

URAL FEDERAL UNIVERSITY LIBRARY REGULATIONS

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Translated by Natalia Krasnogor, Library Section Head, from the original document: "Pravila polzovaniya Zonalnoy nauchnoy bibliotekoy UrFU" approved by the Rector on 17 December 2018 (posted on site: <http://lib.urfu.ru>).

1. Purpose and Context of Use

The present Regulations govern the overall organization of the library and information services for the University users and external users, as well as the rights and obligations of the Library and User. The Rights and Obligations of the Library and User are based on the Library information resources being property and material-information base of the University to be used for the scientific and educational purposes.

2. Normative References

The Regulations have been developed in accordance with the following documents and data:

- 2.1. The Civil Code of the Russian Federation, Part IV (with amendments).
- 2.2. Federal Law, dated 2012, “On education in the Russian Federation” (with amendments).
- 2.3. Federal Law, dated 1994, “On librarianship” (with amendments).
- 2.4. Federal Law dated 2006, “On information, information technologies, and protection of information” (with amendments).
- 2.5. Federal Law, dated 2002, “On the counteraction of extremist activity” (with amendments).
- 2.6. Federal Law, dated 1993, “On state secrets” (with amendments).
- 2.7. Order of the Ministry of Finance of the Russian Federation, dated 2000, “On approval of The Chart of accounts of financial and economic activity of organizations and its Application Instructions”.
- 2.8. Letter of the Ministry of Education and Science of the Russian Federation, dated 2011, “Concerning provisions for free access to library stocks” with a draft attachment “Model regulations on the procedure and conditions of access to library collections of educational establishments for users who are not members of this educational establishment”.
- 2.9. GOST (national standard) 7.0-99. System of standards on information, librarianship and publishing. Information and librarian activity, bibliography. Terms and definitions.
- 2.10. The Charter of Ural Federal University named after the first President of Russia B.N.Yeltsin.
- 2.11. UrFU internal labour regulations.
- 2.12. Order of Rector on approval of UrFU Library organizational structure.
- 2.13. Statute on UrFU Library.
- 2.14. Documented procedure “Library and information services”.
- 2.15. Regulations on UrFU Library paid services.
- 2.16. Price-list for UrFU Library paid services.

3. Terms, Designations and Abbreviations

Table 2 – Terms and Definitions

№	Terms	Definitions
1.	Circulation Desk	A library department from which items can be borrowed by users upon request
2.	Document	Any information reduced to tangible form having object property that allows to identify it
3.	Item	Edited and published document
4.	Information resources	Separate documents or documents arrays in information systems (libraries, repositories, collections, databanks, and other information systems)
5.	Information Centre	Specially equipped library department providing electronic resources and possibly collections of books, journals, and other items
6.	Interlibrary Loan	Department requesting in other libraries documents being currently not available within given collection

7.	Library User	Any person or entity using library services (reader, event visitor, subscriber)
8.	Reading Room	Specially equipped library department for working with items and electronic resources

4. Users: Rights and Obligations

4.1. Current students, staff and faculty of Ural Federal University as well as external persons and entities not affiliated to UrFU have the right to use the Library.

4.2. UrFU Users have the right to:

4.2.1. Use the Library resources and services both in the Library and in remote mode.

4.2.2. Free of charge use information resources, Library services, and main kinds of unpaid services:

- receive information on the Library collection via catalogues, databases and other means of information search;

- receive consulting assistance in searching for information;

- take items home via Circulation Desks, use items in Reading Rooms and Information Centres except for the materials regulated by the Laws on counteraction for extremist activity, protection of state secrets, etc.;

- within academic year renew borrowed items unless they are in high-use categories.

Ways of renewal: in person, by phone, via social networks, and via the Library electronic services;

- use electronic information resources including licensed full-text databases in accordance with fixed access conditions;

- receive items / their copies from other libraries via Interlibrary Loan;

- copy or download items in a single copy, except for profit-making goals, without the consent of the author or another right holder with obligatory stating the name of the author and the cited source;

- use Internet and Wi-Fi in the Library by means of personal UrFU account;

- use technical devices with self-contained power supply without any sounds (laptops, calculators, cameras, phones, etc);

- use printed and/or electronic educational resources in the forms adapted to the users with disabilities.

4.2.3. Use additional services for a fee in accordance with the Price approved by the Rector. The Price is placed on the Library website.

4.2.4. Put forward suggestions aimed at improving Library activity.

4.3. External Users have the right:

4.3.1. Free of charge use information resources, Library services and main kinds of unpaid services:

- in-library use of the library collection in Reading Rooms and Information Centres;

- use electronic information resources in UrFU corporate network including licensed full-text databases in accordance with fixed access conditions;

- receive information on the Library collection and electronic information resources via catalogues;

- receive consulting assistance in searching for information.

4.3.2. Use additional services for a fee in accordance with the Price approved by the Rector. The Price is placed on the Library website.

4.4. Users are obliged to:

4.4.1. Follow the present Regulations.

4.4.2. Carefully look through the item immediately upon receipt; finding any defect, notify a librarian otherwise the last user of the item is responsible for the damage.

4.4.3. Be careful with the materials from the Library collection: any marking, tearing out or bending pages, spoiling barcodes and RFID tags is forbidden.

4.4.4. Return items in due time indicated on a return list or in a personal e-library card; as well as leaving University.

4.4.5. Replace the lost / damaged item by equivalent one or by paying compensation (cost of the lost / damaged item is determined by Library in accordance with revaluation coefficient; for specific valuable items – in accordance with their market value).

4.4.6. Pay fine for an overdue item in accordance with the Price approved by the Rector.

4.4.7. Re-register every year in the fixed by Library terms: faculty and staff – until 01 February, students – until 01 October. Not re-registered users have no right to use the Library.

4.4.8. Students, faculty and staff leaving University have to return all the items to the Library with a special mark in a liquidation list.

4.5. Users are prohibited to:

4.5.1. Enter Reading Rooms and Information Centers in outerwear, with drinks and food.

4.5.2. Take items out off Library unless they are registered in the reading documents.

4.5.3. Transfer Library Card to another person or borrow items using another person's identity.

4.5.4. Damage shelving of books, journals, newspapers in the open access funds.

4.5.5. Damage entity of the Library reference tools (databases, card catalogues).

4.5.6. Break silence and order in the Library.

4.5.7. Make tours over the Library, conduct lectures, classes, photographing, videorecording and shooting without agreement with the Library Administration.

5. Library: Rights and Obligations

5.1. Library and information services are aimed at providing the students and staff with free access to information traditional and electronic resources.

5.2. Library and information services are located at Circulation Desks, in Reading Rooms and Information Centres as well as in remote mode in accordance with Statute on UrFU Library and the present Regulations.

5.3. Library works in accordance with opening and closing hours, including sanitary, closure days and holidays.

5.4. Library has the right to:

5.4.1. Make access restrictions to certain categories of materials in accordance with their value, number of copies, high use and other reasons.

5.4.2. Do not admit users having overdue items in one of the Library subdivisions until these items are returned.

5.4.3. Fine users breaking the present Regulations: verbal warning for 1-2 days overdue, mark a Library Card for repeated overdue, fines determined in the Price approved by the Rector – for repeated overdue for a long time.

5.5. Provide users with paid services.

5.6. Library is obliged to:

5.6.1. Provide users with complete set of library and library-information services seeking for their continuous improvement.

5.6.2. Supply users with scientific and research, educational, and cultural information by providing access to the Library collection, professional databases, information reference systems, and other information resources of University.

5.6.3. Provide access to printed and (or) electronic educational resources for readers with disabilities.

5.6.4. Request in other libraries items being currently not available within the Library collection.

5.6.5. Inform users of all the kinds of Library services.

5.6.6. Arrange advertising, information and educational activities (conferences, seminars, consultations on information search, classes in basics of information and library culture, etc.) for the purpose of promoting traditional and electronic resources and disseminating library and information services.

5.6.7. Support Library representation in virtual space, timely update information on the website.

5.6.8. Monitor the loan periods of the items borrowed from the Library collection.

5.6.9. Maintain service culture and comfortable conditions for using the Library.

6. Admission

6.1. A library / student card with the Library barcode gives the right to use the Library.

6.2. Users can join the Library at all Circulation Desks (Mira, Turgeneva and Kuybysheva Streets) in automated mode on base of data from University Information System.

6.3. Joining the Library users have to read the present Regulations and commit themselves to their implementation signing Reader documents.

6.4. Not affiliated to UrFU persons receive temporary tickets after bringing proof of identity and accepting Library Regulations.

7. Use of Circulation Desks

7.1. To request and borrow an item User needs a valid Library Card or a Student Card with Library barcode and a filled request form.

7.2. The number of items and loan periods are determined by the Library:

- study materials – for a semester;

- scientific materials – up to a month;

- literary and art items and periodicals, including fiction from the Reading Room of Humanities and Liberal Arts – up to a month;

- items in high-use categories – loan periods may be reduced to 10 days.

7.3. For University faculty loan periods may be prolonged up to an academic year unless it is an item in high-use category.

7.4. Rare items and those belonging to cultural and historical monuments are for in-library use only.

7.5. Part-timers, applicants and extra-mural postgraduates can borrow items only in case their data are in University Information system.

7.6. Loan periods are indicated on return lists stuck inside a book cover / in a cheque. Users confirm the fact of borrowing and commitment of timely return by signing a charging card / cheque.

8. Use of Reading Rooms

8.1. Admission to Reading Rooms is free for University students, faculty and staff as well as for external users. To use library and information services Library Card is required.

8.2. Any printed item brought to the Library should be shown to Librarian on Duty.

8.3. To use items from the Library collection a reader needs to present Library / Student Card with Library barcode.

8.4. User can independently choose items in a Reading Room open access fund, take items from a closed fund by verbal request or request items from Book Depository by filling in a request form; fiction from the Reading Room of Humanities and Liberal Arts can be borrowed for use at home.

8.5. The number of items is not restricted except for rare items.

8.6. The items requested from Book Depository can be reserved for a period necessary for a user.

8.7. Before lending an item from the Rare books collection Librarian should inspect its physical condition.

8.8. After working with an item independently taken from a bookshelf, user has to leave it at a shelving point.

8.9. Items can be taken out of a Reading Room only by permission of Librarian on Duty. Library Card should stay in the Reading Room.

8.10. All the PC installed for users should be used for working with University scientific and educational resources (see Section 10 of the present Regulations).

8.11. When working in the Reading Room, user is given a key from a locker to leave belongings. Library / Student Card stays in the Reading Room. Library staff is not responsible for the things left in lockers.

9. Use of Information Centres

9.1. To be admitted to Information Centres and use library and information services, University students, faculty and staff, and external users need Library / Student Card with Library barcode.

9.2. Any printed item brought to the Library should be shown to Librarian on Duty.

9.3. User can independently choose items in an Information Centre open access fund.

9.4. The number of items is not restricted.

9.5. After working with an item independently taken from a bookshelf, user has to leave it at a shelving point.

9.6. Items can be taken out of an Information Centre only by permission of Librarian on Duty. Library Card should stay in the Information Centre.

9.7. All the PC installed for users should be used for working with University scientific and educational resources. (see Section 10 of the present Regulations).

9.8. When working in the Information Centre, user is given a key from a locker to leave belongings. Library / student card stays in the Information Centre. Library staff is not responsible for the things left in lockers.

10. Use of Electronic Information Resources

10.1. Library provides access to scientific and educational electronic resources in accordance with The Civil Code of the Russian Federation, Part IV, licensed agreements, contracts with aggregators of electronic content, and the present Regulations:

- from outside via EZproxy access and authentication system;
- in UrFU corporate network;
- in the Library Reading Rooms and Information Centres.

10.2. User warrants using electronic information resources only for scientific and educational, noncommercial purposes.

10.3. User is admitted to PC by Librarian after presenting Library / Student Card with Library barcode.

10.4. Use of removable media devices is possible only after virus checking by Librarian.

10.5. In the event of a fault user must apply to Librarian on Duty.

10.6. Users are prohibited to:

10.6.1. Transfer personal account (login, password) of subscribed electronic resources (Databases, Electronic Library Systems) to other users and persons not affiliated to UrFU.

10.6.2. Use content from subscribed licensed electronic resources with violation of the author's rights and other property rights.

10.6.3. Install additional software, change PC settings, connect other peripheral devices, and make any action liable to damage other users, equipment or software.

10.6.4. Play computer games; look through, copy, and put any material or links to materials containing elements of extremism, violence, pornography and harming the reputation of, and giving offence to citizens; use online media communication (chats, forums, etc.).

11. Final Provisions

The Present Regulations can be amended or supplemented in accordance with documented procedure SMK-DP-4.2.3-03-65-2016 approved by the Rector.

12. Responsibilities and Privileges

12.1. The Library and the User are responsible for the observance of the present Regulations. The Users breaking the Regulations and decrementing the Library have to pay within the scope of the Regulations as well as bear responsibility as set forth by the existing laws.

12.2. The Library Director controls over abidance by the Library Regulations.

12.3. Information on the number of reference copies and persons responsible for their storage are stated in the Distribution List.

The Library Director