



I approve

Rector, Chairman of the Supreme Council
of University of Traditional Medicine

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**REGULATION
ON THE LIBRARY OF
UNIVERSITY OF TRADITIONAL MEDICINE**

1. General provisions

1. The library of the University of Traditional Medicine (hereinafter referred to as the UTM) is a structural subdivision, which carries out the functions defined by the legislation of the Republic of Armenia, this charter, in order to provide library-information services.
2. It is headed by the librarian, who is guided by the passport of the position of librarian, immediately obeys the rector of the university, as well as s/he follows the instructions of the head of the general department, the dean.
3. The library, on the instructions of the university rector, cooperates with the library organizations, as well as with other organizations, within its competence.
5. The library cooperates with the deans' offices, departments, student bodies and all other departments of the university in order to operate effectively.
6. The library has its own stamp.

2. LIBRARY GOALS AND OBJECTIVES

1. Service of electronic and book professional literature to the teaching staff of the university, the students, the scientific staff, the teaching staff.
2. Regular replenishment of the library fund with literature and periodicals in accordance with the university profile, taking into account the curricula.
3. Compilation and management of directories, bibliographic catalogs, electronic directories.
4. Implementation of works on the improvement of library processes, introduction of new technologies.
5. Ensuring the maintenance of the library fund.
6. Ensuring quality services for library users.

7. Collaborates with other library service providers on targeted library issues.
8. Promote education, promote reading and self-education.

3. MAIN FUNCTIONS OF THE LIBRARY

1. Registration of readers,
2. Reader service,
3. Execution of registration, registration, provision and acceptance of books, other printed materials,
4. Compiling of the received literature, registration and mapping, as well as service of literature, periodicals and different materials,
5. Establishing close links with the departments of the UTM, the Academic Department, the Student Scientific Society, the Student Council, and library NGOs in order to target library services to university requirements.
6. The library should have:
 - 1) property / inventory / register,
 - 2) personal use cards,
 - 3) book library, including electronic card library,
 - 4) student card library,
 - 5) alphabetical card library,
 - 6) subject card library,
 - 7) systematic /thematic/ card library,
 - 8) electronic databases.

4. RULES FOR USING THE LIBRARY

1. The university's faculty, students and support staff have the right to use the library.
2. The reading card entitles the reader to use the services provided by the library. Depending on the status of the student, it is valid until the end of the study, and the term of the card for the teaching-support staff depends on the term of the contract signed between the given employee and the university.
 - ✓ To become a library subscriber, to get a reading card, you need to come to the library (room 308) with the following documents:
 - Passport (including address);
 - 1 photo in 3X4 size,

- Student booklet.
- ✓ When registering in the library, the reader gets acquainted with the rules of using the library, his/her rights and responsibilities, which s/he confirms with his/her signature on the reader's personal card.
- ✓ With the reading card of the UTM library, the reader can borrow books and periodicals only for himself.
- ✓ It is forbidden to give the book belonging to the library to other people.
- ✓ Educational literature and textbooks are provided until the end of the academic year.
- ✓ Rare, antique, one copy of literature, including encyclopedias, dictionaries and atlases can be used only in the reading room.
- ✓ The reader is obliged to remain silent in the reading room.
- ✓ It is forbidden to use and eat mobile phones in the reading hall.
- ✓ When handing over the literature, in case of defects, the student is obliged to pay three times the cost of restoring the damaged book.
- ✓ In case of losing the book, the student is obliged to reimburse the market value of the book (s) or return another copy of the same edition (or new edition).

5. FINAL PROVISION

The regulation of the library, as well as further changes and additions to it, are approved by the Academic Council of the University.