

Library Services Agreement

St. Petersburg

“ _____ ”

Peter the Great St. Petersburg Polytechnic University Federal State Autonomous Educational Institution of Higher Education (SPbPU), hereinafter referred to as the “University”, represented by _____, acting in accordance with the Power of Attorney No. _____ dated as of _____, and _____,

Name (full), structural unit, group (for students), position (for employees)

hereinafter referred to as the “User”, and together referred to as the “Parties”, have entered into this agreement as follows:

1. Subject of the Agreement:

1.1. User service at ILC SPbPU, including the use of the automated library information system (ALIS).

2. The User is entitled to:

2.1. Receive complete information about the ILC collection and electronic resources, the procedure of use, electronic services, and the terms and conditions for using the ILC;

2.2. Receive documents for a limited period of time from the ILC collection via a reader's document giving the right to use the ILC, in accordance with the Terms and Conditions for Use of the ILC (hereinafter - the Terms and Conditions);

2.3. Extend the period of use of the document in the manner prescribed by the Terms and Conditions;

2.4. Use inter-library lending service;

2.5. Use the bibliographic and reference information apparatus, as well as other forms of library services, including additional educational, information, library and fee-based (paid) services.

3. The User undertakes to:

3.1. Get to know and comply with the Terms and Conditions of Use of the ILC;

3.2. Indicate reliable personal information and timely notify the ILC about any changes;

3.3. Re-register annually;

3.4. Monitor compliance with the deadlines for returning documents taken for temporary use through the electronic reader form (a list of issued documents) in the Personal Account on the ILC website and other available means;

3.5. Carefully treat the documents borrowed from the library collection and property of the ILC;

3.6. Return documents received at the ILC in a timely manner, in accordance with the current Terms and Conditions for using the ILC.

Documents to be lent for home use (except for documents of high demand) are lent in accordance with the following requirements:

- For university employees, graduate students:

- At the Academic Literature lending department - for the duration of the academic year till July 1;

- At the Research Literature lending department - books up to 4 months, periodicals in Russian for 2 weeks, periodicals in a foreign language for 4 weeks;

- For students:

- At the Academic Literature lending department - in accordance with the curriculum for the semester until February 1 and July 10, respectively;

- At the Research Literature lending department - books up to 4 months, periodicals in Russian for 2 weeks, periodicals in a foreign language for 4 weeks;

- For interns, students and other persons who have signed a temporary user document, documents are available for use only in the university reading rooms.

3.1. Pay for the use of documents in case of failure to meet the deadline and other additional services in accordance with the current Price List (available on the ILC website in the Services section) for additional educational, information-library and services provided by ILC SPbPU.

3.2. Use personal computers provided by the ILC only for educational and research purposes.

3.3. Upon leaving the University or in the event of termination of this Agreement, to return to the ILC all documents attributable to the User and sign the settlement sheet.

3.4. In case of loss or damage of library documents, replace them with the same, or copies, or recognized by the ILC equivalent. If replacement is not possible, reimburse the market value of the documents.

3.5. Compensate for damage in accordance with the Terms and Conditions, and in cases not provided for by them, take the liability in accordance with the current legislation of the Russian Federation.

4. The University has the right to:

- 4.1. Establish the Terms and Conditions for using the ILC and introduce changes to them;
- 4.2. Determine the conditions for access to collections and the form of user service, including the use of the automated system;
- 4.3. Establish a list of additional services and determine their cost;
- 4.4. Apply sanctions to the User in case of violation of the Terms and Conditions for using ILC SPbPU;
- 4.5. Use video surveillance tools, conduct photo and video shooting in the premises of the ILC, including in the presence of the User;
- 4.6. Reject to provide services to Users at lending departments of ILC in case of failure or malfunction of the ALIS until the system is restored and the causes of the failure are eliminated.

5. The University undertakes to:

- 5.1. Provide services to the User in accordance with the Terms and Conditions for the use of the ILC SPbPU;
- 5.2. Inform the User about all types of services provided;
- 5.3. Create and maintain comfortable conditions for the User at the ILC.

6. Responsibility of the Parties and dispute resolution procedure:

- 6.1. The ILC and the User acknowledge the accuracy of information on received, renewed and submitted documents contained in the User's electronic form.
- 6.2. For failure to fulfill or improper fulfillment of their obligations under this agreement, the Parties shall be liable in accordance with the current legislation of the Russian Federation.
- 6.3. The Parties are exempted from liability for failure to perform or improper performance of their obligations under this agreement in case of force majeure circumstances that are not dependent on the will of the Parties, including declared or actual war, civil unrest, epidemics, blockade, embargo, earthquake, floods, fires and other force major circumstances.
- 6.4. The parties will seek to resolve all possible disputes and disagreements that may arise under the Agreement or in connection with it through negotiations.

7. Agreement duration period

- 7.1. This agreement comes into force from the moment it is signed by both Parties and is valid for the entire duration of the User's enrollment / work at the University.
- 7.2. This agreement may be amended or terminated by consent of the Parties.

8. Other

- 8.1. In everything that is not stipulated in this agreement, the Parties resolve all issues in accordance with the current legislation of the Russian Federation.
- 8.2. This agreement is made in two copies, having legal force, one for each Party.

9. Addresses and signatures of the Parties

The University
SPbPU, 195251
St. Petersburg,
29 Polytechnicheskaya Str.
Tel.; 552-76-54

Director of ILC SPbPU
A.I. Plemnek

Signature

The User

Name, surname _____

Passport ser. _____ № _____

Issued by _____

Date of issuance _____ Tel. _____

E-mail _____

Signature