

THE RULES FOR USING THE LIBRARY

The Caucasus University Library is open:

Monday-Friday - from 9:00 am to 8:00 pm

Saturday - from 9:00 am to 4:00 pm

Library service can be used by:

- University's students
- Personal of University
- Other persons may use the University's Library on the basis of a Memorandum.

Library users must:

- Do not arbitrarily place a book after using them
- You must return the book to the librarian

In library is strictly prohibited:

- Speak loudly, make noise;
- to bring food or drink (except water) in the library;
- Take out a book without asking a library staff member;
- Using a cell phone loudly;
- Damage a book or study material (grinding, scrapbooking, etc.)

Borrowing (returning) books from (to) the library:

- Books that are available only one copy at the library will not be checked out. Students can use such books only in the reading area or make a hard copy of the needed part.
- Student can borrow the book from the library, if there is available several copies of the given book.

Books will be issued from the library for the following period:

- Textbook (obligatory literature) – no more than 1 semester;
- Fiction – no more than 1 month;
- Books from the other categories – no more than 1 month;
- Reader is obliged to return the book to library. But if the reader needs it for more time, he/she can reborrow the book with agreement of librarian, unless another application is submitted.
- If the book is not returned to the library in a timely manner, reader should notify the library of the reason for the non-return. If the cause is considered to be unjustifiable, the holder of the book is obliged to return the book within two days of the request.

Material loss / damage

- In case of loss or damage of the book, the book holder shall, not later than the date of the final examination, replace the missing / damaged material with the same value and content, and if not possible, compensate by substituting other thematically similar literature.
- In case of loss or damage of a book, unless the holder of the book fulfills the obligation set in the preceding paragraph, the library will not issue the relevant certificate without which the student cannot register on the courses and the graduate cannot receive a diploma.
- In case of loss or damage of a book, unless the academic, administrative, and / or invited staff fails to comply with the obligation set forth in the foregoing article, the Department of Finance, in agreement with the Library, shall not issue any remuneration

Prohibition of the right to borrow a book

- In case of non-compliance with these rules, the Library is authorized to impose on the reader the following basic sanctions:
 - Oral note
 - Written warning
 - Limit access to any material from the library for one semester.
 - In case of damage of the book or training materials, an obligation to return the book value within 5 days upon request.
- In case of breaking the rules for using the library, which leads to the library's collection and / or property damage. The issue will be discussed by Academic Discipline Committee. If the action contains the administrative and / or criminal offense, the case will be referred to the relevant structural unit in the manner prescribed by the legislation of Georgia.