

Approved  
by the rector's order  
№553 of 30.08.2016

**TERMS OF USAGE**  
**of the Joint Scientific Medical Library**  
**of FSBEI HE VSMU n.a. N.N. Burdenko of the Ministry of Health of Russia**

**1. General provisions.**

1.1 The Library of FSBEI HE VSMU n.a. N.N. Burdenko is a structural, informational subdivision, which has an organized fund of replicated documents and provides them for temporary use to individuals and legal entities.

1.2. The terms of usage of the library of the VSMU act in accordance with the Regulations on the library of the VSMU, developed on the basis of the federal legislation, regulating relations in the sphere of librarianship, civil legislation, other normative-legal acts of federal and regional level.

1.3. The terms of usage of the library regulate the general procedure of organization of services for readers/users, rights and obligations of the library and reader/user.

**2. Readers, their rights, duties and responsibilities.**

2.1. The right to use the main types of library and informational services is provided to university students on a free basis, as well as other, including third-party users, university staff, as well as employees of related industries, if they by the nature of their activities need to study medical and biological literature.

Medical personnel of the region, students of other public organizations of medical specialization, as well as employees of related spheres of knowledge have the right to use the library only in reading halls.

2.2 Readers have the right to:

- obtain information on the composition of the library's holdings by means of the library's traditional reference and search engine and the MARK-SQL electronic catalogue;
- obtain publications for temporary use in all structural units of the library;
- extend the period of use of literature in accordance with the established order;
- receive the editions under the interlibrary subscription;
- use electronic document delivery services;
- access the library's electronic resources;

- access the library's bibliographic resources;
- access remote full-text resources;
- access the Internet (for training and educational purposes);
- get advice on information retrieval and selection;
- receive training in the basics of bibliographic literacy;
- other services not prohibited by the legislation in force.

2.3. Outside readers/users are provided the right of service in the reading hall. Listeners have the right of service in the reading room during the training period under the program of additional education.

2.4. Readers/users are obliged to treat books and other printed works and other materials received from the library's holdings with care; return them in time; not to take them out of the library's halls (if they are not written down in the reader's form or other accounting documents); not to make notes, accents in them; not to tear out and bend pages; not to take cards out of catalogues and cards; not to disturb the arrangement in the public access holdings.

2.4.1 Readers/users are obliged to return literature within a strictly defined period of time in order not to infringe on the rights of readers who did not receive it due to its late return to the library collection.

2.5. Upon receiving the books, other printed materials, CDs, DVDs and other materials, readers/users must carefully check each publication and, if there is any defect, immediately inform the duty librarian; otherwise the responsibility for the damage to the books lies on the reader/user who took the publication last.

2.6. Readers/users must not give their library ticket to another person or use another person's library ticket.

2.7. Every year readers/users are obliged to re-register the library tickets with presentation of all the literature they have. The periods of re-registration are set by the library depending on the category of readers/users:

- for students - at the beginning of each academic year;
- for other readers - every year from January 1st.

The library does not serve readers/users (except students) who have not been re-registered.

Students during summer holidays are obliged to return all the books they have taken.

During the internship, students can get the necessary literature by the scientific literature subscription (SLS) and educational literature subscription (ELS), but return it in set time.

2.8. When leaving the university, the readers/users are obliged to return to the library the editions, electronic storage devices and library tickets.

2.9. The readers/users are obliged to follow the terms of usage of the library. Those who violate the terms of usage of the library or cause damage to the library, compensate it in the amount established by the rector's order, as well as bear other responsibility determined by the current legislation and local acts of the university:

- administrative responsibility for petty theft, for appearance in the library in a drunken state, for gambling, for petty hooliganism, i.e. for foul language, insulting clinging to citizens and so on, violating public order and peace of mind of citizens;

- disciplinary responsibility (readers from among university employees and students);

- civil responsibility for loss and damage to library property, including books and other publications received from the library fund;

- criminal responsibility according to the norms of the Criminal Code of the Russian Federation.

Readers who have caused damage to the library compensate it in the amount established by the rector's order.

2.10. The Terms establish the following list of violations:

- loss of the library ticket;
- unauthorized removal of books from the reading room;
- violation of the period of return of literature in high demand;
- transfer of the library ticket to another person and using another person's library ticket;
- removal of cards from the catalogue and cards;
- violation of book processing (spoiling the bar code on the document);
- in appropriate behavior towards library staff and other readers;
- other violations within the meaning of these Terms.

Materials on violation of the terms of library usage by individual readers/users are submitted for consideration to deaneries, chief doctors of the Republic of Belarus and medical colleges.

### **3. Rights and duties of the library**

3.1. The Library in its activities ensures the implementation of the rights of readers/users established by these Terms.

3.2 The library serves the readers/users in accordance with the Regulations on the library of ONMB VSMU and the Terms of usage, approved by the Academic Council of the University.

3.3. The library is obliged:

3.3.1. to inform readers/users about all kinds of services provided by the library;

3.3.2. to provide the readers/users with the possibility to use all documents stored in its holdings;

3.3.3. to popularize its collections and the services provided;

3.3.4. to improve library and informational and bibliographic services by introducing computerization and advanced technology;

3.3.5. to request documents on interlibrary subscription, on electronic delivery of documents from other libraries in case the library does not have the necessary editions in its holdings for readers/users;

3.3.6. to provide high culture of service;

3.3.7. to assist readers/users in choosing necessary works of press and other materials;

3.3.8. to organize classes on the basics of informational and bibliographic culture, oral consultations, providing readers/users with traditional and electronic catalogues, card catalogues, electronic resources, other forms of information, organizing book exhibitions, bibliographic reviews, information days, department days and other events;

3.3.9. to constantly monitor the return to the library of books, other printed works and other materials;

3.3.10. to create and maintain comfortable working conditions for readers/users in the library;

The library has the right:

3.4.1. to make changes and additions to the Library's Terms of Usage.

3.4.2. to report cases of violation of the terms by the reader to the dean's office, at the reader's workplace.

3.4.3. to recommend the types and amounts of compensation for damage caused by users of the library as a result of violations of its terms.

3.4.4. to develop and implement a system of economic sanctions for violations of the Library's Terms of Use.

3.4.5. to determine the conditions of using the library's bibliographic and informational resources on the basis of a contract with the user.

The library staff member has the right to demand from the readers/users to obey the library's terms of usage.

#### **4. The order of readers' registration in the library.**

4.1. To register the readers/users must show their passport, certificate of employment, 2 photos (students). On this basis the readers/users are given a single library ticket and the library form is filled in.

The 1st year students fill in the reader's forms and tickets on the basis of the enrollment orders.

4.2 When registering to the library the readers/users have to familiarize themselves with the terms of usage, sign a contract with the library and confirm the obligations of their fulfillment by their signature on the library ticket, in the contract and in the readers' form.

The transfer and use of the library ticket of other people is not permitted.

In case of the loss of the library ticket the duplicate is issued after the payment of the corresponding sum.

4.3. The library ticket is the only document that gives the right to use the library.

#### **5. The procedure of using the reading hall.**

5.1 When ordering literature, the readers/users fill in the book requirement, submit the library ticket and, when receiving the publications, sign in the book form. The book form is a document certifying the date and the fact of providing and receiving by the librarian of books and other printing works, issued for work in the reading hall.

5.2 The number of books, other works of printing and other materials provided in the reading hall is usually not limited. If there is a one-time increased demand, the number of provided copies can be limited by the decision of the library administration.

5.3 Encyclopedias, dictionaries, reference editions, dissertations and synopses, rare and valuable books, the only copies in the library's collection, periodicals for the last two years, as well as editions, received according to MBA, are provided only in the reading hall.

5.4. Literature provided to the reading hall from the main book repository can be reserved for several days.

5.5. When entering the reading hall, it is necessary to switch off mobile phones, keep silence, leave outerwear in the wardrobe, do not place food, drinks, packages, hats, etc. on the desktops.

5.6. It is prohibited to take literature out of the reading hall. In case of violation of this rule, the library has the right to inform the dean's office/ workplace with a request for disciplinary action.

## **6. Procedure for using subscriptions.**

6.1. To order and receive an edition on the subscription, the readers/users present the library ticket, fill in the reader's demand and sign in the book form and the reader's demand.

6.2. The periods of using the literature for different categories of readers/users and the number of provided literature are determined by the administration of the library in different ways.

On the scientific literature subscription are provided:

- books for the period up to 1 month— to all readers/users, except students,
- periodicals for 15 days;
- books for 3-5 days — to students,
- periodicals and books in a single copy — in the reading hall.

On the educational literature subscription publications are provided for a semester (junior students) or a cycle (senior students) in accordance with the curriculum and timetable.

Fiction books and literary and fiction magazines are provided for up to 10 days in the number of 3-5 copies.

The periods of providing scientific literature can be changed in accordance with the capabilities of the library and the requests of readers/users.

6.3 Rare and valuable publications are not provided for home usage:

- rare editions include books marked with the stamp "Rare Books Department";
- valuable publications include:
  - printed editions and other materials available in the library in a single copy;
  - books from the reference collection.

6.4. If the library does not have necessary publications and other materials, the readers/users can order them through the interlibrary subscription.

6.5. Readers/users may extend the period of use of borrowed books, other printed works and other materials if there is no demand for them from other readers/users.

## **7. How to use the Electronic Library**

7.1 The right to use the Electronic Library is granted to the following users: students, employees, listeners, doctors of the city and region.

7.2. The user has the right:

- to work with the electronic resources of the library;
- to use the Internet;
- to use the acquired resources;
- to receive information about the conditions of operation of the Electronic Library.

7.3 The user is obliged:

- to show the reader's ticket (the document is taken by the hall employee for the period of work);
- to get acquainted with the rules of work of the EL;
- to preliminarily apply for a work session in the journal of the hall employee;
- to possess computer skills (the work is independent);
- to wait for a work session outside the hall;
- to follow the requirements and instructions of a member of staff;
- to finish the work on the computer and leave the hall upon reasonable request of an EL employee;
- to obey these Terms;
- to use one person's workplace.

7.4. It is prohibited for the user:

- to switch on and off computers by himself;
- to use computers for non-scientific and non-educational purposes;
- to install various programs and tools by himself;
- to make changes to the computer and software settings

## **8. Storage and transfer of copies of the Terms.**

8.1 One copy of the Terms is kept in the record keeping unit, a copy marked by the record keeping unit is kept in a structural unit, and an electronic copy is kept in the database.

It was approved by the decision of the Academic Council of the University from 30.08.2016 (protocol № 1).