



DAUG
LLC Davit Aghmashenebeli University of Georgia

Approved:

The library statute

(Consolidated version)

1.1 The library of Davit Agmashenebeli University of Georgia LLC (hereinafter - "the university") is a structural unit of the university, which contributes to the effective implementation of educational and research activities;

1.2 The Library acts in accordance with the Georgian legislation, the Law of Georgia on "Library activities" and the present Statute to perform its activities;

1.3 Within its competence, the service is accountable to the rector of the university, fulfills the duties provided for by the law and assigned by the rector on the basis of the law.

1.4 The working hours of the University Library are set from Monday to Saturday, from 10:00 AM to 8:00 PM. (6 days a week, 60 hours).

1.5 The library has its own seal

Article 2. Objective, purpose and functions of the library

2.1 The main objective of the university library:

2.1.1. Quick and complete satisfaction of readers with the information and library documents (printed and other materials) they need;

2.2 The main purpose of the university library is :

a) promoting the introduction of innovative processes in the library field;

b) expansion of cooperation with international, including, library organizations, as well as libraries, foundations and other organizations operating in Georgia;

c) Further improvement of the automation of library processes.

2.3 Main function of the university library is:

a) formation of the library fund according to university specialties, educational programs and readers' requirements;

b) Protection of library funds, accounting, creation of reference and search facilities and their use;

c) providing readers of the university library with necessary information and library documents;

d) promoting the development of the information-educational sphere of the university;

e) organization and management of catalogs, databases on the basis of information technologies;

f) introduction, planning and implementation of forms of cooperation with partner libraries;

g) protecting the equality of readers;

h) unlimited access to information;

i) study, analysis of the state of provision of educational, informational and scientific requirements of the university with library documents and planning and implementation of measures based on it;

j) Unhindered implementation of educational activities of the university;

k) The provision of personnel and students both with the modern book fund, and the resources available on digital drives;

l) periodic study and inspection of the book fund;

m) organization, protection and bibliography of the fund of scientific-research and dissertation works performed at the university;

n) The elaboration of the rules for the use of library and provide service in the reading halls for the readers in accordance with the applicable library rules;

o) taking care of the protection of the library fund of the book store and reading rooms;

p) Active participation in local and international library programs.

q) access to international scientific electronic databases for library users;

Article 3. The structure of the service

3.1 According to the staff schedule of the university, the specified positions of the information library are: Library manager, librarian

3.6. The library includes the following areas:

- a) service space in which registration and service of readers, issuance of library documents and timely return of issued library documents are carried out;
- b) reading halls in which reading funds are located; Halls are equipped with computers connected to the Internet, printers, copiers and scanners.
- c) working space of the staff working in the library;
- d) space for meetings and group work;
- e) individual work space;
- f) Book storage.

3.7 The library carries out:

- a) accounting and registration of library documents in total and inventory journals;
- b) technical processing of library documents;
- c) compilation of bibliographic description of library documents;
- d) classification of library documents;
- e) Data entry of library documents in the electronic catalog.
- f) Digitization of the library documents in the university library and ensuring their availability to the readers in accordance with the law;
- g) provision of updating/completion of information in the library section of the university website;
- h) provision of disinfection and conservation-restoration works of library documents;
- i) Taking care of the mechanism of protection of library documents, introducing new methods of binding and restoration.
- j) description of periodicals;
- k) providing reader service with reference-bibliographic materials;
- l) technical processing of magazines, newspapers and other periodicals received in the library;
- m) compilation of bibliographic description of library documents;
- n) Entering library document data into the electronic catalog.

3.8 Library Manager

- a) Runs the activities of the University Library;
- b) represents the service in the implementation of the assigned rights and duties and is responsible for the performance of the functions and tasks assigned to the library;
- c) annually submits a report on the activities performed by the university library, as well as at any time, upon the order of the university rector;
- d) organizes the performance of the functions assigned to the university library by this regulation;
- e) develops work plans for library activities and periodically submits a report on the performed activities;
- f) exercises other powers defined by this regulation, legal acts of the university and the legislation of Georgia.

3.9 The functions of a librarian:

- a) to find the information on the literature required for the work of the university educational programmes, scientific researches and academic staff;
- b) to purchase the books and periodicals needed for the university library;
- c) to find information about modern literature to replenish library funds;
- d) to monitor the complete filling of the catalog and compliance with library rules;
- e) to promote cooperation with other libraries and educational and scientific-research institutions;
- f) to study and analyze the requirements of the readers of the university library.

g) to check and edit the electronic catalog

Article 4. Reorganization and Liquidation of the Service

Reorganization and liquidation of the service is carried out by the decision of the academic council and the individual administrative-legal act of the rector of the university.

Article 5. Amendments and additions to the Statute

Amendments and additions to the statute are made on the basis of the report card prepared by the chief librarian and the amendments and additions prepared by the lawyer. The draft amendments is approved by the rector of the university.