

Rules for using the library of Petre Shotadze Tbilisi Medical Academy

Original Draft of the Document:

N	Decision-making body	Number of the protocol/order	Date
	Rector	Order N101	02.03.2018

Amendments

N	Decision-making body	Number of the protocol/order	Date	Article	Synopsis
	Rector	Order N161	07.05.2018	2; 3; 4	Change
	Rector	Order N349	19.10.2018	2; 3.1; 3.2; 3.6; 4.1;	Change
	Rector	Order N349	19.10.2018	3.7; 6.2; 6.3; 7; 8.	Add

1. General information about the library

1.1 The library of Petre Shotadze Tbilisi Medical Academy Ltd. is a structural unit that provides services for TMA students, teachers, and administrative staff.

1.2 The library offers access to its book collection as well as digital resources.

1.3 Wireless internet and computer equipment, including 15 personal computers and an all-in-one printer, are available in the library.

1.4 The library is managed by a librarian.

1.5 Library working schedule is:

Monday 9:00 21:00

Tuesday 9:00 21:00

Wednesday 9:00 21:00

Thursday 9:00 21:00

Friday 9:00 21:00

Saturday 10:00 18:00

Sunday Holiday

2. Library membership

2.1 Membership at the TMA library is free of charge.

2.2 Membership involves creating a user's digital card in KOHA, the integrated digital library management system, by entering the user's name and contact information (phone number and email).

3. Borrowing books from the library

3.1 English textbooks cannot be borrowed from the library. They can be used in the library, classroom, and TMA space. Readers must return the textbooks to the library after use.

3.2 A Georgian language textbook can be borrowed if the library book fund has more than three copies.

3.3 Georgian textbooks can be borrowed for a week, and if necessary, the period can be extended up to two weeks.

3.4 Books cannot be taken from the library without the librarian recording a special entry in the catalog.

3.5 It is not allowed for readers to place textbooks back on the shelf. They are obliged to hand the textbook to the librarian.

3.6 If necessary, the librarian may request the early return of a borrowed textbook.

4. Protecting the book fund

4.1 The librarian is authorized to refuse issuing a textbook to anyone who has left a textbook in the classroom, returned a damaged textbook, or lost a textbook at least once.

4.2. In case of loss or damage to a textbook (e.g., damaged cover, torn pages, scratches, marks, etc.), the reader is obliged to replace it or compensate TMA for the loss in the amount of the textbook's market price. Replacement means providing the library with a copy of the same book, by the same author, and of the same edition.

4.3. The reader is obliged to return the textbook in the same condition by the deadline. If the reader does not return the textbook within three months after it was issued, TMA reserves the right to act accordingly to the paragraph 4.2 of the present article.

5. Access to digital resources

5.1 The list of digital resources at TMA can be found on the website www.tma.edu.ge, within the library section.

5.2 Resources can be accessed both remotely and on-site at TMA.

5.3 The library conducts orientation meetings on resource usage, both within the framework of integration and upon request.

6. Use of group-working space

6.1. Space for group work is available to students with an advance reservation.

6.2. A room for group work is available to students for up to 2 hours per day.

6.3. A library reservation form is emailed to students at the beginning of each semester.

7. Library behavior rules

7.1 Individuals in the library space must follow the principles of “Code of Conduct” and the rules listed below. The following actions are not allowed in the library:

- Making noise and talking
- Talking on the phone
- Smoking
- Consuming food and drink
- Bringing animals
- Entering the librarian's space
- Damaging library inventory and any other behavior that disrupts a peaceful environment

8. Contacting the librarian

8.1. Readers interested in using library resources should visit the library or email library@tma.edu.ge