

(Non-commercial) legal entity -Akaki Tsereteli Batumi Public Library

Rules of usage

1. General regulations

- 1.1 "(Non-commercial) legal entity - Akaki Tsereteli Batumi Public Library "(hereinafter - the library) is Cultural - educational and scientific - information agency of the country ,the special importance of cultural heritage object.
- 1.2 Library activity is determined by the Constitution of Georgia and International agreements, about the work of library and culture, the laws of Georgia, the Civil and the Labor Code and other relevant legislation and regulations.
- 1.3 The library has the right to take legal measures to those Who breaks the rules ,or damages the property of the Library.
- 1.4 Protection of library properties are the main obligation for all employees and readers.
- 1.5 Library fund is available for everyone.
- 1.6 The library is obliged to protect the rights of the users.

2. Library readers registration.

- 2.1 The reader is required to have a library card registered at Library which is valid for one calendar year.
- 2.2 After the expiry date of the reader's ticket is required to renew the registration.
- 2.3 For library card is required :a)The identity card (marked with apartment address);
B) photo (2/3).
- 2.4 Library readers' registration (membership) is determined with the citizens registration rules.

3. Library reader has the right:

- 3.1 To Use the library reading room, collection, catalog, Index, electronic resources.
- 3.2 To obtain the full information and consultation of primary sources of information,
Conduct a bibliographic search of the automated library Systems.
- 3.3 To Require of keeping subscribed material for three days to twenty days. Subscribed material term is defined by authorized person in library.
- 3.4 To make the copy of material with the help and attendance of authorized person.
- 3.5 Check the fiction from subscription ,foreign literature and Youth divisions for a period of 15 days.
- 3.6 In order to make some changes in the regulation address the library administration.

4. Library reader is obliged :

- 4.1 to present the library card.
- 4.2 while getting the material look at it carefully in case of defects immediately inform the authorized person in library ,otherwise the reader who took it before is in charge.
- 4.3 Take care of checking material, do not damage the sheets and make a notes.
- 4.4 Keep silence, rules and hygienic standards of social behavior, do not bother the readers, staffs, do not damage the library property.
- 4.5 In case of loss the book:
 - a) bring the same book to replace the lost book;
 - b) In case of losing book, by agreement, replace with the other book which costs three times higher than the lost book.
 - c) In case of losing book should pay ten times higher cost.

5. Library reader is prohibited for

- 5.1 giving and usage of others cards .
 - 5.2 taking materials from library or reading rooms without the permission of the authorized person.
 - 5.3 Bringing books ,newspapers, magazines or other unites at library.
 - 5.4 Any weapon (including explosives, cutting and sharp equipment), musical instruments, photos and videos cameras, drinks, food, all kinds of technical equipment, Bringing animals.
 - 5.5 Those who have special permission to bring personal computer, cameras or other technical equipment should be examined by the library security guard.
 - 5.6 Removing the catalogues or bibliographic record from the card index.
 - 5.7 Smoking tobacco except for specially separated place.
 - 5.8 Usage of phone in reading rooms.
6. In case of violation of the rules of use of electronic resources, library collections, reader's will be deprived the card for one year. As for the damage of library property, reader is responsible in legislation of Georgia.