

Approved by the Representative Council of Shota Meskhia State Teaching University of Zugdidi

## Rule of development of library resources and services

### Article 1. General Provisions

1. The rule of development of library resources and services at Shota Meskhia State Teaching University of Zugdidi (hereafter Teaching University) regulates the procedure of development and renewal of library resources and services and implies facilitating learning and research and creating a comfortable working environment for readers. The main directions for the development of library resources are the book fund, electronic library bases, and material resources.
2. The process of development and renewal of library resources and services is implemented and the persons involved in the procedures are management bodies, the head of the administration, university structural units: faculty, scientific department, library, Development Office of Vocational Education, Management Service of Material Resources, self-government and other structural units.
3. The head of the administration is responsible for the development and updating of library resources and services. He leads the activity according to the proposal of the dean of the main academic unit, the head of the library, the head of the science department and the head of Vocational Education Development. The activity is about “high education,” “professional education,” and “purchases,” based on Georgian laws, subordinate normative acts, the university charter and this rule.

### Article 2. Demand for requirements/Bookstore updating

1. The bookstore (digital and printed) updating is based on the request for the book purchase. For implementing a program within the framework of high education, the heads of program/academic staff will present a request about necessary literature at the faculty board. The compliance with the learning outcomes of educational programs of selected literature is confirmed/approved by the faculty board. After that, the dean cooperates with the head of the library to determine the existence or verification of the demanded book/literature in the database of the library at the Teaching University. By the final decision, the Dean addresses the head of the administration with the request to purchase literature.
2. Vocational education teachers, including subjective, modular and dual, of professional education programs, will present a requirement to the Development Service of Vocational Education about the

procurement of the necessary literature/books for implementing professional programs. It determines the compliance of the requirements with educational programs, after which the Head of the Vocational Education Development Department cooperates with the Head of the Library to verify the existence or copies of the requested book/ literature in the Library of The Teaching University. According to the final decision, the head of the Vocational Education Development Department addresses the head of the administration with the request to purchase literature.

3. The library of university laboratories shall be provided by the head of the science department, and master's papers – by the Faculty Dean. Also, libraries, based on the signed program, will be provided with-university magazines by the head of the scientific department

### Article 3. Upgrading Access to Electronic Library Bases

The need for access / existing access of eBooks is determined by the faculty/library / scientific department / scientific head of the library and submits the request to the head of the administration, who provides the implementation of the necessary actions by involving relevant structural units.

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### Article 4. Development of Material Resources

**In order to facilitate the teaching and research process and create a comfortable environment for readers, the library determines the need for upgrading material resource (which may also be based on student initiative) and submits to the head of the administration, who will provide updates of the material resource with the involvement of relevant structural units.**

### Article 5. Purchase

1. According to the order of the head of the administration, the procurement service carries out state procurement in accordance with the regulations and legislation
2. Computer equipment procurement is carried out based on the conclusion of relevant services and responsible persons

### Article 8. Introduction of changes and amendments to the Rule

1. Amendments and changes to the Rule shall be carried out in accordance with the procedure established by the legislation.

