

Approved
by the rector's order
№553 of 30.08.2016

POSITION

on the deposit for literature

1. General provisions.

1.1. The present Position is developed in accordance with the Law of the Russian Federation "On Education" from 29.12.2012 № 273; the Federal Law "On Librarianship" from 29.12.1994 № 78 - F3; the Civil Code of the Russian Federation; the Charter of VSMU; Position on the library of FSBEI HE VSMU n.a. N.N. Burdenko; Terms of Usage of the library of FSBEI HE VSMU n.a. N.N. Burdenko.

1.2. The present position is introduced for the purpose of ensuring the efficiency of use and preservation of the library fund.

1.3. Deposit is a sum of money, called to provide insurance of university library fund against loss of literature.

1.4. Rare and valuable publications, educational and scientific literature provided by the library to the reader can be objects provided in exchange for the deposit.

1.5. The amount of the deposit is determined by the library staff based on the market value of the book, audiovisual (electronic) document.

1.6. Non-refunded deposit should be used for purchasing literature instead of non-returned publications.

1.7. In appropriate use of the deposit is not allowed.

1.8. The money deposit shall be collected in cases:

1.8.1 Providing educational and scientific literature to foreign students.

1.8.2 Serving of users who have multiple debts to the library.

1.9. The library reader must be familiarized with the present Position when being collected a money deposit for books.

2. Procedure of collecting and returning the deposit

2.1. Literature is provided for a monetary deposit for which the reader must sign in the deposit account journal, with the amount of the deposit and the deadline of the publication return.

- 2.2. The deposit amount equals market value of the document.
- 2.3. The deposit amount is paid to the University cash desk. A receipt is given to the hands, it must be shown in the library.
- 2.4. The deposit amount is returned to the student's current account at library's request within 5 working days if the user returns literature to the library in time.
- 2.5. A special record is made in the "deposit account journal" about the documents provided for the deposit, the date and signature of the library employee who checked the payment at the university cash desk are put.
- 2.6. When returning the documents borrowed, the date and signature of the librarian is put in the "deposit account journal" upon the return of the deposit from the register of accounting.
- 2.7. The deposit account journal is kept in the Library for two years from the moment of its ending.
- 2.8. At the time of the refund, the employee reviews the documents in the presence of the user to identify defects; if necessary, compensation measures for damages are determined.
- 2.9. In case of late return of the documents to the library the compensation is withheld in accordance with the Terms of Usage of the VSMU Library and Position on economic sanctions in the VSMU Library, and in case of damage to the issued documents the deposit can be used to compensate the damage caused to the library.
- 2.10. If the documents are not returned after 12 months from the date of the order about the student's dismissal or dismissal of the employee, the deposit, paid by the reader, is fully received by the VSMU and is used to replenish the library fund.

3. Responsibility.

- 3.1. The responsibility for the fulfillment of this Position is laid on the heads of the library service departments.
- 3.2. The control over accuracy of money deposits collection and settlements with users is carried out by the director of the library, chief accountant of the university.

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