

**APPROVED**

By Rector`s Order

№ 0305-1/124

Of 10. 04. 2015

**Rules for users**  
**of V.N. Karazin Kharkiv National University**  
**Central Scientific Library**

**1. General provisions**

1.1. The Central Scientific Library (hereinafter - the CSL) is an educational, scientific, informational and cultural structural unit of V.N. Karazin Kharkiv National University (hereinafter - the University); a center for knowledge promotion, spiritual and intellectual communication, providing printed works and other materials for learning, scientific research and education.

1.2. The Rules are designed in accordance with "The typical rules for using library in Ukraine" (with amendments and additions) and the regulations of the University CSL. The CSL activity is regulated by the Constitution of Ukraine, Laws of Ukraine "On Libraries and Librarianship", "On Copyright and Related Rights", "On culture", "On information", "On personal data protection", sub-legal acts, the V.N. Karazin Kharkiv National University Statutes and Internal Regulations.

1.3. The Rules define the categories of library users and regulate the order of providing free basic library services, additional paid services in accordance with the applicable law and the approved price list; services of the Internet technology

centers - "Window on America Center" - in accordance with the established order. The Rules shall be strictly followed by the users.

1.4. The CSL funds are part of the national reference information system and are protected by the state. The V.N. Karazin Kharkiv National University Central Scientific Library's Funds of book monuments are included in the State Register of scientific facilities, that are part of the national treasure (Resolution of the Cabinet of Ministers of Ukraine of August 28, 2013 № 650-p). A special procedure envisaged by the current legislation of Ukraine, regulations and instructions, as to the use of specific types of documents is established for users wishing to get access to valuable documents, historical collections, unique archive of monuments of the CSL Fund.

## **2. Conditions and procedures for obtaining library membership**

2.1. Individuals entitled to use the CSL include:

2.1.1. Researchers, scholars, lecturers, students, post-graduate students, PhD and doctoral applicants, employees of the structural subdivisions, University pensioners who are entitled to have access to all forms of the library information services;

2.1.2. Researchers, scholars, lecturers, working at the University on the part-time basis, trainees and students of the University Educational centers (Center for Pre-University Education, Center for Electronic Learning, Center for Postgraduate Education, Center for International Education etc.), graduates of the University; researchers, scholars, lecturers, students, postgraduate students, applicants, doctoral students from other institutions including those that participate in the "Kharkiv Inter-University Reader Card" project; students of high schools, lyceums, colleges and gymnasiums; employees of research institutions and other institutions, if engaged in research projects in partnership with the University; individuals working in artistic, cultural and mass media institutions and University applicants;

who are entitled to have access to all forms of library information services, with the exception of season tickets.

2.2. A plastic bar code reader registration card (bar code paper for temporary use) with obligatory annual re-registration in accordance with the established procedure is the only document entitling one to use all forms of library services or specific structural units.

2.2.1. Users belonging to the University staff (researchers, scholars, lecturers, students, postgraduate students, applicants, etc.) receive the registration bar code plastic card which is also the "Kharkiv Inter-University Reader Card", paid by the University's special funds (except for the duplicate) for the period of study or employment at the University (temporary cards are issued for the period agreed upon at the time of CSL membership registration). The rules for using the "Kharkiv Inter-University Reader Card" are available in Supplement №1 to the Rules.

2.2.2. Users with the scientific degree of "Academician" receive an honorary "Golden" card (a registration plastic card in golden colour).

2.2.3. Users of other organizations that are not part of the "Kharkiv Inter-University Reader Card" project as well as other individuals receive a paid bar code card valid up to one year.

2.2.4. A single-use card is issued to users upon submission of the passport or another ID, only for access to the CSL catalogues or obtaining a consultation.

2.2.5. The cost of the CSL registration card and the cost of the "Kharkiv Inter-University Reader Card" for non-university readers and the cost of a duplicate for all categories of users is determined in accordance with the CSL paid services Price List.

2.2.6. The plastic or paper user card is to be handled with care. Loss of the user card does not discard the user's responsibility for the books borrowed. Transfer of the user card to other persons is strictly forbidden.

**Note.** In case of the card loss, the user is to report about the loss to the library (in writing), refund the cost in the amount equivalent to the expenses of the duplicate card issue (in accordance with the paid services Price List), and obtain a duplicate card within a month after the report of the loss.

2.3. Before obtaining library membership, applicants are to acquaint themselves with the CSL Rules and confirm their obligation to their unconditional fulfillment with a signature on the registration card and user form (educational literature subscription unit № 6).

In accordance with the Law of Ukraine "On protection of personal data" № 2297-VI of 01.06.2010, the library user submits his written consent and permission to process his personal data in the files and confirms it with a signature via the information and telecommunication systems. The data is stored for automatic and traditional servicing and preparation of statistic information in accordance with legislative requirements.

2.4. For obtaining library membership, users shall submit: the passport or another ID, and, regarding the category the user belongs to, his or her business card (certificate of employment), students ID, PhD card; users from other universities - participants of the "Kharkiv Inter-University Reader Card" project shall have a corresponding registration card.

**Note:** Library membership (as well as annual re-registration) of students and PhD students of the University can be granted in keeping with the related order on their enrollment (transfer to another year of study).

2.4.1. The above mentioned documents allow completion of the traditional and the electronic registration cards.

2.4.2. To be able to use electronic ordering and to view personal electronic forms, users are to have a password to be entered in the electronic form in person and confirmed at the user registration section.

2.5. Users are re-registered at the beginning of each calendar year (at the beginning of each academic year for students). The reader confirms his or her re-registration with a signature in the registration card.

### **3. Using the library resources and services**

3.1. User service is basically carried out automatically, or, in specific units it is carried out traditionally until the automated technologies are introduced.

3.2. To use the library services and obtain the literature, the user is to submit his or her electronic registration card.

3.2.1. Automated subscription units and reading rooms register checkouts (check-ins) in the electronic form. While obtaining library membership, the user signs his or her commitment to unconditionally fulfill the CSL Rules, thus confirming his or her consent for the documents to be stored in the electronic form.

3.3. Traditional subscription units and reading rooms require that the user should leave his or her signature in the book form or in the reader's order for each of the copies received.

3.4. Rare and valuable editions (the value is determined by the library, with regard to the year of publication, printing design, circulation), publications up to 1945, manuscripts and periodicals with manuscript copyright (such as theses, editions, literature from subsidiary funds, editions of high demand, documents received via the ILL are issued for use in the reading rooms only.

3.4.1. Publications included in the State Register of National Cultural Heritage, are issued for use in accordance with the State Standards Requirements 7.87:2008 On Information, Librarianship and Publishing Standards System. Book Monuments. General Requirements (State Standards 7.87-2003, IDT).

3.5 The Library issues the ordered literature both in the subscription units and in the reading rooms only after the term of the previous order has expired and the previously ordered documents have been returned.

3.6. Literature and documents of limited use are issued as required by the established order.

3.7. While receiving the documents, the user is to check their quantity and quality and, in case of any damage detected, report it to the librarian who will make an appropriate mark on the documents. Otherwise, the user is made responsible for the damage.

3.8. The users unable to attend the library due to specific circumstances (old age, physical disability, etc.) are entitled to receive documents outside the library via official representatives of their interests.

### **3.9. Service at the subscription units.**

3.9.1 Scientific materials, if more than one copy is available in the funds, are issued to researchers, scholars and lecturers for a month in as many copies as have been ordered; whereas other categories do not receive more than 30 copies at a time.

3.9.2 Students can receive educational material, if sufficient quantities are available, from the educational subscription units for a semester or a whole academic year as envisaged in their educational plans and curricula.

Note: Educational materials of high demand and unavailable in sufficient quantities are issued for 15 days only;

3.9.3 Fiction is issued for one month in the following amounts: scientific - pedagogical and scientific staff, PhD students, doctoral students, students working on their degree are entitled to receive 5 copies; whereas other categories do not receive more than 3 copies.

3.9.4. Term of using the literature of no demand among other users, may be extended (including telephone or electronic mail), but no more than twice.

3.9.5. In case of terms violation (without a reasonable excuse) the user loses his or her right to use the library for a period equal to the violated term.

3.9.6. A user who has lost or damaged a document from the library fund, and received through interlibrary loan is to replace it with another copy or with an equivalent one (in content and publishing design) recognized by the library.

3.9.7. The replacement of lost or damaged library publications is marked in a specific register and confirmed with the signatures of the user and the librarian, who is to register the replacement.

3.9.8. If equivalent replacement of lost or damaged publications is impossible, the user must make a copy of these publications or to pay their market price current for the day of payment (the amount of compensation is negotiated with the CSL Procurement Section). Financial compensation for the lost books can be made by the reader directly to the university billing office.

3.9.9. When especially valuable or rare printed works are damaged, their value is determined by the prices, established in the catalogues – price- lists for the books purchase and sale.

### **3.10. Service in the reading rooms, the Centre of Internet technologies, the Centre "Window on America".**

3.10.1. While entering the library reading rooms, the Centre of Internet technologies, the Centre "Window on America" the user submits his registration card in the checkpoint and in the corresponding room.

**Note.** On leaving the reading room temporary, the user shall take the control paper from the library assistant and to give it back to him on the return.

3.10.2. The number of printed works, issued in reading rooms, is basically unlimited. Editions from the Central libraries funds are issued in the reading rooms for 3 days. The term of using the document of no demand can be extended up to 2 weeks.

3.10.3. Taking out books from the reading rooms without permission is prohibited.

3.10.4. Bringing personal documents that are necessary to work with and are absent in the library (copies, educational materials, curricula, books, periodical editions, etc.) and using personal technical resources (cameras, audio recorders, portable computers) is allowed only by the librarian.

3.10.5. A special regime of protection, storage and use of manuscripts, book monuments, rare and valuable editions, historical collections, unique archive monuments, stored in the CSL, is established in accordance with the applicable law.

3.10.6. Manuscripts and unpublished materials (theses, scientific research reports, etc.), literature of limited use are issued in the specified order to the persons, who have recommendation from work (study) with the purpose and subject of research stated.

3.10.7. Entering the reading rooms in outer clothing and hats, as well as briefcases, bags, folders, large bags and cameras is not allowed.

3.10.8 Access to the library electronic resources is available from computers in the reading rooms, the Centre of Internet technologies, the Centre "Window on America" through the University network and the Internet. Remote access to electronic collections is provided via authorized access system in accordance with license agreements.

3.10.9. Using mobile devices without turning off the sound is strictly forbidden on the premises.

#### **4. The rights, obligations and responsibilities of the CSL users.**

##### **The CSL users have the right:**

4.1. For library services, which may be in the form of: subscription (including interlibrary), system of reading rooms, Center of Internet technologies, the Center "Window to America", remote services via telecommunication media, library provisions («Department Library»).



4.2. To use freely the information about library funds through a traditional reference - search system and electronic catalogue, electronic resources, including the Internet.

4.3. To receive free consulting assistance in search and selection of traditional and electronic information sources.

4.4. To use electronic literature ordering via intranet and internet (24/7) on condition of having a password.

4.5. To get books, other printed works and documents from all funds of the library for temporary use in reading rooms or outside the library.

4.6. To use bibliographic and information services and the other services provided by the library.

4.7. In the absence of the necessary documents, the user can order them (or their copies) from other libraries through the interlibrary loan (ILL), international library subscription and order electronic delivery of documents. Copying and postage expenses to forward publications and electronic delivery is paid by the user.

4.8. The user has the right to order and receive separate parts of documents for additional fee. Copying of publications shall be fulfilled in accordance with the article 22 of the Law of Ukraine “On Copyright and Related Rights” (from 23.12.1993 №3792-X11) with changes and additions.

**Note:** Theses, rare books, publications with the laminated cover on the brittle paper or damaged publications, editions for copying are not given to the users. Pages with stamps shall not be copied.

4.9. To use the electronic databases created or acquired by the library.

4.10. To use own portable computers in condition of autonomous power supply.

4.11. To participate in events held by the library.

4.12. To elect and be elected to the CSL Library Council.

4.13. Users of CSL have the right to confidentiality of information about using publications and electronic databases.

4.14. To submit proposals, comments, complaints to the administration of libraries concerning improvement of the organization of services.

### **Obligations of the CSL users**

4.15. Users are obliged to return the documents during the fixed period. In case of violation of terms of use (without reasonable ground) the user loses his or her right to use the library for a period equal to the delay of publications.

4.16. Users are obliged to take care of the books, other printed works and documents from the CSL funds, not to remove them from the premises of the library, if they are not recorded in the user account or other records; not to make any marks, underlining, not to tear or bend the pages.

4.17. During the summer holidays, the students are to return the library books and other borrowed documents.

4.18. Users who graduated from the University are to settle up with the library and to sign a clearance checklist in the registration section before obtaining a diploma.

4.19. Users must inform the library about the change of the place of work or study, address, specified in the passport, and the last name within the term of ten days.

4.20. To follow the norms of copyright when copying the documents, using created, pre-paid or received for use data and other intellectual property, including the use of Internet.

Users are responsible for unauthorized use of the created library databases, other objects of intellectual property in accordance with the legislation.

4.21. Users are obliged to keep silence, order and cleanliness in the premises of the library. Be polite to other users, staff, security personnel. Drunk and slovenly people are not allowed to the library. Eating, drinking, smoking and chewing gum in the library is not allowed. Pets are not allowed.

4.22. To take care of the library property, equipment, as well as software and hardware of computerized workstations.

4.23. The users who caused damage to the library fund, bear responsibility as set forth in the current legislation of Ukraine. CSL, according to article 20 of the Law of Ukraine "On libraries and librarianship" has the right to determine the types and amounts of compensation for damage caused to users of the library.

4.24. A user who violates the library rules, shall be deprived of the right to visit the library for a period determined by the administration of the library (for periods: one month, six months, one year), and in some cases excluded from the number of users.

4.25. The evidence of violation of the CSL Rules are previously referred to the Dean's offices.

## **5. Obligations of the Library concerning services to users**

### **The Library is obliged to:**

5.1. Inform users about the services provided by the Library, including paid services.

5.2. Implement the information and library - bibliographic services, to ensure full and efficient satisfaction of their requests for scientific, educational, artistic and other publications. To study the information needs of users.

5.3. Systematically monitor proper return of the issued documents to the library. If the reader ignores the library reminders, the library passes the appropriate materials to the Dean's offices and notarial offices in accordance with the applicable law.

5.4. Generate their own funds in accordance with the needs of scientific – research, academic and educational processes of the University.

5.5. Register books and other printed works and materials in accordance with the established rules, to ensure their storage and rational use; printed works and other materials which are monuments of history and culture – in compliance with the legislation on protection and use of monuments of history and culture.

5.6. Take care of the service culture; to form the users need for information, library use, to help improve the reading culture by conducting library bibliographic sessions, educational excursions.

5.7. CSL organizes the classes on information culture, library science and bibliography for students; conducts these classes if they are included in the curriculum of university schools, or by user's request (both individual and group).

5.8. Meet the needs in creating the reader's associations affiliated with the library.

5.9. Not to use data about library users and their interests for any purpose, except for scientific, without their consent. Strictly follow the requirements of the Law of Ukraine "On protection of personal data".

5.10. Provide a high level of service to the library users on the basis of constant improvement of professional and cultural level of librarians.

5.11. Follow proper sanitary and technical conditions of work. Conduct a sanitary day every month (the last Thursday of the month).

5.12. Coordinate the mode of the CSL work with the requirements and the mode of University work. Inform the users about the changes of the service regime via advertisements in the premises of the library and library website.

**Rules for using the "Kharkiv Inter-University Reader Card"**

(The Rules are part of the Rules for users of the V.N. Karazin Kharkiv National University Central Scientific Library)

**1. General rules**

1.1. The Kharkiv Inter-University Reader Card is created within the "Kharkiv Inter-University Reader Card" project with participation of the Kharkiv region higher educational institutions libraries.

1.2. The "Kharkiv Inter-University Reader Card" ensures a system for inter-servicing readers of the Kharkiv region higher educational institutions libraries.

1.3. The "Kharkiv Inter-University Reader Card" is a document that entitles the bearer to use free services of the libraries - members of the project.

1.4. The libraries-members of the "Kharkiv Inter-University Reader Card" project deploy the information about it on their websites in the relevant information blocks and also give links to websites of other libraries-members of the project.

1.5. "Kharkiv Inter-University Reader Cards" are manufactured within a standard design and contain the following data:

- the words "Kharkiv Inter-University Reader Card" on a green background;
- the name of the university library where the reader is registered;
- the reader registration number of the library, where the card was obtained, featuring no less than 7 symbols and containing the sigla of the corresponding library (for example: 0100155 where 01 is the sigla, and 155 is a registration number);
- the reader's family name, first name and patronymic;

- the reader category;
- the school of the institution;
- a photo;
- the bar code;
- the card issue date;
- the card validity term;

1.6. The "Kharkiv Inter-University Reader Card" validity term is defined by the following categories:

- students – 5 to 6 years
- post-graduate students, applicants – 3 years
- research workers, lecturers, other employees – during employment with annual re-registration at the library.

## **2. Obtaining the "Kharkiv Inter-University Reader Card".**

2.1. The reader is registered and receives the "Kharkiv Inter-University Reader Card" at the library of the higher educational institution where he or she studies or works as envisaged by the Rules of the library and covers the cost of the card in keeping with the library current Pricelist.

2.2. Readers already registered at the library when the "Kharkiv Inter-University Reader Card" was introduced, can obtain it to be able to use the services and resources of the libraries-members of the "Kharkiv Inter-University Reader Card" project in accordance with these rules.

2.3. In case of loss, damage, reader's name change, the "Kharkiv Inter-University Reader Card" is renewed in accordance with the CSL Rules.

**3. Rights and obligations of the "Kharkiv Inter-University Reader Card" user.**

3.1. The "Kharkiv Inter-University Reader Card" entitles the bearer to free use of the funds, electronic resources, services provided in the reading rooms of the libraries-members of the "Kharkiv Inter-University Reader Card" project.

3.2. The "Kharkiv Inter-University Reader Card" shall not be handed over to other persons.