



Extraction from «Library orientation of Lugansk Regional Universal Scientific Library named after A.M.Gorky»

Approved on 1.09.2008

1. GENERAL PROVISIONS

Lugansk Regional Universal Scientific Library named after A.M.Gorky (further – the Library) is a leading popular, cultural, educational, scientific information institution which provides realization of citizens' rights on library service and access to information resources.

In the Library citizens of Ukraine have the right to library service irrespective of nationality, social status, political and religious beliefs, residences, and also enterprises, establishments, and organizations.

Foreign citizens and people without citizenship which are in Ukraine on the lawful bases, have the same rights to the library service, as citizens of Ukraine.

Library service of legal authority is carried out on the basis of the signed contracts.

Library service is carried out through:

- the system of reading rooms;
- the interlibrary loan department;
- the circulation department.

2. THE ORDER of READER REGISTRATION

Registration of users to the Library is carried out in the Reader registration center.

For registration to the Library users should show their passport, pay the cost of registration documents at the rate of, established by the Library, and with the personal signature to confirm the obligation to abide by the Rules, having familiarized with them beforehand.

Such Reader's Identification Cards can be given to users if the Library:

Constant reader's card:

- Validity – permanent if reregistered every year;

Service of getting a new plastic reader's card and reregistering requires payment, the cost of which is determined by the Library

Temporary reader's card:

- are given for those visiting the Library who are not permanent users of the Library, however intend to familiarize with its opportunities and catalogues, and also to visit the department of periodicals and to make a decision to use the Library regularly;

Disposable reader's card:

- The disposable library tickets are given to constant users in case of the absence of a constant library ticket at the moment of visiting the Library;

In case of the reader card loss the user should submit the application on the delivery of the duplicate, compensate the cost of registration of the reader card at the rate which corresponds to charges on its manufacturing, and to receive the duplicate of the library ticket.

3. The ORDER of SERVICE of USERS in the READING ROOMS

The system of reading rooms of the Library consists of:

- The general reading room;
- Reading room of reference and electronic resources;
- Reading room of the department of study of local lore information;
- Reading room of the department of rare and valuable books;
- Reading room of the department of documents on art;
- Universal reading room of the department of documents in foreign languages;
- Reading room of the periodicals sector;
- Reading room of the department of the industrial information;
- Reading room of the department of the business literature.

3.1. Instructions for the use of reading rooms

The basic documents which entitle to service of users in reading rooms of the Library, is the constant reader card and a control checklist.

The user should abide by the rules of behavior in the Library service zone

3.2 Order of giving documents for work in reading rooms

Library documents are given to users of the Library for using only in reading rooms.

The right to take documents out from the Library, under condition of the appropriate registration of the sanction, is given only to:

- users of the interlibrary loan department

- users of the circulation department

One time only for work in reading rooms to the readers can use no more than 5 books. The quantity of the lending documents is not limited.

In case of absence in the library collection of the necessary document the reader can to order and receive it from other libraries through the system of the interlibrary loan.

The documents received from other libraries through ILL, are given for using for library use only.

3.3. Peculiarities of using electronic information resources

Accesses to the electronic information resources get users with a constant library.

While using of electronic resources, the Library considers the priority service of scientific and educational requests.

The user can search information in the electronic data bases independently or by means of library advisers.

The found information can be printing, kept on the electronic carrier by the employee of the library with observing of requirements of the legislation on the copyright.

4. THE RIGHTS AND DUTIES OF USERS

4.1. The rights of users

Users of the Library have the right:

To use the information on structure of the library collection, including other libraries of Ukraine, through reference retrieval system of Library, databases and the Internet.

To use the electronic information resources, access to which is given by the Library.

To receive for time using documents from the Library collection.

To order and receive for time using documents from other libraries through the interlibrary loan.

To receive the consulting help on search and choice of information sources on the basis of documentary and electronic resources of the Library.

To use other (additional) kinds of services, including rental service, determined by the decision of the Cabinet of Ministers of Ukraine.

To use ones own portable computers under condition of non-use of sound signals and without their connection to electric supply systems of the Library.

4.2. Duties of users

Users of the Library are obliged:

To know and to abide by Library Instructions.

Carefully to treat the library collection, databases, buildings, constructions, halls of the Library

To warn about having ones own portable computer librarian of the reader registration center.

4.3. It is not allowed for library users:

To transfer ones own reader card or the books to other persons.

To bring in service zones and to use photo, video, audio and copying equipment.

To remove from reading rooms documents from the collection without appropriate registration at the librarian-adviser.

To use a mobile phone in reading rooms and to break silence.

While using computers of the Library:

- To spoil or modify the adjusted computer equipment or software;
- To connect other peripheral equipment to computers and to undertake other actions which can harm the library equipment;
- To use a computer for the needs which have not been with the information search.