

Supplement to the order of the Rector of SBEI HPE KSMU of Public Health Care of Russia № 337 dated May 27, 2014.

THE RULES OF LIBRARY USE of SBEI HPE KSMU of Public Health Care of Russia

General Provisions

1.1. The present rules are developed according to the Civil Code of Russian Federation, Federal laws «About information, information technologies and protection of information» dated July 27, 2006 № 149, «On library services» dated December 29, 1994 № 78, the law of the Russian Federation «On consumer rights protection» dated February 07, 1992 № 2300-1, according to approximate rules for the use of the library of higher educational institution approved by the Central library information Commission of the Ministry of Education of Russia 2000; Statute of the library of the SBEI HPE KSMU of Public Health Care of Russia and other standard acts approved in the established order.

1.2. The rules for use of the library of the SBEI HPE KSMU of Public Health Care of Russia regulate:

- * general order of readers services;
- * rights and obligations of the library and readers.

1.3. The use of the library of the SBEI HPE KSMU of Public Health Care of Russia is free. The library carries out its activities for the readers at no cost.

1. Readers, their rights and responsibility

2.1. Readers have the rights:

2.1.1. Professors and teachers of the University (staff), the employees, students have the right to use the main types of the library and information services:

- to get full information on the funds of the library by means of the system of catalogs, cards and other forms of library informing;
- to get publications and unpublished documents from the library fund for temporary use in the reading rooms and under subscriber's contract;

- to get consulting help in searching and choosing the sources for detailed information about the document as well as in selecting the documents on the subject;
- to extend the terms of the use of literature in the established order;
- to carry out automated search for the library documents ;
- to use the documents sent from thematic exhibitions and exhibitions of new arrivals ;
- to get free access to local and network information resources of the library as well as to the Internet information service;
- to get consulting and practical help in the selection of publications, documents and information including the use of modern information technologies;
- to use computer and other equipment designed for the library readers;
- to submit preliminary application for the literature by e-mail;
- all categories of the library readers have the right to make suggestions concerning the improvement of the library activity.

2.1.2. Students from other educational institutions and other readers have the right to get literature at no cost in the reading room after presenting their identification documents as well as to make use of the reference and information services of the library.

2.2. Readers are obliged:

2.2.1. To follow these rules of library use and comply with the established routine of library

2.2.2. take care of the books on other printed matter and other materials derived from the library fund, not to do notes in them, underline, not to tear or bend pages.

2.2.3. upon receipt of books, other printed publications thoroughly review the publications and in the case of deflection to inform about it to the employee of the library, otherwise, the responsibility for damage of books lies with the reader using the publication last.

2.2.4. extend the use of literature in the established order.

2.2.5. return all registered publications in established periods and also at transfer to the following course, in connection with the end of training, expulsion, dismissal.

2.2.6. undergo an annual re-registration, to report their data changes.

After the end of the session, for a period practice, the holidays all readers must pass the library books available on the hands.

2.2.7. Keep the order, silence and cleanliness. Be correct in relation to other readers, library workers.

2.2.8. Take care of the documents and technical means of library

2.2.9. In case of damage of pages in the publications, the reader is obliged to make a copy of the absent or damaged pages and to bind the edition.

In case of damage of new publications (broken binding), the reader is obliged to compensate the new edition.

2.2.10. If necessary to make copies of publication, the reader should obtain librarian's permission. Without permission to do copies (scan) from printed publications it is prohibited.

2.2.11. Don't take books from the library, if it is not recorded in the reader or other accounting documents.

2.2.12. The reader is responsible for the literature taken or left unguarded.

2.2.13. After graduation or termination of the employment of relationship the reader is obliged to return the publications and to place the bypass list.

2.3. Readers are prohibited:

- to take documents out of the reading room;
- to make notes on index cards, to withdraw them from the directories and files;
- to use mobile phones;
- to break the silence, to create not the right atmosphere in the library;
- to eat and to drink beverages in the library;
- to violate the norms of public (social) behavior in the library;
- to be in the reading room in overcoats;
- to hang posters and other advertising materials without permission;
- to bring bulky bags and packages;
- to be at a computer working place with traditional data media (books, magazines, etc.) without being registered by the assistant librarian;
- to move the monitor or no-break power supply unit (PSU), to readjust the wires.

2.4. The responsibility of the readers:

2.4.1. For breaking any of these Rules, readers bear administrative, as well as civil-and-legal responsibility provided for by the legislation of the Russian Federation.

2.4.2. For breaking any of these Rules the following punitive measures can be applied :

- for the detention of the books (up to 1 month) - verbal warning;
- for systematic undue return of the books to the library readers are deprived of the right to take the books from the library during 2 months;
- readers responsible for the loss of books or for spoiling them must substitute them for the corresponding ones (before the publication date) as justified by the library. Before the damages are paid the readers are deprived of the right to use the services of the Library;
- for violating the order and breaking the silence in the reading room the readers are deprived of the right to use the services of the Library during 1 month;
- for unauthorized taking documents out the readers are deprived of the right to use the services of the Library during 3 months;
- readers responsible for causing any damage to the equipment of the library (computers, office equipment, furniture, etc.) bear responsibility in accordance

with the current legislation of the Russian Federation are deprived of the right to use the library during 3 months;

- unethical or outrageous behavior towards the library staff and the readers results in the deprivation of the right to use the library during 3 months and informing the Dean's office followed by taking special measures .

3. The Rights and Obligations of the Library

The library in its activities ensures the implementation of the rights of readers, established by these Rules, the Library Regulations of the SBEI HPE KSMU of the Ministry of Health Care of Russia.

3.1. The library has the right :

3.1.1. to withdraw publications from the library funds in the prescribed manner on the basis of the existing regulations;

3.1.2. to take punitive measures towards the readers who have broken the instructions of the University library or have caused any damage to the Library;

3.1.3. to tidy up the rooms of the Library every first Tuesday of the month in accordance with the current regulations in order to maintain optimal hygienic conditions of the funds of the library;

3.1.4. to exercise the control that the borrowed books and other materials should be returned to the library in due time ;

3.1.5. to issue the books only after the reader has returned the previously borrowed books or other materials with expired term (period) of use.

3.2. The Library is bound to perform the following duties:

3.2.1. to ensure high standards of informational and bibliographic service;

3.2.2. to arrange library funds in accordance with the educational professional programs, curricula and the priorities of the scientific investigations;

- 3.2.3. to ensure the due registration, keeping and rational use of the library funds;
- 3.2.4. to bear responsibility for the safety of the library funds;
- 3.2.5. to inform the readers about all kinds of information services provided by the library;
- 3.2.6. to promote the funds and services of the library at the exhibitions of books, by organizing bibliographic reviews, Days of Information, etc.;
- 3.2.7. to monitor the terms of use (return) of the issued books and other publications;
- 3.2.8. to provide the readers with the opportunity to use all the funds of the library;
- 3.2.9. to perfect library and info-bibliographic service of the readers by introducing modern technologies;
- 3.2.10. to arrange and maintain comfortable atmosphere for the work of the readers;
- 3.2.11. to preserve confidential information about the readers.

4. Registration of the readers in the library

4.1. Registration of different categories of readers is performed differentially:

- students of all the faculties are registered in the department of educational literature;
- University employees, post-graduate students, interns are registered in the department of scientific literature;

4.2. Grounds for the registration in the library :

- University members of the staff must have the reader's record card signed by the employee of the personnel department confirming the fact of labour relations, the identity card;
- post-graduate students must have the reference from the department of post-graduate and doctoral studies and the identity card;
- interns and residents must have the reference from the dean's office of the Faculty of Advanced Training and the identity card;
- students must have their student's cards and the reference from the dean's office.

4.3. On registering in the library readers must learn the policy of the library and sign their consent on the library form.

5. Rules of Behavior in the Reading Room

5.1. All categories of the readers are provided with the services in the reading room.

5.2. When ordering books in the reading room students must present their student 's cards ; other categories of readers must present their identity cards; they must fill in the requirement for the publication in the hall with source catalogues and after getting the edition they should sign for it in the library card. Library card is the document that certifies the date and the fact that the book (edition) has been given to or received from the reader .

5.3. The amount of books and other publications received in the reading room is not limited.

5.4. Encyclopedias, reference books, theses, rare and valuable books can be worked at only in the reading room.

5.5. Taking books and other materials out of the reading room is strictly forbidden.

5.6. While working in the reading room students must keep silence. Sleeping, eating, drinking, using mobile phones is strictly forbidden.

5.7. Reading room provides readers with the whole range of electronic informational resources available in the library:

- electronic catalogue and databases created by the library;
- full - text databases acquired by the University;
- users have the right to create personal files and copy it to the usb-card.

6. Lending Library

6.1. To order publications from the Lending Library (department of scientific literature) readers must fill in the order for the book in the hall with source catalogues and card files, in the department of educational literature the reader's order for the book is not filled in. To get the publications student must present his/her student's card and sign for them in the library card . Library card is the document

that certifies the date and the fact that the book (edition) has been given to or received from the reader .

6.2. Books can be borrowed from the library for different periods of time depending on the category of readers .

Scientific literature :

- all categories of readers can borrow not more than 5 books and keep them up to 14 days.

Text books :

- employees of the University can keep the borrowed books during the academic year;
- junior students can keep the books during the academic year or during the term if they have returned the books borrowed the previous year or the term : after winter examination session before February, 1 and after summer examination session before July 15;
- senior students can keep the books during the period of training in the hospital;
- external students are given the books for the coming examination session after they have passed their exams;
- readers can borrow not more than 3 books of fiction and keep them not more than 30 days;
- periodicals can be read and worked at only in the reading room;

Readers must return the books borrowed from the library in due time.

6.3. The last as well as the single copy of the book cannot be borrowed from the library.

6.4. Readers can extend the period of keeping the books if they are not in good demand .

