



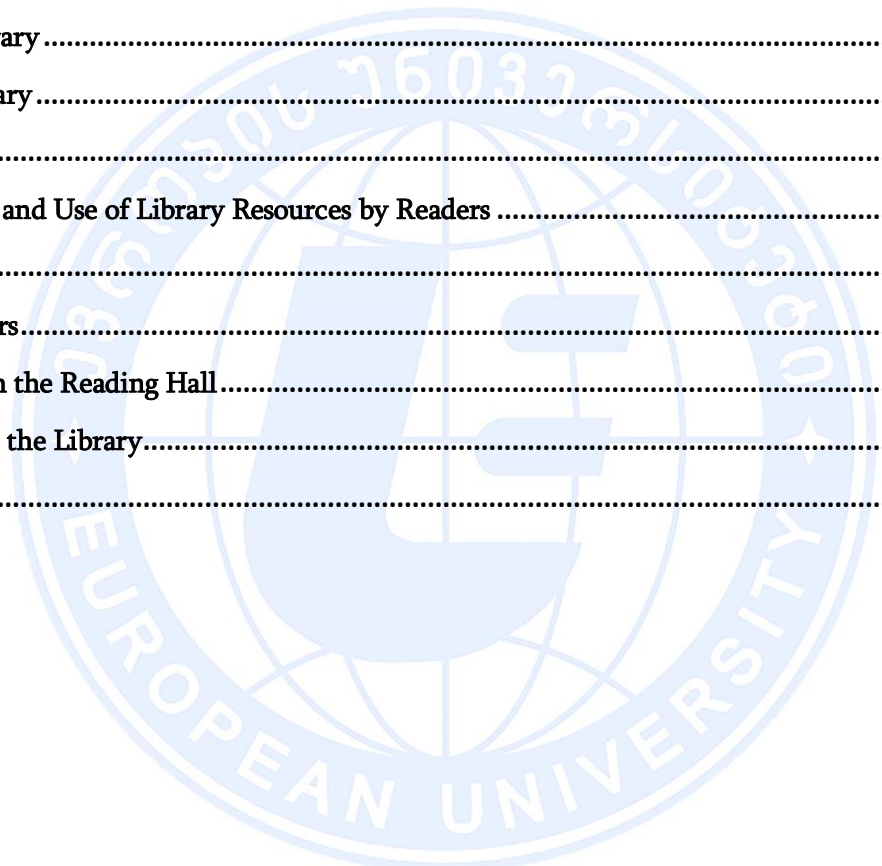
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Library Usage Regulations at European University LLC

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Article 1. General Provisions

1.1. The Library Usage Regulations of European University (hereinafter — the "University") define the library's purpose, functions, and structure, establish the rules for using the library, and govern other matters related to the library's operation.

1.2. The library conducts its activities in accordance with the Georgian Law on Higher Education, the Georgian Law on Library Affairs, the University's charter, these regulations, and other legal acts in force at the University.

1.3. The library is physically located in three buildings of European University at the following addresses: 76 Guramishvili Avenue, 17 Sarajishvili Street, and 15 Givi Zhvania Street, Tbilisi.

1.4. The library's working hours at 76 Guramishvili Avenue and 15 Givi Zhvania Street are Monday through Saturday, 10:00 AM to 8:00 PM. At 17 Sarajishvili Street, working hours are Monday through Saturday, 10:00 AM to 11:00 PM.

1.5. The library has its own official seal.

Article 2. Purpose of the Library

The purpose of the library is to provide University staff and students with up-to-date academic, scientific, and methodological resources, and to promote the use of library resources.

Article 3. Library Resources

3.1. The library holds both print and non-print collections, including audio, video, and digital formats.

3.2. The library has a reading hall equipped with the necessary inventory.

3.3. Scientific electronic databases are available to library users.

Article 4. Functions of the Library

4.1. The functions of the library are:

- a) Formation and organization of library collections;
- b) In close collaboration with the University's core academic units, systematic acquisition, preservation, and accessibility of Georgian- and foreign-language educational and scientific publications, including those required by academic programs;
- c) Creation and continuous updating of a library document database;
- d) Organization of reading spaces and various events to promote the use of library resources;
- e) Cooperation with institutions in Georgia and abroad — including library organizations, educational institutions, foundations, and other organizations — in coordination with various structural units of the University, for the purpose of improving library services;
- f) Exercise of other powers consistent with the University's goals and objectives, as arising from the specific nature of its work.



Article 5. Structure of the Library

5.1. The library structure consists of: the Head of the Library, the Chief Librarian, and Librarian(s).

5.2. Library staff provide information to students and University staff regarding library resources and services (e.g., orientation meetings, consultations, etc.), assist in locating literature and other resources — including from external sources (other libraries or through purchase) — and conduct working meetings and training sessions.

Article 6. Library Users

The following stakeholders are entitled to use the library:

- a) Students of the University;
- b) Staff of the University;
- c) Other individuals who are enrolled at the University under a contract for any academic program or course.¹

Article 7. Library Membership and Use of Library Resources by Readers

7.1. A prerequisite for using library resources is membership registration at the library.

7.2. Student registration is completed once during the period of study. A student retains reader status until completion of their academic program. Staff registration is completed once during the period of employment or other contractual relationship with the University. Staff members retain reader status until termination of that contractual relationship.

7.3. For the purpose of granting University library membership status to a reader, library staff register the applicant's information (name, surname, ID number, etc.) in the electronic system (OpenBiblio) and on the reader's registration card).

7.4. To use library resources in the reading hall, readers must present a valid identity document to library staff. Upon presentation of ID, staff locate the requested materials in the electronic system (OpenBiblio) and issue the book(s) to the reader. Upon completion of use, the reader is obligated to return the book(s) to library staff, after which the student/staff card is returned.

7.5. To take materials off University premises, the reader must present a valid identity document to library staff. Staff then locate the requested item in the electronic system (OpenBiblio) and register the loan details (title, author, year of publication, return date, etc.) in both the electronic system and the reader's registration card. The book is then issued and the student/staff card is returned. Library staff are responsible for monitoring timely returns.

¹ *Such individuals are authorized to use library resources/book collections in the reading hall only, without registering as library members. Upon completing their use of the library resources/book collections, they are obligated to return the materials to library staff.*



7.6. A reader who terminates their contractual relationship with the University loses the right to use library resources.

Article 8. Rights of Readers

Readers have the right to:

- a) Be informed of their rights and obligations;
- b) Use any library service without restriction, including resources on electronic media;
- c) Receive library materials on temporary loan free of charge, either for take-home use or for use in the reading hall. Borrowing restrictions are imposed by library staff if the number of available copies of a given item is fewer than two — in such cases, the item may only be used within the reading hall. Where more than two copies exist, the loan period depends on the number of copies and frequency of demand, ranging from 1 to 7 days. Textbooks available in quantities exceeding 10 copies may be borrowed by students for an entire semester. Fiction is issued for up to 15 days. Periodicals, newspapers, journals, encyclopedias, dictionaries, and CD discs may only be used within the reading hall.
- c¹) Use group study spaces, which must be booked in advance. Bookings can be made through the student portal. Students must select a building, room, date, and time. It is mandatory to specify the names of all accompanying individuals when making a booking.
- d) Submit a complaint to the University regarding any violation of their library rights as established by these regulations. Such complaints shall be reviewed by a commission designated by the Rector's order, in accordance with the University's Code of Ethics and Disciplinary Responsibility.

Article 9. Obligations of Readers

Readers are obligated to:

- a) Familiarize themselves with and comply with the library usage regulations;
- b) Handle library resources with care;
- c) Take care of books, printed and other materials received from the collection, and library property;
- d) Notify library staff immediately upon discovering any defects in materials at the time of receipt;
- e) In the event of loss or damage to materials, replace them with a publication of equivalent value and content, or pay the cost of the item along with any associated procurement fees;
- f) Refrain from making annotations, tearing out pages, folding pages, or otherwise damaging items from the collection; refrain from formatting or otherwise damaging electronic media;
- g) Return borrowed materials on time and within the deadlines set by the library; failure to do so will result in suspension of library services;
- h) In the event of an inability to return materials on time due to a valid reason, notify the library of the reason for the delay and provide a reasonable proposed return date;



- i) Not remove materials from the reading hall without the librarian's permission;
- j) Not bring food or beverages (other than water) into the library reading hall.

Article 10. Use of Computers in the Reading Hall

10.1. To access library resources, readers should approach library staff to obtain the relevant materials.

10.2. Library staff are required to assist readers with computer use as needed.

10.3. Permitted computer activities include:

- a) Text entry and editing;
- b) Searching and downloading materials from the internet;
- c) Working with literature in electronic format;
- d) Use of CD discs, subject to agreement with library staff;
- e) Use of email;
- f) Use of the University's website;
- g) Working with academic programs.

Article 11. Rules of Conduct in the Library

11.1. The following are prohibited in the reading hall: smoking, noise, conversation, use of mobile phones, bringing food or beverages (other than water), using reading hall computers for entertainment websites, watching films, playing gambling games, or altering computer configurations.

11.2. In the event of a violation of library usage rules by a reader, the following sanctions shall be applied in sequence:

- Verbal notice;
- Warning;
- Removal from the reading hall;
- Restriction of borrowing rights for a period of one month.

11.3. All sanctions specified in Article 11.2 simultaneously entail the obligation to compensate for any material damage caused to the library.

Article 12. Final Provisions

12.1. Matters not regulated by these regulations shall be governed by applicable Georgian legislation and other legal acts of the University.

12.2. The Library Usage Regulations are approved by the Rector of the University.

12.3. Amendments and additions to the Library Usage Regulations are made by order of the Rector.