



INTERNATIONAL EUROPEAN UNIVERSITY

APPROVED

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International European University
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BECAME EFFECTIVE

by the order of the Acting Rector of the
International

European University

Dd February 08, 2022, No. 20-OD signifies
the order's place in the university's
administrative system.

REGULATIONS ON THE SCIENTIFIC LIBRARY

Kyiv 2022

<i>Regulations on the scientific library</i>	<i>POSITION</i>
<i>International European University</i>	<i>Quality Management System ISO 9001:2015</i>

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1. GENERAL PROVISIONS

- 1.1. The Scientific Library (hereinafter referred to as the Library) is a vital structural subdivision of the International European University (hereinafter referred to as the University). It plays a crucial role in providing literature and information to the University's educational, educational, and scientific process, thereby contributing significantly to the academic journey of our students and faculty. The Library operates based on this Regulation.
- 1.2. In its activities, the Constitution of Ukraine guides the library, the Laws "On Education," the Law of Ukraine "On Libraries and Librarianship," by-laws, the Statute, and the Internal Regulations of the University, and these Regulations.
- 1.3. The University provides legal, organizational, financial, and material conditions necessary for the functioning of the library, in particular, proper storage, use, and replenishment of its funds, computerization, and technical equipment.
- 1.4. The procedure for access to library collections and information resources, the list of essential services, and the conditions for their provision are determined by the Rules of Library Use, which the Rector of the University approves.

2. MAIN TASKS

- 2.1. Providing entire, high-quality, and prompt library, bibliographic, and information services to students, graduate students, teaching staff, researchers, employees of other structural units of the University, and other users by their information requests based on broad access to library and information resources.
- 2.2. Formation, use, and preservation of the library fund by the profile of the University and the information needs of all categories of users.
- 2.3. Promoting the education of a harmonious, morally perfect personality, conscious of his civic duty and open to intellectual and creative development.
- 2.4. Popularization and disclosure with the help of all libraries and information means the content of universal values, cultural, historical, spiritual, scientific heritage, and national state-building.
- 2.5. Expansion of the nomenclature of library and information services, improvement of traditional and introduction of new library forms and work methods based on the latest information technologies, and computerization of information and library processes.
- 2.6. Creation of electronic databases, organization, and maintenance of reference and bibliographic apparatus using traditional and modern information technologies.
- 2.7. Conducting independent and joint with other organizations and institutions of research, educational, organizational, and methodological work on the issues of informatics, library science, bibliography, and book studies.
- 2.8. Formation of information culture of users, instilling in them the skills of working

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with information resources both on traditional and electronic media.

- 2.9. Coordinate and cooperate with the library's activities with structural subdivisions of the university, public organizations, and the collaboration and interaction with libraries of other systems and departments.
- 2.10. Implement economic activities to provide and optimize information and library and bibliographic services to users using elements of self-financing by the current legislation.

3. KEY FEATURES

The library performs the following functions:

- 3.1. Provides information, library, and bibliographic services to users;
- 3.2. Organizes individual and group service for users at subscriptions, reading rooms, and other points of issue of documents;
- 3.3. Provides library services to library users free of charge;
- 3.4. Realizes the possibilities of mutual use of library funds through interlibrary book exchange, electronic delivery of documents, etc.;
- 3.5. Studies the information needs of users and provides prompt support for information requests of students, teaching staff, scientists, and other categories of University employees, using various forms and methods of individual, group, and mass information;
- 3.6. Increases the efficiency of information support for readers through interaction with all Ukrainian and sectoral information centers and provides readers with access to information resources both in Ukraine and abroad;
- 3.7. Compiles and prepares for publication bibliographic indexes and lists of references to help the scientific and educational work of the University; performs all types of library references; conducts bibliographic reviews; organizes book exhibitions, etc.;
- 3.8. Organizes user classes on the basics of information culture, library science, and bibliography. Promotes library and bibliographic knowledge through individual conversations, consultations, organization of book exhibitions, etc.;
- 3.9. Forms the library fund by curricula, programs, and topics according to the decision of the Academic Council of the University by purchasing educational, scientific, reference, fiction, periodical, audio-video publications and publications on other media;
- 3.10. Together with the departments, he studies the issues of providing students with literature and its use, as well as the issue of publishing and republishing educational and scientific-methodological literature;
- 3.11. Carries out the organization, rational placement, and accounting of library funds, their storage, restoration, and copying;
- 3.12. Systematically analyzes the use of library collections to optimize them;

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3.13. Maintains a system of library catalogs and bibliographic card files of traditional and modern information carriers of multifaceted bibliographic disclosure of the library fund.

4. MANAGEMENT, STRUCTURE, MATERIAL, AND TECHNICAL SUPPORT

4.1. The library is managed by the director, who is a key figure in the library's operations. The director is subordinate to the Rector of the University and is a member of the Academic Council of the higher educational institution, ensuring a robust and secure management structure.

4.2. The order of the University's Rector appoints the Library Director.

4.3. The University's staffing table determines the library's structure and staff.

4.4. Library employees are appointed to positions by the order of the Rector of the University according to a personal application with the consent of the director of the library.

4.5. The management of the higher educational institution provides the library with the necessary office and production premises, computer equipment, technical means, and equipment.

4.6. The rules for using the library are developed based on the standard regulations, annual plans, and reports on the library's work, which the Rector of the University approves.

4.7. Librarians are responsible for preserving the library's collection and property by applicable law.

4.8. The rector establishes the library's working hours according to the university's internal labor regulations.

4.9. Using the library premises for work not provided for by the library's tasks is forbidden.

4.10. The library has its stamp, which reflects that it is a structural unit of the International European University

5. RIGHTS AND OBLIGATIONS

5.1. The library has the right to:

5.1.1. Determine the content and forms of its activities depending on the tasks specified in the Regulations;

5.1.2. Define conditions for the use of library collections based on agreements with legal entities and individuals;

5.1.3. Get acquainted with the curricula, programs, and topics of research work of the University, receive from its structural subdivisions materials and information necessary to solve the tasks assigned to the library;

5.1.4. Submit to the rector the structure staffing table of the library, carry out the

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- selection and placement of personnel according to the established procedure;
- 5.1.5. To determine, by the Rules of Library Use, the types and amount of compensation for damages caused by the user to the library fund, equipment, and other property of the library;
- 5.1.6. To support the University in organizing advanced training of library staff, creating the conditions for their self-education, and ensuring participation in the work of methodological associations, scientific conferences, seminars on library and information, and cultural and educational work.
- 5.2. Librarians are responsible for:
- 5.2.1. Failure to perform or improper performance of labor duties by the regulations on labor in Ukraine, the Internal Regulations, and the employment contract.
- 5.2.2. Failure to comply with or improper execution of the orders of the Rector of the University;
- 5.2.3. Preservation of library funds;
- 5.2.4. Library employees, through whose fault damage was caused to the library fund, are financially responsible by the current legislation of Ukraine;
- 5.3. The library is obliged to:
- 5.3.1. Serve users by the Library Rules.
- 5.3.2. Not to use information about library users and their reading interests for any purpose (except for scientific) without their consent;
- 5.3.3. Ensure proper storage of especially valuable and rare publications in their funds;
- 5.3.4. Comply with the relevant norms and rules established in the field of library science;
- 5.3.5. To carry out the orders and orders of the Rector of the University;
- 5.3.6. Perform other duties determined by the current legislation and the Internal Regulations.