



## **INTERNATIONAL EUROPEAN UNIVERSITY**

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## **REGULATIONS ON THE SCIENTIFIC LIBRARY OF INTERNATIONAL EUROPEAN UNIVERSITY**

Kyiv – 2022

<i>Regulations on the Scientific Library</i>	<i>REGULATIONS</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 structural unit of International European University (hereinafter referred to as the University) that provides literature and information for the educational and scientific process of the University and operates according to these Regulations.

1.2. The Library relies on the Constitution of Ukraine, the Laws On Education, On Higher Education, On Libraries and Librarianship, On the National Informatization Program, by-laws, the Statute and Internal Regulations of the University and these Regulations.

1.3. The University shall provide legal, organizational, financial and material conditions required for the functioning of the library, in particular, proper storage, use and replenishment of the Library's collections, computerization and technical equipment.

1.4. The procedure for access to library collections and information resources, the list of basic services and conditions for their provision are stipulated by the Library Rules approved by the Rector of the University.

## **2. KEY OBJECTIVES**

2.1. To provide complete, high-quality and prompt library, bibliographic and information services to students, postgraduate students, academic staff, researchers, employees of other structural units of the University and other users in accordance with their information requests based on wide access to library and information resources.

2.2. To create, use and preserve the library collection according to the University profile and the information needs of all categories of users.

2.3. To promote the development of a harmonious, morally perfect personality, conscious of his/her civic duty and open to intellectual and creative growth.

2.4. To promote and disclose the content of general human values, cultural, historical, spiritual and scientific heritage, and the idea of national state-building using all library and information tools.

2.5. To expand the range of library and information services, improve traditional and introduce new library forms and methods of work based on the latest information technologies and computerization of information and library processes.

2.6. To create electronic databases, organize and maintain a reference and bibliographic apparatus using both traditional and modern information technologies.

2.7. To conduct research, educational, organizational and methodical work on informatics, library science, bibliography and book science independently and jointly with other organizations and institutions.

2.8. To develop the information culture of users, to provide them with skills of working with information resources both on traditional and electronic media.

2.9. To coordinate and cooperate library activities with structural units of the University, public organizations, as well as to cooperate and interact with libraries of other systems and departments.

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2.10. To carry out economic activities aimed at providing and optimizing information, library and bibliographic services for users using elements of self-support in accordance with the current legislation.

### **3. KEY FUNCTIONS**

The Library performs the following functions:

- 3.1. Provides information, library and bibliographic services to users;
- 3.2. Organizes individual and group service of users at subscription, reading rooms and other document issuance points;
- 3.3. Provides library services to library users for free;
- 3.4. Exercises opportunities for mutual use of library collections using interlibrary loan, electronic delivery of documents, etc.;
- 3.5. Studies the information needs of users and provides prompt support for information requests of students, academic staff, researchers and other categories of University employees using various forms and methods of individual, group and mass information;
- 3.6. Enhances the efficiency of information provision to readers due to cooperation with scientific medical information authorities and provides readers with access to information resources both in Ukraine and abroad;
- 3.7. Compiles bibliographic indexes and lists of references and prepares them for publication to support the scientific and educational work of the University, performs all types of library inquiries, conducts bibliographic reviews, organizes book exhibitions, etc.;
- 3.8. Organizes classes on the basics of information culture, library science and bibliography for students according to the training schedule. Promotes library and bibliographic knowledge using individual conversations, consultations, etc.;
- 3.9. Develops library collections according to curricula, programs and topics in accordance with the decision of the University Academic Council by purchasing educational, scientific, reference, fiction, periodicals, audio and video publications and publications on other media;
- 3.10. Together with Departments, it studies the issue of providing students with literature and its use, as well as the issue of publishing and reprinting educational, scientific and methodical literature;
- 3.11. Organizes the rational placement and record keeping of library collections, their storage, restoration and copying;
- 3.12. Systematically analyzes the use of library collections to optimize them;
- 3.13. Maintains a system of library catalogs and bibliographic cards of traditional and modern information carriers of multidimensional bibliographic disclosure of the library collection.

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#### **4. MANAGEMENT, STRUCTURE, MATERIAL AND TECHNICAL SUPPORT**

4.1. The Library is managed by the Director subordinate to the Rector of the University.

4.2. The Director of the Library is appointed by Order of the University Rector.

4.3. The structure and staff of the library are determined by the staffing table of the University.

4.4. Library employees are appointed to positions by Order of the University Rector according to a personal application with the approval of the Director of the Library.

4.5. The University administration provides guaranteed funding and acquisition of library information resources (in accordance with the current standards for providing literature for the educational process), allocates the necessary office and production facilities to the library, provides computer equipment, technical equipment, etc.

4.6. Annual plans and reports on Library operations are approved by the University Rector.

4.7. Library employees are responsible for the preservation of the library collection and library property in accordance with the current legislation.

4.8. The working hours of the Library are stipulated by the Rector in accordance with the Internal Regulations of the University.

4.9. It is prohibited to use Library premises for works not related to Library objectives.

4.10. In order to preserve library collections, to comply with sanitary and hygienic norms and requirements for labor protection, the Library holds a sanitary day once a month.

4.11. The Library has its own stamp indicating that it is a structural unit of International European University.

#### **5. RIGHTS AND RESPONSIBILITIES**

The Library has the right to:

5.1. Determine the content and forms of its activities depending on objectives specified in the Regulations;

5.2. Determine the terms of use of library collections based on agreements with legal entities and individuals;

5.3. Study curricula, programs and topics of research activities of the University, receive materials and information from its structural units required to solve its tasks;

5.4. Submit the structure and staffing of the library to the Rector for consideration, carry out the selection and placement of personnel in accordance with the stipulated procedure;

5.5. In accordance with the Library Rules, determine types and amount of

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compensation for damages caused by the user to the library collection, equipment and other property of the Library;

5.6. Obtain support from the University in organizing advanced training for the library staff, creating the necessary conditions for their self-education, ensuring participation in methodical associations, scientific conferences and seminars on library, information, cultural and educational work.

Library staff are responsible for:

5.7. Failure to perform or improper performance of labor duties in accordance with labor laws and regulations in Ukraine, the Internal Regulations and the employment contract.

5.8. Failure to fulfill or improperly fulfill orders of the University Rector;

5.9. Preservation of library collections;

5.10. Library employees who caused damage to the library collection shall bear financial liability in accordance with the current legislation of Ukraine;

The Library is obliged to:

5.11. Serve users in accordance with the Library Rules.

5.12. Not use information about Library users and their reading interests for any purpose (except for scientific) without their consent;

5.13. Ensure proper storage of particularly valuable and rare publications in its collections;

5.14. Comply with the relevant rules and regulations stipulated in librarianship;

5.15. Execute orders and instructions of the University Rector;

5.16. Perform other duties stipulated by the current legislation and the Internal Regulations.