**5.15. Library Development and Information Assurance Section assures:**

- a) smooth work of the existing electronic bases and e-catalogs;
- b) smooth work of the library technical and computer equipment, as well as proper work of programmic software;

- c) searching and implementing innovative programmic and technical facilities;
- d) digitalizing the library documents existing in the university library and making them available for readers according to the mandated rule;
- e) creating and permanent renewal of the library web-page;
- f) searching for, processing and spreading the information about the necessary literature for the university educational programmes, scientific researches and the work of the academic staff;
- g) support to collaborate with other libraries, educational and scientific-research institutions;
- i) study and analysis of the university library readers' requirements.

**5.16. The Museum ensures:**

- a) attracting or purchasing museum exponents or taking them as a donation;
- b) accounting the museum exponents properly and maintaining them in relevant conditions;
- c) restoration – conservation of damaged museum valuables;
- d) introducing the materials by means of arranging expositions, catalogs, albums, electronic and poligraphic publications.

**Article 6. Authority and Responsibility of the Library**

- 6.1. Coming out from the functions and objectives of the library, the unity of the vested powers of the library and its staff represent the competence of the library;
- 6.2. While implementing the entrusted functions and objectives, the library is authorized to:
  - a) take measures in order to implement the functions and objectives of the library;
  - b) within the competence control and demand from the university educational and support structural units to observe the set rules for employment;
  - c) require information from the university educational and support structural units on the issues connected with the library work;
  - d) check the current status of the university library and if necessary, submit the results of the inspection to the Rector of the university;
  - e) conduct monitoring on the current situation in the library and take measures to recover the faults as needed;
  - e) within the competence draft the projects on administrative (legal) acts.
- 6.3. The library is responsible for:
  - a) implementing the functions and objectives defined by these regulations;
  - b) smooth work of the university library;
  - c) fulfilling the instructions and tasks given by the university governing bodies;
  - d) maintaining the entrusted property.

## Article 7. The Library Staff

- 7.1. The rule for recruiting the library staff is defined by the labor legislation and the uniform rule for employing the support personnel approved at the university.
- 7.2. The labor relations of the library staff are defined by the written work contract.
- 7.3. Work description of the library staff and instructions on their activities are attached to these regulations.

## Article 8. Conclusive Provisions

1. Declaring this regulation or its part void or invalid, making amendments or/and supplementations to this document, can be conducted by the Representative Board of the university;
2. The issues of the library activity that are not settled by these regulations, shall be arranged by the Statute of the University.

## Positional Structure of the Library

