

**KHAZAR UNIVERSITY  
LIBRARY & INFORMATION CENTER**

**REGULATIONS  
(UPDATED, VERSION 2)**

**BAKU - 2021**

## **1. General Regulations**

- 1.1. This document has been updated due to some changes in the development of the Library and Information Center since its last version in 2013.
- 1.2. The Library Information Center (LIC) is the main body that supports the university's education and academic research activity; it is considered the center of cultural, moral and intellectual intercourse.
- 1.3. The full name of the Center is Library Information Center (in Azerbaijani: Kitabxana - İnformasiya Mərkəzi), and its abbreviation is LIC (in Azerbaijani: KİM).
- 1.4. The LIC operates according to normative legal acts of the Legislature of the Azerbaijan Republic, decisions made by organs controlling higher education and accepted in the University, and these Regulations.
- 1.5. In order to more fully meet the information needs of the Center users, LIC bases its activities on principles of cooperation and coordination with various offices, institutions, academic/technical information organizations, etc. The main areas and forms of cooperation are agreed upon by means of contracts and agreements.

## **2. Duties of the Library Information Center**

- 2.1 Provide multiple forms of services by means of an LIC information search system in order to meet the information needs of instructors, students, scholars and other university colleagues.
- 2.2 Formulate the LIC collection according to the University profile and users' information needs.
- 2.3 Increase the quality and assortment of library information services by means of modern LIC technical equipment, automation of library information processes and application of new information technologies.
- 2.4 Apply innovations and develop users' ability to obtain information and to correctly and effectively use search and information resources.
- 2.5 Be academically and pedagogically active in the fields of library science and information technology.
- 2.6 Develop as an intellectual and cultural Center of the University.

## **3. Basic Functions**

The Library Information Center:

- 3.1. Serves all users with all of its departments on the basis of their student/ library cards.
- 3.2. Offers the following services to users:
  - Giving information to users about the library's collection by means of an electronic catalog, newspaper and journal card catalogue, databases and other information search systems;
  - Making recommendations about selection of and searching for needed resources;
  - Temporarily loaning out informational materials from the library collection;
  - Making provisions for the use of electronic information resources;
  - Obtaining documents from other libraries by means of inter-library loans;
  - Preparation and publication of bibliographic materials about the University profile;
  - Handling written bibliographic requests;
  - Organizing exhibitions of newly obtained books, around themes, and for jubilee celebrations.
- 3.3 Teaches users about information searches and their application to the education process as well as how to use databases and information systems, the "DSpace" electron archive, Wikipedia, and the LIC's electronic catalog.
- 3.4 Provides materials for the collection based on academic plans, programs, and research topics.
- 3.5 Organizes book exchanges for literature not related to majors' classes.

- 3.6 Independently finds sources for development of the collection. Carries out book exchanges with othernational and international organizations and institutions.
- 3.7 Receives 3 free copies of books, journals and other suitable publications of Khazar University Press and ISBN assigned books from Azerbaijani Publisher Houses.
- 3.8 Coordinates its work with the University's schools, departments and centers.
- 3.9 Analyzes the provision of books, textbooks and course materials for the educational process in collaboration with University departments.
- 3.10 Registers, locates and securely maintains information resources.
- 3.11 Prepares reports about its own activities.
- 3.12 Learns how well it is meeting the needs of users with the goal of correctly building its collection and regulates the contents of the collection according to the informational requirements of users.
- 3.13 Removes old and obsolete materials from the collection in accordance with rules of removal.
- 3.14 Organizes restoration of and proper storage conditions for documents depending on their physical state.
- 3.15 Offers use of databases and electronic catalogs with the goal of providing multifaceted information services to users.
- 3.16 Carries out academic work (analysis, organization, consultation) with the goal of improving its activity in all areas.
- 3.17 Applies cutting-edge library and information technology.
- 3.18 Organizes periodic monitoring and learning about information requirements with the goal of improving the library's services.
- 3.19 Organizes advertisements for information resources and services provided and disseminates information about the LIC activities to users in order to protect the library's prestige.
- 3.20 Holds professional extension trainings for employees of Higher education institutions' libraries in Azerbaijan.
- 3.21 Maintains mutual contact with other libraries, archives, museums and other institutions within local and international programs according to agreements and existing laws.
- 3.22 Prepares suggestions about library policies and actively participates in preparation and implementation of projects in the spheres of education and libraries.
- 3.23 Sign contracts with various organizations and institutions with the goal of providing library and information services.
- 3.24 Applies the following fines for late, damaged or lost copies of materials:
  - Lost or damaged textbooks that were published abroad and in this country must be replaced with identical copies
  - As an exception, when there are many copies of a lost or damaged book or when this book is notneeded, the library administration can recommend a different textbook equivalent to the total fine.
- 3.25 Provide the following ISBN services:
  - ✓ Build National bibliographic database of all (registered) Books in Print.
  - ✓ Build database of titles in stock.
  - ✓ Manage ISBN publication database.

#### **4. Administration. Structure and Staff. Maintenance.**

- 4.1. The administration of LIC is delegated to a Director chosen by the Rector. The Director is a member ofthe University's Academic Council.
- 4.2. Hiring and dismissal of workers is done upon decision of the Rector on the basis of written information by the Director.

- 4.3. LIC's relationships with its employees are fixed on the basis of contracts that have been signed with them.
- 4.4. LIC's relationships with its employees are regulated by Employment Laws of the Azerbaijan Republic.
- 4.5. The LIC motivates the development of knowledge and skills and continual professional training of the staff. It creates a healthy work environment for its employees.
- 4.6. The University administration allocates money for building the LIC collection, provides service and work space according to standards, and provides photocopying, communication and other necessary equipment.

## **5. Facilities**

### **5.1. Computers:**

- The library offers at presently User Computers that are on the Khazar University network for users to access internet, online journals and other databases. The library web catalogue can also be accessed from all other PCs in the campus.
- The computer facilities are provided for academic work only. Users should not use the facilities for non-academic work includes web-browsing, etc. Users are not permitted to install any software or programme in any of these PCs.
- Users are requested not to store / keep any data / files in any of the library computers. There will be no protection for your files / data if they are left on these computers.

### **5.2. Water dispensers**

- Water dispensers is located on five floor of the Khazar University LIC.
- Installation of such dispensers were undertaken only after consultation with Khazar University Buildings Works Division who identifies the best location, agree an appropriate model and arrange to provide water and power connections.
- Existing water dispenser may be retained so long as a maintenance contract for these is established and continued, to provide hygiene cleans and replacement of filters etc. as required.

## **6. Rights and Obligations**

### **6.1. The rights of the LIC:**

- 6.1.1 Define concrete activities and prospects as well as proceed in development independently in accordance with the goals and duties shown in the Regulations.
- 6.1.2 The LIC structure, staff schedule and rules for using information resources.
- 6.1.3 Define rules for using the LIC collection.
- 6.1.4 Define amounts and types of fines for damage caused by users of the LIC in accordance with library use rules.
- 6.1.5 Delete and remove documents from the collection in accordance with rules for removing books from the library collection and existing normative legal documents.
- 6.1.6 Attract voluntary donations and additional financial resources from physical and legal individuals and foreign citizens in accordance with rules determined by legislation.
- 6.1.7 Become familiar with the University's research works, course plans and programs. Obtain information and materials necessary to complete LIC tasks from the University's structural divisions.
- 6.1.8 Directly participate in conferences, meetings and seminars related to library, bibliographic and information issues, and represent the University in appropriate offices and

organizations.

- 6.1.9 Participate in competitions and other components of national and international programs with the goal of developing the library's work.
- 6.1.10 Obtain grants from various foundations in order to develop the full activity of the library in separate areas.
- 6.1.11 Cooperate with libraries and other offices on the basis of contracts in the accepted way.
- 6.1.12 Closely participate in the activity of library unions, and become a member of public and professional organizations, unions, associations and foundations.
- 6.1.13 Establish partnership in the accepted way with the libraries, offices and organizations of foreign countries, including carrying out international book exchanges, becoming a member of international organizations, and participating in the implementation of programs of international and other programs