



LIBRARY USE POLICY

This document defines the rules and conditions for library use, as well as the rights and obligations of users.

Approved by: Rector's Order No. 01/46 of 1
September 2021;

Updated by: Rector's Order No. 01/32 of 15
May 2026.

BU

BRITISH UNIVERSITY | ბრიტანული უნივერსიტეტი



TABLE OF CONTENTS

ARTICLE 1. GENERAL PROVISIONS	1
ARTICLE 2. FUNCTIONS OF THE LIBRARY	2
article 3. library resources	3
ARTICLE 4. REGISTRATION AND USE OF THE LIBRARY	3
ARTICLE 5. LIBRARY RESOURCE BORROWING POLICY	4
ARTICLE 6. USE OF ELECTRONIC RESOURCES	4
ARTICLE 7. Rules for the Use of the Reading Area	4
ARTICLE 8. Information and Consultation Services	5
article 9. Inclusive and Secure Environment	5
article 10. PERSONAL DATA PROTECTION	5
ARTICLE 11. RESPONSIBILITY	6
ARTICLE 12. MONITORING AND DEVELOPMENT	6
ARTICLE 13. FINAL PROVISIONS	6

ARTICLE 1. GENERAL PROVISIONS



1.1. This document defines the rules, conditions, and users' rights and obligations regarding the use of the British University's Library.

1.2. The Library is a structural unit supporting the University's educational, research, and academic activities. Its purpose is to provide students, academic staff, and administrative personnel with access to modern information and library resources

1.3. The Library operates in accordance with:

- a) the applicable legislation of Georgia;
- b) the University's Statute;
- c) the University's Quality Assurance System
- d) the principles of academic integrity and personal data protection
- e) the principles of student-centred learning.

1.4. The following persons are entitled to use the Library:

- a) Students of the University ;
- b) academic, administrative, and invited personnel
- c) representatives of the University's partner organizations, based on relevant agreements;
- d) other persons authorized by the University

ARTICLE 2. FUNCTIONS OF THE LIBRARY

2.1. The main functions of the Library are:

- a) to support the teaching, learning, and research processes;
- b) to ensure access to printed and electronic resources;
- c) to provide information and library services;



- d) to ensure access to electronic academic databases and resources;
- e) to promote academic integrity and information literacy;
- f) to support students and staff in conducting research activities

ARTICLE 3. LIBRARY RESOURCES

3.1. Library resources include:

- Printed books;
- Manuals;
- Scientific literature;
- Periodicals;
- E-books;
- Academic databases;
- E-journals;
- Open Educational Resources (OER);
- Research and information resources.

3.2. Library shall ensure:

- ✓ Periodic updating of resources;
- ✓ Alignment with academic programmes;
- ✓ Accessibility of resources in accordance with the number of students.

ARTICLE 4. REGISTRATION AND USE OF THE LIBRARY

4.1. Library use shall be available on the basis of:

- Student/Staff;
- The University electronic identification system.

4.2. The user shall be entitled to:

- 📖 Use the reading hall;
- 📖 Access materials available in the Library collection;
- 📖 Use electronic resources;
- 📖 Receive consultations from the librarian.

4.3. Use of the Library is free of charge for University students and staff.



ARTICLE 5. LIBRARY RESOURCE BORROWING POLICY

5.1. Library materials may be borrowed only after registration by a Library staff member.

5.2. The number of items issued to a single user and the borrowing period shall be determined by the Library administration.

5.3. The following materials shall not be borrowed:

- Rare Publications;
- Single-copy items;
- Reference materials;
- Periodicals;
- Special collections.

5.4. The user shall be obliged to:

- ✓ comply with return deadlines;
- ✓ avoid damaging Library resources;
- ✓ compensate for any damage in case of loss.

ARTICLE 6. USE OF ELECTRONIC RESOURCES

6.1. Access to electronic resources shall be provided through the Library's authorized systems and databases.

6.2. Electronic resources shall be accessible through:

- the University network;
- remote authenticated access

6.3. The following shall be prohibited:

- unlawful distribution of electronic resources
- sharing authentication credentials with third parties
- violation of copyright rights.

ARTICLE 7. RULES FOR THE USE OF THE READING AREA

7.1. The following shall be maintained in the Library:

- 📖 Silence;
- 📖 appropriate behaviour for an academic environment;



 cleanliness and order.

7.2. The following shall be prohibited::

- noise;
- consumption of food (except in designated areas);
- damage to Library property and equipment;
- disturbance of other users..

7.3. In case of violation of these rules, Library staff shall be authorized to restrict the user's right to use the Library.

ARTICLE 8. INFORMATION AND CONSULTATION SERVICES

8.1. The Library shall provide users with:

- information support;
- consultation on the use of academic databases;
- assistance on citation and academic integrity issues;
- support in locating research resources.

8.2. As required, the Library shall conduct:

- ✓ training sessions;
- ✓ orientation meetings;
- ✓ information literacy sessions.

ARTICLE 9. INCLUSIVE AND SECURE ENVIRONMENT

9.1. The Library shall ensure a safe and inclusive environment.

9.2. For persons with special needs, the following shall be ensured:

- physical accessibility;
- adapted spaces;
- access to electronic resources.;

9.3. The Library shall operate:

- a security system;
- video surveillance (covering the book storage area);
- fire safety mechanisms.

ARTICLE 10. PERSONAL DATA PROTECTION

10.1. The Library shall ensure the protection of users' personal data.



10.2. Information about users shall be used only for:

- the provision of library services;
- internal administrative purposes;
- cases defined by applicable law.

ARTICLE 11. RESPONSIBILITY

11.1. The user shall be responsible for:

- ✓ safeguarding borrowed resources;
- ✓ complying with the Library rules;
- ✓ taking care of Library property

11.2. The Library shall be responsible for:

- ✓ proper management of resources;
- ✓ supporting users;
- ✓ ensuring continuity of services.

ARTICLE 12. MONITORING AND DEVELOPMENT

12.1. The Library's activities shall be evaluated based on:

- student feedback;
- statistics on the use of resources;
- programme needs;
- quality assurance mechanisms.

12.2. The Library shall continuously ensure:

- updating of resources;
- development of electronic services;
- improvement of service quality.

ARTICLE 13. FINAL PROVISIONS

1. This rules shall enter into force upon approval by the Rector.
2. Compliance with these Rules shall be mandatory for all Library users.
3. Amendments to these Rules may be made on the basis of the relevant legal act of the University.