



**КИЇВСЬКИЙ МЕДИЧНИЙ УНІВЕРСИТЕТ**  
**KYIV MEDICAL UNIVERSITY**  
**EST.1992**

**RULES OF LIBRARY USE**  
**at Kyiv Medical University**

**Kyiv – 2025**

## CONTENT

1. General provisions	3
2. Rights and obligations of the library	3
3. Procedure for recording in the library	4
4. Procedure for using library funds	5
5. Rights, obligations and responsibilities of users	7

## **1. General provisions**

1.1. These Rules for using the library at Kyiv Medical University (hereinafter referred to as the Rules) have been developed in accordance with the Law of Ukraine “On Libraries and Librarianship” (as amended), the Law of Ukraine “On Personal Data Protection” (as amended), the Resolution of the Cabinet of Ministers of Ukraine dated 08.27.2010 N 796 “On Approval of the List of Paid Services That May Be Provided by Educational Institutions, Other Institutions and Institutions of the Education System, State and Municipal Ownership” (as amended and supplemented); the Standard Procedure for Processing Personal Data, approved by the Order of the Commissioner of the Verkhovna Rada of Ukraine for Human Rights dated 08.01.2014 N 1/02-14, the Standard Rules for Using Libraries in Ukraine, the Standard Regulations on the Library of a Higher Education Institution; Regulations on the library of the Private Higher Educational Establishment "Kyiv Medical University", approved on December 29, 2021 (hereinafter referred to as the University).

1.2. The Rules are a document that regulates the user's relationship with the library, establishes a general procedure for organizing the service of the entire contingent of the University (students, doctors (pharmacists) - interns, postgraduate students, clinical residents, professors and teaching staff and other employees of the University (hereinafter referred to as Users)) with all types of library and bibliographic services, access to library funds, determine the rights and obligations of library employees and users and are mandatory for implementation.

1.3. The library is an educational, scientific, informational, and cultural-educational structural unit of the University and provides printed works and other informational materials for the educational, scientific, and educational processes of the University and operates on the basis of the Regulations on the Library of the Private Higher Educational Institution "Kyiv Medical University", which is approved by the Academic Council of the University.

1.4. The library provides users of all categories with the necessary information and documents, regardless of their localization in the information resources system, to ensure the effective development of the educational, scientific, research, and cultural and educational activities of the University, and creates comfortable conditions for serving readers and their work.

1.5. Library University applies such forms service:

- season ticket and a reading room;
- computer reading room.

1.6. Usage library University free of charge.

1.7. The rules for using the library are approved by the Academic Council of the University and put into effect by order of the Rector of the University.

## **2. Rights and obligations of the library**

2.1. The Library has the right to: inform the University administration about violations by readers of the basic requirements for using the library and make management/administrative decisions together with the University management

questions about measures provided for by current legislation against users who do not comply with these Rules .

2.2. The library has the following obligations, namely:

2.2.1. To form paper and electronic funds in accordance with the needs of the educational, methodological, scientific, research, and cultural and educational work of the University.

2.2.2. To keep records , ensure storage, rational organization and use of its funds, and organize access to information resources, including Internet resources.

2.2.3. Create and carefully maintain a reference and bibliographic apparatus, organize and conduct bibliographic reviews, etc.

2.2.4. Provide library, information and bibliographic services to users, and ensure full and prompt satisfaction of their requests for scientific, educational and educational literature.

2.2.5. Ensure the library's operating hours in accordance with the requirements of the University and create the most comfortable conditions and free access to the library's collections, including using information and communication technologies.

2.2.6. Provide users with comprehensive information about their own information resources, free and commercial information resources, and provide access to other databases both in Ukraine and abroad, including international scientometric databases ( Scopus , Web of Science , Research4Life, etc.).

2.2.7. Conduct an analysis of book supply and report twice a year on the status of the provision of educational literature to the University administration.

2.2.8. Issue literature to the user only after returning previously received literature whose usage period has expired.

2.2.9. Systematically monitor the timely return to the library of literature issued to users.

If literature is not returned to the library after the expiration of its term of use, the librarian reminds users electronically (by email), via social networks or verbally (by phone) about the need to return the literature. If the user ignores the library's reminder, the University administration is informed for the purpose of administrative influence.

2.2.10. Ensure compliance with the requirements of the Law of Ukraine "On Personal Data Protection". Do not allow the disclosure of users' personal data and information about reader interests for any purpose without their prior consent.

### **3. Procedure for registering in the library**

3.1. Students / doctors (pharmacists)-interns , postgraduate students and clinical residents are registered on the basis of an order from the University on their enrollment or transfer to another year of study.

3.2. When registering for the library, the user must be sure to read these Rules and by affixing his personal signature on the reader's form. With this signature, the user confirms his obligations to comply with these Rules.

3.3. Based on the submitted documents, the user receives a registration document - a reader's form, which is the only document on the basis of which library users are served.

3.4. To register students in the library, it is necessary to present a student ID card or a copy of the order of enrollment at the University for studies / transfer to another year of study and a photo.

To register interns (pharmacists) in the library, it is necessary to submit the intern's (pharmacist's) card or a copy of the order of enrollment at the University for study / transfer to another year.

Postgraduate students - register with the library based on an order of enrollment for studies at the University.

To register at the library, academic staff and other employees of the University must submit a passport and a certificate from the department. personnel on appointment to a position at the Kyiv Medical University.

3.5. The information provided during user registration is confidential in accordance with the Law of Ukraine "On Personal Data Protection" and is used only in cases provided for by current legislation.

3.6. In case of loss of the reader's card, the user must inform the library and receive a duplicate after submitting the appropriate application for the loss of the reader's card. The loss of the registration document does not relieve the user of responsibility for books and other materials received in the library.

3.7. Electronic issuance of literature is carried out only if there is a reader's ticket, which is the main document for obtaining library resources. When servicing users in automated mode, the library warns about electronic accounting forms.

3.8. When registering users electronically and keeping track of literature issuance, the barcode on the library card is considered the equivalent of the user's signature.

3.9. When issuing documents electronically, the user has the opportunity to control the content of his own electronic form in the presence of a librarian or interactively .

#### **4. Procedure for using library funds**

4.1. All participants in the educational process and all employees of the University (students, doctors (pharmacists)-interns, postgraduate students, clinical residents, doctoral students, teaching staff and other employees) have the right to use the University library.

4.2. Use of materials from library collections is carried out through subscriptions, the reading room, the library website, and other forms of service.

4.3. To receive literature, the user submits a verbal request and signs a personal signature on the reader's form for the publications received. The signature on the reader's form is the basis for the user's recognition of responsibility for the literature recorded in the form.

4.4. All records of ordered, issued and returned literature are recorded in the reader's forms .

4.5. The user has the right to check his/her reader form.

4.6. When receiving literature on a subscription, the user must check the available literature with the data in the reader's form and sign for it.

4.7. The return of literature is certified by the librarian with a personal signature on a paper reader's form.

4.8. Paper reading forms are stored in the library and are canceled at the end of the study, provided that the user returns all literature to the library.

4.9. Literature in the library University issued applicants education per semester or educational year.

4.10. Violations terms use literature recorded in the form user, who is marked "Debt", which automatically blocks process book publishers to the user until the literature is returned.

4.11. Term use literature on request user can be extended if it is no demand from others users.

4.12. Users must annually re-register with presentation all over literature published earlier.

4.13. From funds libraries University are not issued:

- manuscripts, old prints, rare and valuable publication;
- publications published as manuscripts (dissertations, abstracts) dissertations);
- reference and bibliographic, encyclopedic publications and directories;
- artistic albums , photo albums , publications printing art ;
- periodic publication ;
- electronic publications media, audio / video materials ;
- autographed books.

4.14. Literature, ordered by users from the main library, stored in the reading room in the hall for up to 10 days .

4.15. Users have the right to use literature from the main library, published on request others readers during the period their absence.

4.16. In case of deduction applicants education, stay in academic vacation or dismissal from University, users must fully pay the library bill and sign bypass letter.

4.17. Users whose fault inflicted damage to the library funds, are material, administrative responsibility according to current legislation Ukraine.

4.18. Readers who lost literature from the library collection, or inflicted her irreparable harm, must replace its respectively the same or recognized library equivalent .

4.19. Cost damaged or lost works printing and others materials is determined by the prices that indicated in the library's accounting documents , taking into account further indexation their value and market value.

4.20. A book without a barcode or with a damaged barcode is considered lost.

4.21. Replacement lost or damaged users literature recorded in the Book accounting literature , lost readers , and is confirmed by placing personal signatures user and librarian , who accepts replacement .

4.22. Features use computer reading room:

4.22.1. For work in the computer reading room user obliged to register in the logbook visits .

4.22.2. User should take working place near computer that will be allocated to it employee libraries . Computer assigned to the user only for the duration of the Internet session .

4.22.3. User maybe work in the computer reading room only under his/her own registration by name .

4.22.4. For damage software and technical means users are being held accountable in accordance with current legislation .

## **5. Rights, obligations and responsibilities of users**

### **5.1. Users have the right:**

5.1.1 . Receive temporarily use scientific , educational , reference , methodical literature and others services that are provided library University under the conditions established by these Rules.

5.1.2. Obtain complete information about the composition of the book library collection and access procedures.

5.1.3 Receive advisory help in searching and choosing sources information , including electronic resources libraries .

5.1.4. Receive free access to resources computer reading room of the library with the possibility of use network resources Internet , working with information on electronic devices media ( after checks carriers for absence viruses ) .

5.1.5. Use your own devices in the reading room ( Wi-Fi zone ) devices : laptops, tablets, smartphones.

5.1.6. Serve comments and suggestions administration University of works libraries .

### **5.2. Users are obliged to :**

5.2.1. Read and follow these Rules.

5.2.2. Carefully to treat documents obtained from the funds libraries University : do not spoil, do not do any notations and records in books and documents , do not tear out, do not bend pages, do not damage barcodes; do not remove cards from catalogs and filing cabinets ; do not disturb the arrangement of funds in open access departments; do not damage library property.

5.2.3. Return received documents on time and return received literature to the library for the summer vacation period.

5.2.4. Do not remove books and documents from the library premises without the permission of library staff.

5.2.5. Observe silence in reading rooms and other rooms of the University library.

5.2.6. In the computer reading room users are obliged to :

- follow the rules of technique security ;
- carefully to treat the equipment , in case detection idle computer equipment or software , immediately notify administrator ;
- after end works close used programs , using standard procedures exit ;
- to perform order administrator .

5.2.7. When obtaining permission to copy (photograph, download) documents provided by the library, comply with the requirements of Ukrainian legislation in the field of copyright and intellectual property.

5.2.8. Upon receipt literature the user must check their number and presence of damage and , in case detection defects , warn the librarian who is obliged to make the appropriate mark on the document's mark . Otherwise case responsibility for the detected defects carries the user who received the document last .

5.2.9. Students, doctors (pharmacists)-interns, postgraduate students, clinical residents, doctoral students, teaching staff and other employees who have graduated or been expelled from the University before receiving a diploma must fully pay the library and sign a waiver.

### 5.3 . Prohibited indoors libraries :

- consume food and various drinks , smoking , being intoxicated condition ;
- to talk loudly , including on a mobile phone;
- use sound reproducing equipment , etc.

### 5.4. Responsibility users :

5.4.1. For using documents beyond the established period without good reason, the University may charge a penalty, the amount of which is established in accordance with the Order of the Ministry of Culture and Arts N 319 dated May 25, 2001 On Amendments and Supplements to the Standard Rules for Using Libraries in Ukraine.

5.4.2. The user is liable for unauthorized use of electronic databases and other intellectual property of the library, as well as violation of the license terms for using information resources of other owners, in accordance with the current legislation of Ukraine.

5.4. 3. Users who violate the current Rules may be deprived of the right to use the library for a period established by the library administration. In the event of the user's refusal to pay the library according to the requirements, the issue of reimbursement of the cost of library materials not returned or damaged by the user shall be referred to the judicial authorities.

5.4.4. If the silence in the library's reading/computer rooms is disturbed, and the user does not respond to the library employee's remarks, he may be denied the opportunity to use the library premises that day.

5.4.5. Information about violations of these Rules is transferred to the administration University.