



MINISTRY OF EDUCATION AND SCIENCE

**FEDERAL STATE BUDGET EDUCATIONAL INSTITUTION OF
HIGHER EDUCATION**

**"N. P. OGAREV MORDOVIA STATE UNIVERSITY"
(FSBEI HE "N. P. Ogarev Mordovia State University")**

APPROVED

by the order of the Federal State
Budgetary Educational Institution of
Higher Education

"N. P. Ogarev Mordovia State
University"

from "15" May 2024

№ .531

**RULES FOR USING "M. M. BAKHTIN SCIENTIFIC LIBRARY "
THE HIGHER SCHOOL FOR THE DEVELOPMENT OF SCIENTIFIC
AND EDUCATIONAL POTENTIAL OF THE FEDERAL STATE
BUDGETARY EDUCATIONAL INSTITUTION OF HIGHER
EDUCATION "N. P. OGAREV MORDOVIA STATE UNIVERSITY"**

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Document information

1 DEVELOPED by “M. M. Bakhtin Scientific Library” of the Higher School for the Development of Scientific and Educational Potential of the Federal State Budgetary Educational Institution of Higher Education “N. P. Ogarev Mordovia State University ”

The development manager is the director of “M. M. Bakhtin Scientific Library” of the Higher School for the Development of Scientific and Educational Potential of the Federal State Budgetary Educational Institution of Higher Education “N. P. Ogarev Mordovia State University”

Developer:

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2 APPROVED AND ENTERED INTO EFFECT by order of the Federal State Budgetary Educational Institution of Higher Education “N.P. Ogarev Mordovia State University” of "15" мая 2024 №.531

3 ENTERED INTO EFFECT TO SUPERSEDE the Rules for Using “M. M. Bakhtin Scientific” Library of the Federal State Budgetary Educational Institution of Higher Professional Education “N.P. Ogarev Mordovia State University” (approved by the Vice-Rector for Research on November 27, 2015).

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1. General Positions

1.1 The Rules for using “M. M. Bakhtin Scientific Library” of the Higher School for the Development of Scientific and Educational Potential (hereinafter referred to as the Rules, Library) of the Federal State Budgetary Educational Institution of Higher Education “N. P. Ogarev Mordovia State University ” (hereinafter referred to as the University) in accordance with Federal Law N78-FL of December 29, 1994 "Law on Librarianship", the Regulations on “M. M. Bakhtin Scientific Library” of the Higher School for the Development of Scientific and Educational Potential of the Federal State Budgetary Educational Institution of Higher Education “N.P. Ogarev Mordovia State University”, approved by the Order of FSBEI HE “N.P. Ogarev Mordovia State University" N 01/7 of March 18, 2024 (hereinafter referred to as the Regulations on the Scientific Library) regulate the procedure for access to the Library collections, the list of basic services and the conditions for their provision by the Library.

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2 Rights, duties and responsibility of the Library users

2.1 All the Library users, regardless of the type of their library tickets (unified admission ticket, visitor’s ticket, fee ticket (hereinafter referred to as UAT, VT, FT)) (see paragraphs 4.2–4.4) have the rights free of charge:

2.1.1 Receive information about the content of the Library collections through the system of catalogs and card catalogs.

2.1.2 Receive advice and assistance in searching and selecting information sources, including when working with the Library electronic resources.

2.1.3 Select independently documents from open access collections in the Library reading rooms.

2.1.4 Contact the Library Management for comments and suggestions regarding the Library work.

2.2 The students, PhD students, scientific and pedagogical personnel (hereinafter referred to as SPP workers) and University employees have the right to use the main types of the Library information resources free of charge:

2.2.1 Have the loan of documents (books, other printed works and materials) from the Library collections in the Library book lending rooms and reading rooms, except for documents containing restricted information (labeled “for official use”).

2.2.2 Use electronic resources (databases of the Library and third-party organizations (except for users with VT and FT), electronic documents on physical carriers, digitized electronic local documents of the Library collections, local and remote subscription based full-text scientific and educational resources (except for users with VTs and FTs), Internet information resources, provided by the Library, in accordance with the established conditions for access to them.

2.2.3 Use the Library technical equipment (computers, thin clients, laptops, software, etc.) specially installed for users, subject to the relevant rules for using.

2.2.4 Extend the period of using documents in the prescribed manner.

2.2.5 Get publications and their copies from other libraries through interlibrary loan (hereinafter referred to as IL) and get electronic versions of documents (hereinafter referred to as EDV).

2.2.6 The Users can receive additional services for a fee (the list of additional paid services is determined by the Regulations on paid services of “M. M. Bakhtin Scientific Library” of the Federal State Budgetary Educational Institution of

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Higher Education» N. P. Ogarev Mordovia State University " (hereinafter Regulations on paid services of the Scientific Library, contracts).

2.3 The Students of the Institute of Corporate Training and Continuing Education, off-site graduate students, degree candidates, part-time scientific and pedagogical personnel of all Institutions and faculties of the University, scientific and pedagogical personnel and employees from other organizations served on a contractual basis, have the right to use the Library reading rooms and receive paid services.

2.4 The Students in the Presidential Management Training Program have the right to:

- have the loan of documents (books, other printed works and materials) from the Library collections in the Service Department for the Institute of Economics, the Library book lending rooms and reading rooms, except for documents containing restricted information (labeled "for official use");
- get access to local and remote electronic resources in the Library reading rooms.

2.5 Other third-party users are granted the right to be serviced in accordance with the Regulations on the Scientific Library, Regulations on paid services of the Scientific Library, including the opportunity to:

- use the Library collections in the Library reading rooms;
- get access to local electronic resources in the Library reading rooms;
- get paid services (photocopying, printing).

2.6 The Users are obliged to:

2.6.1 Follow the Rules and instructions for the using technical means and electronic resources, comply with the Library Regulations, and carry out unconditionally the requirements of the Library employees.

2.6.2 Users are required to be careful with the documents received from the Library collections and return them within the established time frame, not to take the documents out the Library, if they are not recorded in the reader's register form or other recording documents, not to make notes or underlines in documents, not to tear out or bend pages, not to damage barcodes on library tickets and publications, not to remove cards from the catalogs and bibliographical files.

2.6.3 When getting documents, users should carefully check out them and if any defects are found, inform the librarian on duty. Otherwise, the user who last used the document is held responsible for damage caused to the documents.

2.6.4 Users are obliged to handle their library tickets carefully and ensure their safety. Users do not have the right to transfer a library ticket to another person

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or use someone else's library ticket. In case of violating this rule, users are held responsible in the manner prescribed by the Library Administration.

2.6.5 At the beginning of an academic year, users are required to re-register their library tickets in the prescribed manner. The users, who have not re-registered, are not served in the Library.

2.6.6 When entering the Library departments, users are required to leave their opaque bags, large-size items and outerwear in the cloakroom/storage room.

2.6.7 When working in the Library, users are required to maintain order and silence, turn off mobile phones, and behave respectfully towards other users and the Library employees.

2.6.8 Upon leaving the University, users are required to return the publications registered in their names and their library tickets to the Library.

2.7 Responsibility of users for violating the Rules for using the Scientific Library:

2.7.1 In case of violation of paragraphs 2.6.1–2.6.8, users are held responsible in the manner prescribed by the Rules for using the Scientific Library.

(Appendix 1).

2.7.2 The Users pay the damages under a receipt in the Library departments in the prescribed manner.

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3 Rights, duties and responsibilities of the Library

3.1 The Library serves the users in accordance with the Regulations on the Scientific Library and the Rules for using the Scientific Library.

3.2 In its activities, the Library ensures realizing the rights of the users established by paragraph 2.

3.3 The Library employees are obliged to:

3.3.1 Ensure the confidentiality of the user information by organizing the procedure for processing and protecting the personal data against unauthorized access, destruction, modification, copying, and distribution.

3.3.2 Inform the users about the Rules for using the Library and about all types of services provided by the Library.

3.3.3 Provide the users with the opportunity to use the Library collections, including electronic resources, in accordance with the user category.

3.3.4 Serve the users through interlibrary lending and electronic document delivery, if there are not necessary documents in the Library collections.

3.3.5 Popularize the Library collections, electronic resources and services provided.

3.3.6 Improve the Library and information services to the users through introducing new information technologies.

3.3.7 Ensure a high service culture, assist the users in choosing the necessary documents and electronic resources by giving oral consultations and providing catalogs, card indexes and other forms of information for using, organize book exhibitions, bibliographic reviews, Information and Department days and other events.

3.3.8 Exercise constant supervision over the return of issued documents to the Library, applying, if necessary, sanctions provided by the Current Law (Appendix 1).

3.3.8 Create and maintain comfortable working conditions for the users in the Library.

3.3.9 Inform the users in a timely manner about changes in operating hours and service procedures, about the timing and procedure for registration and re-registration, about changes in the Rules, about cultural and educational events held by the Library, etc.

3.4. The Library has the right:

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3.4.1 Develop and make additions and changes to the current Rules for using the Library.

3.4.2 Determine the conditions for using the Library and information resources and the rules for access to them.

3.4.3 Determine the terms for using documents in the Library departments, shorten the time frame for using documents and other materials, limited number of which is available in the Library, not to extend a term of using the documents previously loaned for a short period of time, if there is demand for them from other users.

3.4.4 Set restrictions on access to valuable and rare publications.

3.4.5 Distribute textbooks among user groups.

3.4.6 Monitor the timeliness of returning the documents loaned to users.

3.4.7 Monitor the work of users with electronic resources to ensure compliance with the Russian Federation laws protecting copyright and preventing unauthorized use of Internet resources.

3.4.8 Have a Sanitary day, informing users about it.

3.4.9 Carry out activities in order to expand the list of additional services provided to the Library users, but not at the expense of the main activity.

3.4.10 Perform other actions that do not contradict the laws in force.

3.4.11 Apply the measures of material impact on violators of the Rules for using the Scientific Library, determine the types and amounts of compensation for damage done by users to the Library (in accordance with paragraph 4 of Art. 13 of the Federal Law of December 29, 1994 No. 78-FZ "On Librarianship" (latest edition).

3.4.12 Determine an individual assessment of the user responsibility for violations not reflected in the Library Rules in each specific case.

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4 Procedure for registering users to the Library

4.1 When registering to the Library, a user is given a library ticket and a reader's register form is filled in. A library ticket (UAT, VT, FT) is the only document giving the right to use the Library.

4.2 A unified admission ticket (UAT) gives the right to use all the Library service departments and electronic resources. UAT is issued free of charge to the students of all modes of study, PhD students, scientific and pedagogical personnel and University employees if there is a document confirming their membership in one of the specified categories.

4.3 Visitor's ticket (VT) gives the right to be served and work with the Library electronic resources in the Library reading rooms, receive paid services (photocopying, printing). VT is issued free of charge, if there is a document confirming the user membership in one of the following categories:

4.3.1 students of the Institute of Corporate Education and Continuing Education;

4.3.2 postgraduate students of the University correspondence post-graduate courses;

4.3.3 PhD candidates at the University;

4.3.4 scientific and pedagogical personnel of all Institutes and faculties of the University;

4.3.5 students, scientific and pedagogical personnel, and employees of the organizations, which have cooperation agreements with the University.

4.4 Fee tickets (FTs) giving the right to use the collections and local electronic resources of the Library in reading rooms and to receive paid services (photocopying, printing) is issued to third-party users of the Library.

4.5 When registering to the Library, users must read the Library Rules and confirm their obligation to comply with them by signing on their library tickets and readers register forms.

UAT, VT and FT are issued for a certain period shown on the ticket. Upon expiration of the Library ticket validity, it must be renewed in the prescribed manner.

4.6 If a Library ticket is lost, a duplicate is issued for payment in the manner prescribed by the Library Rules (see Appendix 1).

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5 The Rules for using user computer workstations and electronic resources

5.1 Users having unified admission tickets (UAT) have the right to:

– use the Library electronic resources (databases of the Library and third-party organizations, local electronic resources, subscription based electronic full-text scientific and educational resources of remote access, Internet information resources);

- use user computer workstations (personal computers, thin clients, laptops, etc) to work with electronic resources.

5.2 Users who have a visitor’s ticket (VT) or a fee ticket (FT) have the right to:

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

- use user computer workstations (personal computers, thin clients) to work with electronic resources.

5.3 Computer equipment installed in the Library, resources of the University corporate network and the Internet information resources are used for scientific, educational, social, industrial and innovative activities.

5.4 Working with electronic resources is independent. A librarian on duty organizes the user access to the user computer workstation, monitors the user’s working hours and compliance with the Rules for using the Library, and provides services for storing and printing information.

5.5 The Library is not responsible for the information presented on the Internet, with the exception of information posted on the Library website, pages and channels on social networks.

5.6 When working on a computer, users are required to comply with the rules of technical safety, electrical safety, using computer workstations, local networks and Internet services.

5.7 The user has the right:

5.7.1 Save files in a specially designated folder, use e-mail, copy information received from the Library and Internet collections onto removable storage media, unless copying information is prohibited.

5.7.2 Receive consulting assistance from a Library employee when working with the Library electronic resources.

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5.7.3 Use personal laptops and other technical devices (headphones, etc.), having previously obtained permission from a Library employee.

5.7.4 Use electronic data storage devices, the content of which is directly related to the learning process or professional activity. Permission to bring them into the Library must also be signed by a Library employee.

5.8 The user is obliged to:

5.8.1 Follow the rules for using the user computer workstation.

5.8.2 Be registered in the “Registration book” before using the user computer workstation.

5.8.3 Be careful with the technical equipment provided for using and prevent damage to the software.

5.8.4 Use the electronic resources of the Library and the Internet only for scientific, educational, social, industrial and innovative activities.

5.8.5 Use only software installed on the Library computer (laptop) to work with the Internet.

5.8.6 If it is detected a malfunction in the computer (laptop) operation, attempts of unauthorized access, program failures and property damage, or if a virus is suspected, etc., the user must contact a Library employee immediately.

5.8.7 Close all application windows and delete temporary files from the working folder at the end of the work.

5.9 Users are not permitted to:

5.9.1 Use the user computer workstation without registering in the “Registration book”

5.9.2 Take actions aimed at disrupting the operation of equipment or software.

5.9.3 Make a complete copy of audio, video and multimedia resources to external storage media.

5.9.4 Copy software.

5.9.5 Launch programs that are not installed on the user computer workstation, make changes to its file system.

5.9.6 Launch the programs from electronic resources or programs obtained via the Internet.

5.9.7 Use the equipment and resources of the Library and the Internet to carry out any kind of commercial activity, dissemination of information discrediting the honor and dignity of citizens, activities contrary to the national interests of the Russian Federation, committing actions prohibited by the provisions of the articles of the Criminal Code of the Russian Federation relating to crimes in the field of

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computer information, porno-peddling, extremist activities, ethnic discrimination and calls for violence.

5.9.8 Turn on, turn off and reboot computers, connect or disconnect peripheral devices, and troubleshoot independently, no matter how insignificant they may seem.

5.9.9 Use any software or hardware for unauthorized access to computers, routers or other network resources.

5.9.10 Use programs scanning the network.

5.9.11 Launch game programs.

5.9.12 Develop or distribute any types of computer viruses.

5.9.13 A user can not log into the system from more than one computer workstation.

5.10 A Library employee has the right:

5.10.1 Monitor the purposes for which user computer workstations, equipment and resources of the Library and the Internet are used (with the help of hardware, software and visual observation).

5.10.2 Ask users what kind of electronic resources they use, what is copied, etc.

5.10.3 View information when copying it to electronic media.

5.10.4 Prohibit copying if the information does not comply with legal, moral, ethical and other common social conventions.

5.11 The Library employee is obliged to:

5.11.1 Monitor for what purposes the user computer workstations, equipment and resources of the Library and the Internet are used (through monitoring hardware, software and visual observation).

5.11.2 Prohibit immediately the user from working with the resources containing the propaganda of war and terrorism, social, racial, national and religious inequality, pornography and drugs, with resources carrying computer viruses, and with the sites with information representing State, commercial, business secrets or secret information protected by law.

5.11.3 Ensure that the user is informed of the Library Rules.

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6 The Rules for using the Library reading rooms

6.1 The user is given the opportunity to use the Library reading rooms (subject reading rooms, Information and Situation Center (hereinafter referred to as ISC)) for:

- working with the Library collections;
- working with electronic resources on the user computer workstation;
- holding events: public lectures, seminars/webinars, conferences, roundtable conferences and etc.

6.2 In the Library reading rooms, service is provided by the extended UAT, VT and FT.

The user hands over a ticket to the librarian on duty at the entrance to the Library reading room and receives it upon completion of work. A ticket based on an electronic card is presented at the entrance to the reading room (attached to the terminal).

6.3 In the Library reading rooms, users work with documents located in the subsidiary stock of the Library reading rooms and the Library collections storage department. For each document from the Library collections storage department, a reader's slip is filled in, which must be certified by an employee of the reading room.

6.4 The documents issued to the reading room from the Library collections storage department can be reserved for up to 10 days.

6.5 The book slip and the reader's slip are documents certifying the date and issuance of books and other printed works to the user and acceptance them by the librarian.

6.6 The number of publications (except for unpublished materials) issued in the reading rooms is not limited.

6.7 Unpublished materials (dissertation researches, final qualifying research papers) are issued in the prescribed manner.

6.8 In the Library open access collections, users select publications on their own, using the reference aids if necessary, or ask for help from a Library employee in case of difficulty.

6.9 Encyclopedias, reference books, rare, informational and periodical publications, published before 1917 publications, unpublished materials, and

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publications got through the inter-library lending, are issued only for work in the Library reading rooms.

6.10 Rare and published before 1917 publications are issued to third-party users who have VT, upon a letter from their organization addressed to the Library director, certified by the seal of the organization.

6.11 Upon completion of work, the documents used are returned to the librarian on duty.

6.12 The use of the ISC for events is subject to the schedule.

6.13 To hold an event at the ISC, it is necessary to submit an official application addressed to the Library Director and indicate the organization hosting the event, the event name, date, time, and number of participants, necessary equipment, surname, first names and telephone number of the contact person.

An application for holding an event at the ISC can be submitted by filling in an electronic form on the Library website.

6.14 Users have the right:

6.14.1 Receive for temporary use any documents from the collections of the Library reading rooms and the collection storage department.

6.14.2 Copy information obtained from the Library and Internet collections onto electronic media.

6.14.3 Take part in open events held in the Library.

6.14.4 Move furniture and open windows for ventilation only with the permission of a Library employee.

6.14.5 Use other types of services, including paid ones, the list of which is determined by the Regulations on paid services in the Scientific Library.

6.14.6 Require confidentiality of personal data and the list of information resources used.

6.15 Users are obliged to unconditionally comply with the requirements of Library employees, when working with resources on the user computer workstations and follow the Rules for using the user computer workstations and electronic resources.

6.16 Users are not permitted to:

6.16.1 Enter the Library reading rooms in outerwear and, with bags and packages whose size exceeds 20x20cm.

6.16.2 Take the documents belonging to the Library out of the reading rooms, regardless of the type of storage medium, except for materials intended for copying in the Library.

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6.16.3 Photocopying of fragments of books, magazines, newspapers and other materials from the Library collections is permitted only in the Library and in the prescribed manner.

Note. Rare and published before 1917 publications are not available for copying and/or scanning.

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7 The Rules for using the Library book lending rooms

7.1 Users are serviced at the Library book lending rooms in a traditional way and using computer technology.

7.2 Users are served in the Library book lending rooms on showing a unified admission ticket (UAT).

7.3 Users can get the necessary publications upon verbal request on showing their library tickets. To order and get publications from the collections storage department, users fill in a reader's slip and have it certified by a book lending room employee. The users certify the publication receipt with their signatures on the book slip and/or on the reader's slip.

7.4 Study literature is issued in the Library lending room for study literature and the lending rooms of the Library subject departments for a term of one academic year or semester in the quantity determined in accordance with the curricula, programs and standards for the supply of study literature. Study literature for module studies (in the Medical Institute service department) is issued for one study cycle. For the most in-demand materials, the terms of use are determined by the Library.

7.5 Scientific literature from the collection of the Library lending room for scientific literature is issued for a term of up to one month in the following quantities: to scientific and pedagogical personnel, PhD students and full-time post-graduate students - up to fifteen copies, to graduating students - up to ten copies, to other categories of users - up to five copies.

7.6 Books of fiction from the fiction lending room collection are issued in quantities of no more than five copies for a term of up to fifteen days.

7.7 Documents from the Library collections storage department through the lending room for scientific and fiction literature (except for a single copy) can be issued PhD students, full-time post-graduate students, scientific and pedagogical personnel and other University employees. One user can be issued no more than three copies for a term of up to ten days.

7.8 All information about publications loaned and their return date is entered into the electronic reader's register form. The Library guarantees the confidentiality and reliability of this information.

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7.9 A term of using books, other printed works and other materials by the user can be extended in a prescribed manner, if there is no demand for them from other users.

7.10 With automated service for issue of books, the absence of a user's signature is not a basis for refusal to return documents to the Library, if information about the issued documents is entered in the electronic reader's register form.

7.11 In case of untimely return of documents, the user pays compensation in accordance with the Library Rules (Appendix 1). In case of untimely payment of compensation, the date of issue and return of books, their quantity, the date of compensation assignment and the user's signature are entered in the reader's register form.

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Appendix 1 (mandatory)

Sanctions for violating the Rules for using “M. M. Bakhtin Scientific Library” of the Higher School for the Development of Scientific and Educational Potential of the Federal State Budgetary Educational Institution of Higher Education “N. P. Ogarev Mordovia State University”

Based on paragraph 4 of Article 13 of the Federal Law of December 29, 1994 No. 78-FZ “On Librarianship” The Library establishes the following sanctions:

1. For untimely return of books, other printed works and other materials to the Library (paragraphs 2.6.2, 7.11 of the Rules for Using the Library), compensation is assigned for each copy in the amount of ten rubles for each overdue month.

2. For taking out one book/electronic resource of the Library departments without the permission of a Library employee (paragraphs 2.6.2, 6.16.2 of the Rules for Using the Library), damage to books and magazines (paragraph 2.6.2 of the Rules for Using the Library), compensation is assigned in the amount of fifty rubles. In case of repeated violation, users lose the right to use the Library for a term of from one month to one year. Materials about violations of the Rules for using the Library by users are submitted for consideration to the directorates of Institutes / branches / deans of faculties.

3. Users responsible for the loss of or damage to a publication from the Library collections are obliged to replace it with an identical one (exact match of publisher’s imprint), or with a publication recognized by the Library as equivalent, and if replacement is not possible, pay a fine of ten times the value of the publication, taking into account the revaluation coefficients of the Library collection and the market publication cost.

4. For the loss of a reader’s registration form, compensation is established in the amount of twenty rubles.

5. For photocopying literature from the collections of the Library reading rooms outside the Library (paragraph 6.16.3 of the Rules for using the Library), for transferring a library ticket to another person and using someone else’s library ticket (paragraph 2.6.4 of the Rules for using the Library), for violating the rules of behavior in the Library (clause 2.6.7 of the Rules for using the Library) and the Rules for using a user computer workstation and electronic resources (paragraphs

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5.8.1, 5.9 of the Rules for using the Library), users loss the right to use the Library for a term established by the director (deputy director) of the Library.

6. Users having visitor's tickets and fee tickets, who have violated the Rules for using of the Library, pay compensation and lose the right to use the Library

