

**THE MINISTRY OF EDUCATION AND SCIENCE OF THE
RUSSIAN FEDERATION**

**FEDERAL BUDGETARY STATE ACADEMIC INSTITUTION
OF HIGHER EDUCATION
"N.P.OGAREV MORDOVIAN STATE UNIVERSITY"**



**Мордовский
государственный
университет
им. Н.П. Огарева**

ПСП 04-04-2015



**RULES AND REGULATIONS FOR
M.M. BAKHTIN ACADEMIC LIBRARY OF
FEDERAL STATE BUDGET EDUCATIONAL INSTITUTION
OF HIGHER EDUCATION
"N.P.OGAREV MORDOVIA STATE UNIVERSITY"**

**Saransk
2015**

1 GENERAL PROVISIONS

1 The Rules and regulations for M.M.Bakhtin Academic Library (hereinafter – the Library) of the Federal State Budget Institution of Higher Professional Education “N.P.Ogarev Mordovia State University” (hereinafter - the University) regulate the relationship of users with the Library, the general service procedure, the list of Library services and terms for access to the Library collections and services.

1.2 The Rules and Regulations for the Library have been developed in accordance with the Federal Law “On Libraries” of December 29,1994 No. 78-Φ3 the Federal Law "On Education in the Russian Federation" of December 29, 2012 No. 273-Φ3, and the Regulations of M.M. Bakhtin Academic Library

1.3 The Library services are for :

- current undergraduates, full-time postgraduates, doctoral students, academic staff, medical residents, interns and other members of the University;
- the students of the Institute of Additional Education, students of the Faculty of Pre-University Training, University postgraduate extramural students, external doctoral candidates, part-time teachers of all faculties and institutes of the University, students, teachers and employees of other organizations served on a contractual basis;
- students studying within the Presidential program on training managers;
- external users.

2 RIGHTS AND RESPONSIBILITIES OF THE LIBRARY USERS

2.1 The users of the Library regardless of the type of a current library card (see point 3.1 of the Library Rules) can free of charge:

- 2.1.1 visit the Library in business hours;
- 2.1.2 obtain any information on the Library collections through the system of the Library card-catalogues;
- 2.1.3 be advised on finding and choosing the Library items and using the Library electronic resources ;
- 2.1.4 search items to be borrowed from freely accessible collections for themselves;
- 2.1.5 address comments and suggestions on the work of the Library to the Library management.

2.2 Current full-time undergraduates, postgraduates, doctoral students, academic staff, and other members of the University have right to free access to the main library and information services and are allowed to:

2.2.1 borrow any Library items, except for restricted documents containing information of limited access marked "for official use only", from the Library reading rooms and circulation departments;

2.2.2 use electronic resources (the databases of the Library and other organizations, electronic documents on physical media, local and remote subscription full-text scientific and educational resources, information resources and Internet services) provided by the Library, in accordance with the terms and conditions of access to them;

2.2.3 use the Library technical facilities (computers, workstations, thin clients, laptops, software, etc.) established specifically for users;

2.2.4 renew loans in the prescribed manner;

2.2.5 use the services of electronic document delivery (EDD) and borrow items and their copies on an interlibrary loan (ILL) from other libraries.

2.2.6 Users are allowed to borrow Braille items on special information storage media on an interlibrary loan.

2.2.7 Additional fee-based services are made available to the Library users (the list of fee-based services is prescribed by the Library Regulations on fee-based services and by contracts).

2.3 The students of the Institute of Additional Education, students of the Faculty of Pre-University Training, University postgraduate extramural students, external doctoral candidates, part-time teachers of all faculties and institutes of the University, students, teachers and employees of other organizations served on a contractual basis have the right to use services of reading rooms and circulation departments (Rules and Regulations).

2.4 Students enrolled within the Presidential program on training managers are allowed to:

- borrow Library items, except for restricted documents containing information of limited access marked "for official use only", from the Library reading rooms and the Economic faculty circulation departments;

- use local and remote electronic resources of the Library provided in the reading rooms;

2.5 External users have the right for fee-based services in accordance with the Regulations of the Library paid services. They are allowed access:

- to the Library collections within the Library reading rooms;
- to the Library local and remote electronic resources in the Library reading rooms

2.6 Users are obligated to:

2.6.1 observe the Library Rules and Regulations, directions for use technical devices and electronic resources.

2.6.2 take good care of the books and other items borrowed from the Library, return all the Library materials within the stipulated loan period, not to remove any library item from the Library until its loan has been properly recorded at the appropriate Service Desk by a member of the Library staff, not to underline, highlight or mark any library material, not to remove or bend any page, keep bookshelving in the Library open stacks, not to remove the card from the catalogues and files.

2.6.3 If the reader comes across a library item in poor condition or with damage, please bring it to the attention of the library staff. Otherwise the reader is responsible for the condition of the borrowed items and holds financial liability for the damages unrevealed at the time of collecting the materials at the circulation desk.

2.6.4 It is forbidden to give a library card to another person or use another person's card.

2.6.5 Users are required to re-register their Library cards at the beginning of every academic year. Check-outs and access to the Library services will not be available to any user who has not verified a card.

2.6.6 Users are required to leave their outdoor clothes and bags larger than 20x20 cm in the locker room.

2.6.7 While in the Library, users shall treat staff and other users with courtesy and respect at all times. Users also shall refrain from loud or unnecessary conversation with other users, and shall turn off cell phones.

2.6.8 Upon graduating or resigning from the University, the user is obliged to return all borrowed items and a library card to the Library.

2.7 Responsibility for violation of the Library Rules and Regulations:

2.7.1 In case of loss of or damage to a library item, the user is obliged to replace it with a copy identical to the lost or damaged item, and in case of inability (or inexpediency) of replacing it, the user is obliged to pay a tenfold price of the lost (damaged) item (Appendix № 2 hereto);

2.7.2.. Users are responsible for their library cards.

2.7.3 If a user breaches the rule set in paragraphs 2.6-2.12 of this Rules and Regulations, the user is held responsible in the prescribed manner (Appendix № 1).

2.7.4 Fines can be paid at any library departments in the prescribed manner.

3 RIGHTS AND RESPONSIBILITIES OF THE LIBRARY STAFF

3.1 The Library serves users in accordance with the Library Rules and Regulations.

3.2 The rights of users set by the Library Rules and Regulations (part 2) must

be fully realized.

3.3 The Library staff is obligated to:

3.3.1 ensure the privacy information of the Library users through organizing the procedure of processing the users' personal data and protecting them from unauthorized access, destruction, modification, copying, and distribution;

3.3.2 inform users of the Library Rules and Regulations and all kinds of Library services;

3.3.3 provides access to the Library resources in all formats including electronic resources, according to the user's category;

3.3.4 serve users through ILL and EDD if the items users want are not the Library;

3.3.5 popularize the Library collections, electronic resources and services.

3.3.6 improve the Library and information services by introducing new information technologies;

3.3.7 ensure high standards of service; help users to search necessary items and electronic resources through providing the Library users with access to catalogues, classified file and other forms of information, organizing book exhibitions, bibliographic reviews, and other information events;

3.3.8 control the return of the items borrowed from the Library and, if necessary, use the sanctions under the terms of current legislation;

3.3.9 provide the Library users with a comfortable and safe environment;

3.3.10 timely inform the Library users of changes of the Library business hours, service procedure and the changes of the Library Rules and Regulations; inform the Library users of the Library cultural and educational events, etc;

3.3.11 report to the University Academic Board and the University Administration about the Library activities.

3.4 The Library has the right to:

3.4.1 develop and make additions and changes to the Library Rules and Regulations;

3.4.2 state the conditions for using The Library information resources and procedure for access to them;

3.4.3 specify the terms of using the Library items in the Library departments; establish the reduced period for using books and other materials available in the library in limited quantities; not to renew the period of loan

3.4.4 control access to the Library valuable and rare items;

3.4.5 check out textbooks in accordance with the Library Standards;

3.4.6 control the return of the items borrowed from the Library;

3.4.7 organize the user work with the Library electronic resources and databases on the basis of signed contracts and licenses in compliance with the Civil

Code of the Russian Federation;

3.4.8 limit the use of the Internet for purposes other than scientific and educational;

3.4.9 organize cleaning days and inform the user of these days in a timely manner;

3.4.10 expand the Library additional service portfolio and carry out the Library social and creative development;

3.4.11 take other actions that do not contradicting the legislation in force;

3.4.12 define the types of fines and penalties in accordance to Article 13 paragraph 4 of the Federal Law "On Libraries" of the 29th December, 1994 № 78 –Φ3;

3.4.13 identify the user's liability for violations that are not reflected in the Library Rules and Regulations in every particular case.

4 LIBRARY MEMBERSHIP

4.1 Upon registering in the Library, the user is issued a library card, and a user form is filled in. Any library card (single, temporary, fee-based) is the only document to be admitted to the Library.

4.2 Library cards are issued to full-time and part-time students, students of correspondence and external courses, full-time postgraduates, doctoral students, interns and other members of the University free of charge on presentation of their ID documents and give the right to use all the Library services.

4.3 A temporary library card gives access to the reading rooms and library circulation departments and give the right to get fee-based services. A temporary library card is issued free of charge to:

4.3.1 the students of the Institute of Additional Education, students of the Faculty of Pre-University Training on presentation of a student card, record book or an ID document,

4.3.2 the University postgraduate extramural students on presentation of an extract from the of enrollment order or ID document;

4.3.3 the part-time teachers of all faculties and institutes of the University on presentation of a copy of the employment contract and an ID document;

4.3.4 interns on presentation of fixed-term employment contract or a contract for training in internship.

4.4 Other persons can get a paid card granted access to the reading rooms, circulation departments, and the Library electronic resources (fee-based services). The holders of paid cards are serviced only on presentation of a passport or

substituting document

4.5 When subscribing to the Library, the user must read the Library Rules and Regulations and confirm of them by putting a signature on a library card and user form.

4.6 All library cards are issued for a period specified in a card. Upon expiry of a library card is necessary to extend the card in a prescribed manner.

4.7 If the user loses a library card, its duplicate is issued in the prescribed manner in the Library reading rooms or circulation departments.

5 ELECTRONIC RESOURCES DEPARTMENT RULES

5.1 Users having valid library cards and holders of charged or temporary library cards are allowed to:

- use electronic resources (the databases of the Library and other organizations, electronic documents on physical media, local and remote subscription full-text scientific and educational resources, information resources and Internet services) provided by the Library, in accordance with the terms and conditions of access to;

- use technical facilities of the Library such as workbenches, computers, workstations, thin clients, laptops, software, etc.

5.2 The Library computer equipment, N.P.Ogarev State University corporate network resources and the Internet information resource are used for scientific, research, educational, social, business and innovative activities of the University.

5.3 Users work with electronic facilities for themselves. The librarian shall ensure access to workstations, control the user's operation time and observance of the Library Rules and Regulations, and provide services for saving and printing information.

5.4 The Library is not responsible for the information presented on the Internet, except for the information on the Library website.

5.5 Only an employee of the Library is allowed to connect the computer equipment installed in the Library.

5.6 When working at the computer, users must follow the safety regulations, electrical safety rules, and instructions for the use of a workbench, a local area network and the Internet services.

5.7 The user is allowed to:

5.7.1 save files in the dedicated folder, use e-mail, copy information from the Library collections and the Internet, on removable media when copying information is not prohibited;

5.7.2 ask advice of the operator when using the Library electronic resources;

5.7.3 use personal laptops and other technical devices (headphones, etc.), after getting permission from the Library staff;

5.7.4 use CD / DVD, the contents of which is directly related to learning or professional activity, after getting permission from the Library staff;

5.8 The user is obliged to:

5.8.1 comply fully with the requirements of the operator of the electronic resources department unconditionally;

5.8.2 be registered in the Registration book before using the workbench.

5.8.3 handle carefully the Library hardware and software;

5.8.4 use the Library and the Internet electronic resources only for research and educational purposes ;

5.8.5 use only software installed on the Library computers (laptops);

5.8.6 inform the operator of the Library electronic resources department in case of hardware and software failure, and damage of the Library property.

5.8.7 at the end of the work, close all running program windows, delete the temporary files from a working folder.

5.9 Users are not permitted to:

5.9.1 use the workbench without being registered in the Registration book;

5.9.2 take actions resulted in malfunction of the Library hardware or software;

5.9.3 make full copies of audio-, video- and multimedia resources on external media;

5.9.4 copy software;

5.9.5 launch programs not installed on the workstation, and make changes to its file system;

5.9.6 launch programs from electronic media or programs received via the Internet;

5.9.7 use the Library facilities, electronic resources department and the Internet for any kind of commercial activity, dissemination of information discrediting honor and dignity of citizens, activities contrary to the national interests of the Russian Federation, committing acts forbidden by the Rules of the Russian Federation Criminal Code and relating to the crimes in the sphere of computer information, dissemination of pornography, extremism, ethnic discrimination and calls for violence or human rights violations;

5.9.8 use the Internet information resources such as Real Video / Audio, Chat, ICQ, games etc.;

5.9.9 turn on, off and reboot the PCs, implement the connection and disconnection of peripherals in the electronic resources department;

5.9.10 use any hardware or software for unauthorized access to computers, routers and other network resources;

- 5.9.11 use programs that scan the network;
- 5.9.12 play computer games;
- 5.9.13 develop or spread any type of computer viruses;
- 5.9.14 enter the system from more than one workstation;
- 5.9.15 remove electronic resources registered in the Library from the electronic resources department;
- 5.10 The library staff is entitled to:
 - 5.10.1 control the use of computers (with the help of technical, software and visual observation);
 - 5.10.2 ask users what kind of electronic resources are used, what is copied, etc.;
 - 5.10.3 control the process of copying information to electronic media;
 - 5.10.4 prohibit copying information, which does not meet the legal, moral and ethical, and other generally accepted social norms.
- 5.11 The Library staff is obliged:
 - 5.11.1 control the use of computers (with the help of technical, software and visual observation);
 - 5.11.2 control the use of electronic resources;
 - 5.11.3 stop the use of the electronic resources containing information about the propaganda of war and terrorism, social, racial, national and religious inequality, pornography and drugs, sites with information constituting state, commercial, official or protected by law secrets;
 - 5.11.4 inform users of the Library Rules and Regulations.

6 READING ROOM RULES

- 6.1 The Library users have access to the Library reading rooms, Information and Situation room, reading room of electronic resources) for:
 - using the Library collections;
 - using electronic resources on a workstation;
 - organizing events: open lectures, seminars / webinars, roundtables, etc.
- 6.2 In order to get admission to the reading rooms, the user shall present a valid user's card. The user shall deliver card at the desk and get it at the end of work
- 6.3 In the reading rooms the user works with the literature being in closed stack. To request materials from the Library closed stacks, the user shall fill out a call slip. One call slip is required for each call item. Every call slip must be signed by a bibliographer (5th Floor, Catalogue Room, Administrative Building).

6.4 If you plan to consult items for more than one day, you may place items on reserve. Items will be on reserve for you for ten days.

6.5 A book changing card and call slip are documents certifying the date of issue and the fact of checking out and returning a library item.

6.6 The number of the Library items to be borrowed from the readings room (except for unpublished materials) is not limited.

6.7 Unpublished materials (dissertations, graduation works) are checked out in the permitted manner. Users are permitted to use up three graduations or dissertations at a time.

6.8 Users search items to be borrowed from freely accessible collections for themselves using the Library database and turning to the Library staff for help, if necessary.

6.9 Users are permitted to use encyclopedias, reference books, rare books and periodicals, periodicals published before 1917, unpublished materials, and interlibrary loan items only in the Library reading rooms.

6.10 External users can check out the library rare books and books printed before 1917 only on presentation a library card and a letter from the organization, bearing the stamp of the organization for the Head of the Library.

6.11 Users shall return the items on loan to the librarian on duty after working.

6.12 The Information and Situation room is allowed to use for events in accordance to the timetable.

6.13 To use the Library Information and Situation room for organizing events it is necessary to write an official note for the Head of the Library and give the information of the organization performing the event, name, date and time of the event, a number of participants, necessary equipment, the last and first name and phone of a contact.

6.14 Users are allowed to:

6.14.1 use the items from the Library reading rooms and the Library storage only in the reading rooms;

6.14.2 copy the information from the Library collections and the Internet to electronic media;

6.14.3 participate in public events held in the Library;

6.14.4 move furniture, open the windows to air the Library rooms only with the permission of Library staff;

6.14.5 use other types of services including fee-based ones (the list of fee-based services is determined by the Regulation on the Library chargeable services);

6.14.6 require the confidentiality of the user's personal data and the list of used information resources.

6.15 While working with the Library electronic resources, users are obliged to comply fully with the requirements of the Library staff and follow the Rules of using a workstation and electronic resources.

6.16 Users are not permitted to:

6.16.1 enter into the reading rooms in outdoor clothes and bring in personal books, magazines, newspapers, clippings from publications and other printed material, and bags and packets exceeding the dimensions of 20x20cm.

6.16.2 remove the Library items, technical means (headphones, etc.), and documents, regardless of the type of information carrier from the reading rooms, except the items for copying in the Library quick printing laboratory;

6.16.3 photocopying fragments of books, magazines, newspapers and other materials from the Library collections is permitted only in the Library quick printing laboratory (room 901) in the prescribed manner.

Note. It is not permitted to copy or scan rare books and publications published before 1917.

7 LIBRARY CIRCULATION DEPARTMENTS RULES

7.1 Users are serviced in the Library circulation departments in traditional manner and with using new information technologies

7.2 A library card gives access to the Library circulation departments. Temporary library cards or paid cards give access to fee-based services of the circulation departments

7.3 In order to borrow library items, the user shall present a valid library card, fill in a user's slip and have it attested by a librarian. The user shall put his signature in the charging card and user's slip.

7.4 Educational items are borrowed from the loan desk of Educational literature circulation department, or from the Library branches. The loan period is normally 1 year or 1 term. A number of borrowed items is in according to the curricula, programs and teaching book limits. The loan period in the department of the Medical Institute is normally 1 training cycle. Specific items can be subject to special loan rules defined by the Library.

7.5 University teachers, researchers, full-time postgraduates and doctoral students can check out not more than 15 items from the Library, students - 10 items, other users - 5 items at a time. The loan period for academic items is 1 month.

7.6 Users can check out not more than 3 items of fiction or periodical literature from the Library. The loan period is 15 days.

7.7 Current members of the University (academic staff, employees and

students) have the right to borrow items from closed stack areas in the fiction circulation department (except for a single item). Any user can borrow not more than 3 items. The loan period is 10 days.

7.8 All information about the books borrowed and the date of return shall be entered into an electronic user form. The Library guarantees confidentiality and accuracy of this information.

7.9 Items borrowed may be renewed for an additional loan period unless they are not requested by other users.

7.10 When automated circulation, lack of the user's signature is not a ground for refusing to return the Library items, if the information has been entered into an electronic user form.

7.11 If any Library item is not returned within stipulated period, the user shall pay a fee according to Appendix 1 to these Rules.

8 VALIDITY PERIOD OF THE RULES

8.1 These rules shall enter into force upon their approval and may be revised in case of changes in the organizational and financial activities of the Library.

3 REPLACED the RULES and REGULATIONS for M.M. Bakhtin Academic Library of the Federal State Budgetary Educational Institution of Higher Professional Education "N.P.Ogarev Mordovia State University" of June 19, 2012

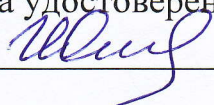
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Appendix 1

to the Rules and Regulations for M.M. Bakhtin Academic Library
of N.P.Ogarev Mordovia State University.

FINES AND PENALTIES

Acting on the basis of Article 13 paragraph 4 of the Federal Law "On Libraries" of the 29th December, 1994 № 119 –Φ3 and the Federal Law " On Minimum Official Wage" (Article 5) of 19th June, 2000 N 82-Φ3, the Library defines the following types of fines and penalties:

1. The Library assesses a fine to any borrower who fails to return library materials on or before their due date (paragraphs 2.6.2, 7.11 of the Library Rules and Regulations). Fines will continue to accumulate monthly in the amount of 10% of the minimum official wage on all overdue items until the item is renewed, returned, or is declared lost by either the borrower or the Library.

2. The Library assesses a fine for the removal of a library item / e-resource from the Library without the permission of the Library employee (paragraphs 2.6.2, 6.16.2, 5.9.15 of the Library Rules and Regulations) and for damaged books and magazines (paragraph 2.6.2 of the Library Rules and Regulations) in the amount of 50% of the minimum official wage. The readers who break the Rules repeatedly are divested of the right to the Library membership for a period from one month to one year. The records about a violation of the Library Rules are referred to the Dean Offices (Directorate of Institutions).

Readers are responsible for loss or damage to the document from the library (paragraph 2.7.1 the Library Rules and regulations) must replace it with an identical (complete coincidence output) publication, or publication, recognized as equivalent by the library, and at impossibility of replacement - a tenfold reimburse the cost of publications including revaluation coefficients library fund and the market value of the publication.

4. A mandatory replacement fee of 20% of the minimum official wage will be charged for a lost or stolen library card (paragraph 2.7.2 of the Library Rules and Regulations)

5. Readers are responsible for copying any library item outside of the Library (paragraph 6.16.3 of the Library Rules and Regulations), for giving a library card to another person and using of another's library card (paragraph 2.6.4 of the Library Rules and Regulations), for violating the Library Rules (paragraphs. 2.6.7, 2.12 of the Library Rules and Regulations) and the Library Reading Room Rules (paragraphs 5.8.1, 5.9 of the Library Rules and Regulations). In the said cases, readers are deprived of the right to the Library membership for a period prescribed by the Director or Deputy Director of the Library.

6. Holders of temporary or paid library cards committed a violation of the Library Rules shall pay fine and are deprived of the right to the Library membership.

Appendix 2

to the Rules and Regulations for M.M. Bakhtin Academic Library of N.P. Ogarev
Mordovia State University.

TABLE OF LIBRARY ITEMS REVALUATION

Since 14th January, 1961 and from № 209 234 - new price

The year of acquisitions	Revaluation index
Before 1 st January, 1991	$\times (36 \times 29 \times 1,3 \times 1,5): 1000 \times 2,55 \times 1,48 = 7,6831$
1991	$\times (15 \times 29 \times 1,3 \times 1,5): 1000 \times 2,55 \times 1,48 = 3,2012$
1992, the first half of the year	$\times (29 \times 1,3 \times 1,5): 1000 \times 2,55 \times 1,48 = 0,2134$
1992, the second half of the year	$\times (21 \times 1,3 \times 1,5): 1000 \times 2,55 \times 1,48 = 0,1545$
1993, the first half of the year	$\times (8 \times 1,3 \times 1,5): 1000 \times 2,55 \times 1,48 = 0,0588$
1993, the third quarter	$\times (2,7 \times 1,3 \times 1,5): 1000 \times 2,55 \times 1,48 = 0,0198$
1993, the fourth quarter	$\times (1,4 \times 1,3 \times 1,5): 1000 \times 2,55 \times 1,48 = 0,0103$
1994	$\times (1,3 \times 1,5): 1000 \times 2,55 \times 1,48 = 0,0073$
1995	$\times 1,5 : 1000 \times 2,55 \times 1,48 = 0,0056$
1996	$: 1000 \times 2,55 \times 1,48 = 0,0037$
1997	$: 1000 \times 2,49 \times 1,48 = 0,0036$
1998	$\times 2,29 \times 1,48 = 3,3892$
1999	$\times 1,86 \times 1,48 = 2,7528$
2000	$\times 1,47 \times 1,48 = 2,1756$
2001	$\times 1,27 \times 1,48 = 1,8796$
2002	$\times 1,09 \times 1,48 = 1,6132$
2003	$\times 1,4$
2004	$\times 1,26$
2005	$\times 1,15$
2006	$\times 1,04$

The table the library materials revaluation is based on the following documents:

- RF Government Regulation "On the revaluation of fixed assets "of 25th November, 1995 № 1148 (as amended of 13th August, 1996 N 962);
- RF Government Regulation "On the revaluation of fixed assets in 1997" of 7th December, 1996 N1442;

- Ordinance of the Government of the Russian Federation "On the revaluation of fixed assets and intangible assets of public institutions" of 15th November, 2002 № 1611 - r

- Decree of the Ministry of Economic Development of the Russian Federation № 306, the Ministry of Finance of the Russian Federation № 120n, Federal Service of State Statistics N 139 of 2nd October, 2006. (Order by SEI HPE "N.P .Ogarev Mordovia State University» of 29th December, 2006 № 2032 "On the revaluation of fixed assets and intangible assets of public institutions ").

Note: The date of receipt of materials is in the Library accession books