

**PRIVATE HIGHER EDUCATIONAL ESTABLISHMENT
"KYIV MEDICAL UNIVERSITY"**



PROJECT

**PROVISION
ON THE LIBRARY
PRIVATE HIGHER EDUCATIONAL ESTABLISHMENT
"KYIV MEDICAL UNIVERSITY"**

1. GENERAL PROVISIONS

1.1. The Library is a structural unit of the Private Higher Educational Establishment "Kyiv Medical University" (hereinafter referred to as the University), which provides the educational and scientific process of the University with literature and information.

1.2. In its activities, the library is guided by subordinate regulatory legal acts, the Charter of the University, this Regulation, the Laws of Ukraine "On Education", "On Higher Education", "On Libraries and Librarianship", "On Copyright and Related Rights", "On the National Informatization Program", regulatory acts and documents on library affairs of the governing bodies of higher educational institutions of Ukraine, the Charter of the higher educational institution, as well as this Regulation.

1.3. The library's activities are aimed at forming a fund of information resources in accordance with the tasks of the educational and scientific processes of the University.

1.4. The University provides the legal, organizational, financial and material conditions necessary for the functioning of the library, in particular, proper storage, use and replenishment of its funds, computerization and technical equipment of the library.

1.5. The procedure for access to library funds and information resources, the list of basic services and the conditions for their provision are determined by the Rules for Using the Library, which are approved by the Rector of the University and are compiled on the basis of the Standard Rules for Using the Library.

1.6. The University Library has its own stamp of the established sample.

1.7. The library is managed by a director, who is appointed to the position based on the results of a competition and dismissed from the position by the President of the University, and in his current work is subordinate to the rector and is a member of the Academic Council of the university, ex officio.

The library director is elected by the University's Academic Council.

1.8. The general methodological management of the medical university library is carried out by the Scientific and Methodological Library Commission of the Ministry of National Education and Science of Ukraine, the general and regional

methodological council of the library of higher education institutions of III-IV levels of accreditation.

2. LIBRARY TASKS

2.1. Providing complete, high-quality and efficient library , bibliographic and information services to students, interns, postgraduates, researchers, employees of higher education institutions and other categories of readers in accordance with their information requests based on wide access to book collections (in accordance with the rules of library use).

2.2. Formation and storage of the library collection in accordance with the profile of the University and library and information requests of users.

2.3. Promoting the upbringing of a harmonious, morally perfect personality, aware of his or her civic duty and open to intellectual, spiritual and creative development.

2.4. Expanding the range of library and information services, improving traditional and introducing new library forms and methods of work based on the latest information technologies and computerization of information and library processes.

2.5. Creation of electronic databases, organization and maintenance of reference and bibliographic equipment using both traditional and modern information technologies.

3. MAIN LIBRARY FUNCTIONS

3.1. Library:

3.1.1. Provides information and library and bibliographic services to users.

3.1.2. Organizes differentiated (individual and group) service for users on a subscription, in the reading room.

3.1.3. Provides basic library services to library users free of charge.

3.1.4. Implements opportunities for mutual use of library funds through interlibrary and international subscriptions, domestic and international book exchange, electronic delivery of documents, etc.

3.1.5. Studies the information needs of users and promptly provides information requests of scientists and education seekers , using various forms and methods of individual, group and mass information.

3.1.6. Increases the efficiency of information provision for users through interaction with all-Ukrainian and industry information centers. Provides users with access to information resources both in Ukraine and abroad.

3.1.7. Compiles and prepares for publication scientific materials to assist the scientific and educational work of the university, performs all types of library inquiries, conducts bibliographic reviews, organizes book exhibitions, fills electronic databases.

3.1.8. Promotes library and bibliographic knowledge by conducting individual conversations, consultations, organizing book exhibitions, meetings with authors, etc.

3.2. Forms library funds in accordance with curricula, university programs, requests from teachers and students by purchasing scientific, educational, reference literature, periodicals, audio, video publications, CD, DVD publications.

3.2.1. Carries out the organization, rational placement and accounting of the main and auxiliary library funds, their storage, and restoration.

3.2.2. Removes from library collections documents that have lost their relevance, scientific and production value, worn-out, defective and duplicate copies in accordance with current legislative acts. Removal of documents on ideological or political grounds is prohibited.

3.3. Creates and maintains a system of library catalogs, bibliographic files and databases on traditional and electronic media for the purpose of multi-faceted disclosure of library and information resources.

3.4. Carries out work on the popularization and disclosure of library and information resources both by traditional methods and with the use of computer technologies.

3.4.1. Together with the University departments and representatives of public organizations, it holds reading conferences, literary and musical evenings, debates, and other mass events.

3.5. Participates in regional library programs, projects, conferences, schools, and seminars.

3.6. Studies and implements advanced library experience and research results into work practice. Makes the transition to the latest library technologies.

3.7. Conducts scientific and methodological work (analytical, organizational, advisory) to improve all areas of library activity.

3.8. Provides continuing education, improving the professional, general educational and cultural level of library employees.

4. MANAGEMENT. STRUCTURE AND STAFF. MATERIAL AND TECHNICAL SUPPORT

4.1. The library is managed by the director, who reports to the rector and is a member of the Academic Council of the higher educational institution.

4.2. The director, within the limits of his powers, is responsible for the organization of the library's work, the condition and preservation of the collection and other property.

4.3. The University management ensures guaranteed financing and completion of library information resources (in accordance with the current standards for providing literature for the educational process), allocates the necessary office and production premises to the library in accordance with existing standards, provides it with computer technology, technical equipment and facilities, etc.

4.4. It is prohibited to use library premises for work not provided for by the library's tasks.

4.5. It is prohibited to move the library without providing it with an equivalent well-organized space for servicing library users, the work of employees, storage of library collections, appropriate means of mechanization and automation of library processes, reproduction equipment, and other equipment.

(Article 27 of the Law of Ukraine “On Libraries and Librarianship”)

4.6. The tasks, content of work, relationships, rights and responsibilities of the library's structural divisions are determined by the relevant regulations and the Rules for Using the Library.

4.7. Library employees are responsible for the preservation of the library collection and library property in accordance with current legislation and the material liability agreement.

4.8. Library employees must have a basic full or incomplete higher education in the field of training (master's, specialist, bachelor's, junior specialist). The scope

of duties of a library employee is determined on the basis of job descriptions approved by the university management.

4.9. Rules for using the library are developed on the basis of these Model Regulations and approved by the rector of the higher educational institution.

4.10. The library's operating hours are established by the internal work regulation of Kyiv Medical University.

4.11. In order to preserve library funds, comply with sanitary and hygienic standards and labor protection requirements for library employees, a sanitary day is held once a month.

5. RIGHTS AND OBLIGATIONS

5.1. The library has the right:

5.1.1. Determine the content and forms of its activities depending on the tasks specified in this Regulation.

5.1.2. To directly participate in the work of scientific conferences, meetings, seminars on library and information and bibliographic activities in Ukraine, in agreement with the University management.

5.1.3. To become familiar with the curricula, programs, and research topics of the university. To receive from its structural divisions the materials and information necessary to solve the tasks set for the library.

5.1.4. Determine, in accordance with the rules of library use, the types and amount of compensation for damages caused by the user to the library collection, equipment and other library property.

5.2. Library employees have the right to:

5.2.1. For support from the educational institution in organizing advanced training for library employees, creating the necessary conditions for their self-education, ensuring participation in scientific conferences, seminars on library , information and cultural and educational work.

5.2.2. Coordination and interaction of the library with structural units of the University and libraries of higher educational institutions in Kyiv.

5.3. Library staff are responsible for:

5.3.1. Performance of labor duties in accordance with the labor regulations in Ukraine and the university's collective agreement.

5.3.2. Preservation of library collections in accordance with current legislative acts.

5.4. Library employees who cause damage to the library collection are liable in accordance with the current legislation of Ukraine and the agreement on material liability.

5.5. The library is obliged to:

5.5.1. Serve users in accordance with the rules of library use.

5.5.2. Do not use information about library users and their reading interests for any purpose (except scientific) without their consent.

5.5.3. Report on their work to the Academic Council and the Rector of the University.