

Federal State Autonomous Educational Institution of Higher Education «Ural Federal University named
after the first President of Russia B.N.Yeltsin» (UrFU)

Ural Federal University Library

**RULES AND REGULATIONS
of Ural Federal University Library**

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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 8 July 2021 (posted on site: <http://lib.urfu.ru>).

1. Purpose and Context of Use

The present Rules and 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 Library and User. The Rights and Obligations of Library and User are based on the Library information resources being property and material-information base of the University to be used for scientific and educational purposes.

2. Normative References

The Rules and 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. UrFU students’ internal regulations.
- 2.13. Statute on UrFU Library.
- 2.14. Regulations on UrFU Library paid services.
- 2.15. Price List for UrFU Library paid services.
- 2.16. Instruction on internal security and access control in UrFU.

3. Terms, Designations and Abbreviations

The terms are given in Table.

Table – Terms and Definitions

№	Term	Definition
1.	Abstract	Document prepared by a postgraduate as manuscript summarizing dissertation research
2.	Circulation Desk	A library department from which items can be borrowed by users upon request
3.	Dissertation	Document prepared by a postgraduate as a manuscript containing the results of academic research
4.	Edition	Edited and published document having publisher's imprint, included into library stock (book, journal, periodical, serial)
5.	External user	Natural or juridical person not affiliated to UrFU
6.	Information Centre	Specially equipped library department providing access to electronic resources and possibly to collections of books and journals
7.	Information resources	Separate documents or documents arrays in information systems (libraries, repositories, collections, databanks, and other information systems)
8.	Interlibrary Loan	Department requesting in other libraries documents being currently not available within given collection
9.	Library User	Any person or entity using library services (reader, event visitor, subscriber, distant user, external user)
10.	Reader's document	A Library or Student's Card with the Library barcode, reader's form, temporary Library Card
11.	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 have the right to use Library in case of a renewed reader's document.

4.2. External Users have the right to use Library resources in case of a temporary Reader's card provided by the Library on the base of the pass issued by UrFU Security Service in compliance with the approved procedure of access control.

4.3. UrFU Users have the right to:

4.3.1. Use the Library in-person and online resources and services in accordance with educational and research needs.

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

- receive information on the Library collection via catalogues and other instruments of information search;

- receive consulting assistance in searching for information;
- borrow items in Circulation Desks, use items within Information Centres and Reading Rooms except for restricted-access information;
- use electronic information resources including licensed full-text databases in accordance with fixed access conditions;
- receive articles / their copies, books or their fragments / copies from other libraries via Interlibrary Loan in compliance with the agreements with these libraries;
- receive information on Library exhibitions, excursions, information and educational activities held by Library via its website, groups VKontakte, University corporate newspaper, and other information channels;
- use Internet and Wi-Fi in Library by means of personal UrFU account;
- use printed and/or electronic educational resources in the forms adapted to the users with disabilities.

4.3.3. Use additional services for a fee in accordance with the Price List approved by the Rector. The Price is placed on the Library website. These services also include print-on-demand and scanning of information from the Library collection, binding performed in Circulation Desk of Social and Economic Study Materials.

4.3.4. Put forward suggestions aimed at improving Library activity.

4.4. External users have the right to:

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

- receive information on the Library collection and electronic information resources via catalogues;
- receive consulting assistance in searching for information sources;
- in-library use of the Library collection in Information Centres and Reading Rooms in accordance with the present Rules and Regulations;
- use electronic information resources including licensed full-text databases in Information Centres / Reading Rooms in accordance with fixed access conditions;

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

4.5. Users are obliged to:

4.5.1. Follow the present Rules and Regulations. UrFU internal labour regulations, UrFU students' internal regulations, Rules of stay on the University territory, maintain order and silence in the Library departments, demonstrate respect and courtesy towards other users and Library staff.

4.5.2. Preserve integrity of Library reference and information aid (databases, card catalogues), be careful with Library's IT facilities.

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

4.5.4. Check the borrowed items and IT devices so that in case of finding any defect inform a librarian of it, otherwise, the user taken the item or device last is responsible for its damage.

4.5.5. Return items in due time indicated on a return list or in a personal e-library card; when leaving University (finishing, being expelled, retired) a special mark in a checklist is required.

4.5.6. 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 particularly valuable items – in accordance with their market value).

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

4.5.8. Re-register every year in the fixed by Library terms: faculty and staff – until 01 February, students – until 01 October, otherwise, they have no right to use Library.

4.5.9. Produce a reader's document when requested to do so.

4.6. Users are prohibited to:

4.6.1. Give a reader's card to another person or borrow books with someone else's document.

4.6.2. Enter Information Centers and Reading Rooms in outerwear, bring large bags, drinks and food.

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

4.6.4. Enter staff rooms, use staff phones, put up posters, billboards and other advertising commercial materials without agreement with Library Administration, organize small-scale trade or some other kinds of commercial activity.

5. Library: Rights and Obligations

5.1. Library and information services are provided in Circulation Desks, Information Centres, Reading Rooms, and online for the purpose to exercise the right of students, faculty and staff to access information traditional and electronic resources in accordance with Statue of UrFU Library and the present Rules and Regulations.

5.2. Library provides access to the scientific and educational electronic resources for scientific, educational, non-commercial needs in accordance with The Civil Code of the Russian Federation, Part IV, licensed agreements, and contracts with aggregators of digital content, and the present Rules and Regulations:

- in Library Information Centres and Reading Rooms;
- in remote mode via EZproxy authentication system;
- in UrFU corporate network.

5.3. Library works in accordance with opening and closing hours, excluding sanitary, closure days and holidays. During summer vacation Library transfers to the summer schedule.

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 Rules and Regulations: verbal warning for 1-2 days overdue, mark in a Library Card for repeated overdue, fines determined in the Price List approved by the Rector – for repeated overdue for a long time.

5.5. Provide users with paid services in accordance with the Price List approved by the Rector.

5.6. Library is obliged to:

5.6.1. Supply users with scientific and research, educational, and cultural information by providing access to the Library collections, University subscribed electronic resources and information reference systems.

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

5.6.3. Provide library, information and bibliographic services in compliance with Federal Law on personal data and Federal Law on the counteraction of extremist activity.

5.6.4. Monitor the users' information needs, seek for improving services quality, create and maintain comfortable conditions for Users' working in Library.

5.6.5. Support Library representation in virtual space, timely update information on the website and in the groups VKontakte.

5.6.6. Request in other libraries articles / copies, books or fragments of books / copies demanded by Users and being currently not available within the Library collection. This service is governed by the agreements with mentioned libraries and stipulated by the conditions of use.

5.6.7. Inform Users of all the kinds of Library services, arrange information and educational activities (seminars, training, consultations on information search, classes in basics of information and library culture, etc.) in-person and online for the purpose of promoting traditional and electronic resources and disseminating library and information services.

6. Admission

6.1. Users can join Library at all Circulation Desks (Mira, Turgeneva and Kuybysheva Streets) on base of the data from University Information System supplied by "Ruslan" Integrated Library System.

6.2. A Library Card, Student Card with the Library barcode, Temporary Reader's Card (subject to clauses 4.1. and 4.2) gives the right to use Library.

6.3. Joining the Library Users – students, faculty and staff - have to read the present Rules and Regulations and sign an undertaking to observe them.

6.4. Not affiliated to UrFU persons have to take a pass in UrFU Security Service which allows receiving a Temporary Reader's Card in Library. Every person to whom this card is issued shall sign an undertaking to observe the Rules and Regulations of UrFU Library.

7. Use of Circulation Desks

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

7.2. Any person visiting Circulation Desk of Social and Economic Study Materials shall produce a Readers' Document and leave it at a Librarian on Duty.

The mentioned Circulation Desk combines the functions of a Circulation Desk and a Reading Room: study materials are in open access. Users can work with the selected items either at the tables located in the Circulation Desk or borrow them home. The number of items taken for work is not limited. Any printed item User takes to the Circulation Desk for work shall be produced to a Librarian on Duty. When working in the Circulation Desk, user is given a key from a locker box to leave belongings (bags, etc.). Outdoor clothing shall be deposited in the locker room. Library staff is not responsible for the things left in lockers.

7.3. The number of items and loan periods are determined by 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 can be reduced to 10 days.

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

7.5. For University faculty loan period can be prolonged up to an academic year unless it is an item in high-use category.

7.6. Rare items, items belonging to cultural and historical monuments, dissertations, and restricted documents are for in-library use only.

7.7. An item being borrowed is registered in electronic Reader's Card by scanning barcode. Librarian indicates loan period in a return list stuck inside a book cover / in a cheque. Users confirm the fact of borrowing by signing an undertaking to observe timely return.

7.8. Any User can renew borrowed items within academic year unless they are in high-use categories. Ways of renewal: in person, by calling to the Circulation Desk where the item was borrowed, via social networks, and via the Library electronic services.

8. Use of Information Centres and Reading Rooms

8.1. To be admitted to Information Centres a Reader's document is required.

8.2. Admission to Reading Rooms is free for University students, faculty and staff as well as for external Users. To use library and information services a Reader's document is required.

8.3. The use of personal IT devices (portable computers, mobile devices, calculators) is permitted in Information Centres and Reading Rooms provided that they are quiet in operation.

8.4. Any printed item User takes to Information Centre / Reading Room for work shall be produced to a Librarian on Duty.

8.5. User can independently browse open shelves in Information Centre / Reading Room, take items from a closed fund by verbal request, and 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. The items requested from Book Depository can be reserved for a period necessary for User.

8.6. The number of items used in Information Centre / Reading Room is not restricted. After working with an item independently taken from a bookshelf, user has to leave it at a shelving point. Items can be taken out of Information Centre / Reading Room only by permission of Librarian on Duty. A Reader's document shall stay in Information Centre / Reading Room.

8.7. Before lending an item from the Rare Books collection Librarian should inspect its physical condition. The number of items can be limited. Copying them is prohibited. The particularly rare and valuable items are not checked out.

8.8. Dissertations are checked out for use in Information Centre / Reading Room by a request without the right to take them out. Librarian on Duty has the right to make paper copies within one-two working days not exceeding 10% of a dissertation. User is responsible for use of the dissertation content.

8.9. Published (books, state standards, etc.) and non-published documents (dissertations, abstracts) marked for restricted access only are checked out in Information Centre / Reading Room by an official note in which the purpose of application is stated. The note shall be signed by the Head of the Department, addressed to Vice-Rector for Research and coordinated with the Head of UrFU Office for Information Security. External Users are admitted on the same conditions, official request being made on an organization's official letterhead. Copying of the published and non-published restricted documents is prohibited.

8.10. Dissertations prepared to defend are accessible to Users at the exhibitions:

- technical and engineering areas of studies are exhibited in the Reading Room of Scientific Technics & Engineering (19 Mira Street, Room Б-301);
- humanities, liberal arts, natural sciences are exhibited in the Information Centre of Humanities (4 Turgeneva Street, Room 269).

Dissertations marked for restricted access only shall not to be placed on the exhibit. They can be admitted in accordance with clause 8.9 of the present Rules and Regulations. After successful defending, dissertation is included into the Library collection.

8.11. Library has the right to make and check out single copies, including digital form, only for research and educational purposes. The following documents can be copied: articles and small-volume papers legitimately published in collections and other periodicals as well as small fragments of some other legitimately published works provided that the name of the author and the source are mentioned. Electronic copies are presented into a temporary free of charge use only from the Library PC device provided that any possibility to make electronic copies of these works is excluded.

8.12. In case of malfunction of a PC facility or software User shall apply to Librarian on Duty.

8.13. Librarian shall perform antivirus check of personal removable media.

8.14. When working in Information Centre / Reading Room, User is given a key from a locker box to leave belongings (bags, personal books, etc.). Outdoor clothing shall be deposited in the locker room. A Reader's document shall stay at the Librarian on Duty. Library and UrFU staff is not responsible for the things left in lockers.

8.15. Users are prohibited to:

- lend personal accounts to anyone else for using subscribed electronic resources;
- use materials from subscribed licensed electronic resources infringing copyright or other property rights;
- unauthorized access University and Library network, install additional software, change computer settings, install peripheral equipment, and make some other activities liable to violate other Users, destroy PC facilities and software;
- play computer games; look through, copy, and put any material or links to materials containing elements of extremism, violence, pornography, offending the honour and dignity of individuals; use online media communication (chats, forums, etc.).
- use any kind of portable hand-held scanners.

9. Final Provisions

The Present Rules and Regulations can be amended or supplemented in accordance with documented procedure CMK-ДП-4.2.3-03-90-2019 approved by the Rector on 01.11.2019.

10. Responsibilities and Privileges

10.1. Library and User are responsible for the observance of the present Rules and Regulations. The Users breaking the present Rules and Regulations, University rules of conduct and damaging Library and University have to compensate it in accordance with the provisions of the present Rules and Regulations as well as bear other responsibilities provided by the existing legislation of the Russian Federation.

10.2. Library Director supervises abidance by Rules and Regulations of UrFU Library.

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

UrFU Library Acting Director

G. S. Shcherbinina