

APPROVED  
by order of FSAEI HE SPbPU  
dated November 28, 2018 No. 2702

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION  
OF HIGHER EDUCATION  
**PETER THE GREAT ST. PETERSBURG POLYTECHNIC UNIVERSITY**



**ПОЛИТЕХ**

Санкт-Петербургский  
политехнический университет  
Петра Великого

**TERMS AND CONDITIONS OF USE  
OF THE INFORMATION LIBRARY COMPLEX  
OF FSAEI HE SPbPU**

St. Petersburg

2018

## **1. GENERAL PROVISIONS**

1.1. The terms of use the Information and Library Complex of the Federal State Autonomous Educational Institution of Higher Education SPbPU (hereinafter referred to as the University) describe the procedure of access to library collections, the list of basic services and conditions for their provision to students and employees of the University, as well as to other persons (hereinafter referred to as users).

1.2. The rules of use the Information and Library Complex of the University (hereinafter referred to as the ILC Rules of) are developed in accordance with the legislation of the Russian Federation, the Charter of the University and the Regulations of the Information and Library Complex of the University.

1.3. The Information and Library Complex (hereinafter referred to as ILC) provides basic and complementary library and information services to meet users information needs. Availability of library information resources is based on free access to information principle. The library has centralized collection acquisition and development.

1.4. Library and information services are available in reading rooms, lending departments and online via the ILC website.

1.5. The ILC premises and facilities are available for users during regular working hours with exception on cleanup days and holidays. The ILC is always open online.

1.6. These Rules of use the ILC come into force from the moment they are approved by the Rector of the University.

## **2. RIGHTS AND OBLIGATIONS OF USERS**

2.1. Students of all kinds (undergraduate students, graduate students, postgraduate students, doctoral students, applicants, and interns), University employees and external users have the right to use the ILC.

2.2. The user has the right to:

- Receive the main types of library and information services (University users receive those free of charge and external users on a contractual basis)
- Receive complete information about the collection, the procedure for servicing, library and information services, the Rules for using the ILC
- Receive reference and consulting assistance in finding information
- Receive for use documents (originals or copies) from the ILC collections or received from other libraries through interlibrary loan (ILL), international interlibrary lending (IILL) and electronic document delivery (EDD) services.

- Extend the period of use of the document at the lending department or in the reading room
- Use electronic information resources available at the premises of the ILC and in remote access mode
- Use technical equipment specially installed for users in the premises of the ILC
- Receive additional services in accordance with the conditions defined by the Price List for additional educational and information and library services (hereinafter referred to as the Price List)
- Apply with suggestions, comments and complaints to the management of the ILC, in person or through the ILC website, as well as for clarification of these Rules for using the ILC to the employees of the ILC.

2.3. Users are required to:

- Take care of documents (make no notes, underlining, never tear out or bend pages in documents, observe the order in open access collections), the ILC premises, furniture and equipment
- Return documents within the time limits established by the Rules for using the ILC
- Upon receiving the service at the lending department or in reading rooms, present a reader's document (for students and employees of the University, their electronic pass activated at the ILC, or a library card issued by the ILC)
- Upon leaving the University (finally or temporary: academic leave, business trip abroad, etc.), as well as in the event of termination of the contract for the provision of ILC services, return to ILC all documents assigned to them
- Upon receipt of the documents, carefully review them and if any defects are found (absence of pages, illustrations, maps, notes, etc.), inform the ILC employee about it; otherwise the user shall be liable for the damage to the document
- Use the Internet, computer, audiovisual equipment and other technical means provided by the ILC only for educational and scientific purposes
- In case of loss of a reader's document, immediately inform the ILC
- At the time of filling out the replacement of the reader's document, return all publications lent to the user from the ILC collection
- Comply with these Terms of Use of the ILC, and in case of violation, provide written explanations to the managers of the ILC.

2.4. Users are prohibited to:

- Transfer the reader's document to other persons, as well as use someone else's reader's document
- Conduct photo, video filming on the premises of the ILC, post announcements and distribute other printed materials without coordination with the management of the ILC
- Change settings when working on ILC computers, install software
- Transfer to third parties and distribute electronic copies of documents posted in the SPBPU electronic library, in other electronic library systems and databases, if free access from the internet is not allowed for documents
- Destroy labels with barcodes of documents
- Remove books and other materials from the premises of the ILC if they are not registered in the reader's form
- Remove cards from catalog boxes.

### **3. RIGHTS AND OBLIGATIONS OF THE ILC**

3.1. In its activity, the ILC ensures the implementation of user rights, including the right to free access to information, provides library and information services in accordance with the current legislation of the Russian Federation, the Regulation on the Information and Library Complex and these Rules for the Use of the ILC.

3.2. The ILC shall:

- Form a library collection, record, store and use documents in accordance with the Regulation on the Information and Library Complex, established professional standards and legal requirements
- Inform users about all types of services provided by the ILC, about replenishment of the collection, mode of operation and procedures for servicing
- Provide users with access to the ILC stock, as well as to the collections of other libraries through the ILL and IILL services
- Popularize library collections, available electronic information resources and provided services
- Improve library and information services for users, introducing new services, expanding the list of library and information services, increasing their availability via the Internet
- Assist users in finding the necessary information, conducting oral consultations, provide a directory system for use
- Control the return of borrowed documents to ILC
- Create comfortable working conditions for users at the ILC.

### 3.3. ILC has the right to:

- Set the terms for borrowing and returning documents, determining the number of documents to be lent
- Introduce restrictions on the use of library collection
- Check the documents borrowed by the user for the correct registration in the case of operation of the electronic identification system for protecting the library stock
- Determine the types and sizes of compensation for damage caused by users, including the equivalence of the replacement offered by the user instead of the lost document
- Replace the library documents lost / damaged by users with equivalent ones in content and cost or collect their cost in the established order
- Require users to comply with these ILC Rules
- Make changes and additions to these ILC Rules.

## **4. ILC REGISTERING PROCEDURE**

4.1. When registering with the ILC, the user is obliged to conclude an agreement and present the documents specified in clause 4.2 below.

4.2. The following divisions may perform the registration with the ILC, depending on the user category:

- Department of Academic Literature:
  - Sector of higher professional education:
    - Students of all forms of study are registered on the basis of the order for admission and the student's passport / electronic pass / student ID
    - Students of the Higher Engineering School are registered on the basis of the order for admission and the student's passport / electronic pass / student ID and payment receipt
- International Student Services Sector:
  - Students of the Higher School of International Educational Programs are registered on the basis of the order for admission and the student's passport / electronic pass / student ID.
- Secondary Professional Education Sector:
  - College and lyceum students are registered on the basis of an order for admission and the student's passport / electronic pass / student ID
  - Teachers and employees of the college and lyceum are registered on the basis of a certificate from the Personnel Department and passport / electronic pass.
- Department of Scientific Literature:

- University employees are registered on the basis of a certificate from the Personnel Department, one photo (2x3, 3x4 or 4x4 black and white or color) and the passport / electronic pass
- Postgraduate students and doctoral students are registered on the basis of postgraduate (doctoral) student certificate, one photograph (2x3, 3x4 or 4x4 black and white or color), and passport / electronic pass. Foreign postgraduate students (doctoral students) must additionally submit the order for their admission.
- Students, trainees, applicants are registered on the basis of an order for admission, two photographs (2x3, 3x4 or 4x4 black and white or color) and the passport (two photos are required in the case of absence of the electronic pass and only one if it is available.)
- External users (persons who wish to draw up the right to use the ILC under the agreement) shall submit the payment receipt, passport, two photos (2x3, 3x4 or 4x4 black and white or color) when completing the reader's document for a month or more.

4.3. The ILC, on behalf of the University, concludes an agreement on the provision of library and information services. To enter into an Agreement, the user's passport is required. The contract for persons under the age of 14 shall be concluded by parents or guardians, and students from 14 to 18 years old can signed on their own, based on the Civil Code of the Russian Federation (part one) of November 30, 1994 N 51-FZ.

4.4. When registering with the ILC, the user receives an identifier and a password for receiving services on the ILC website and for the access to electronic information resources, electronic library systems and databases.

## **5. SERVICE PROCEDURE AT THE READING HALLS**

5.1. External users have the right to use the collection resources only in reading rooms.

5.2. Documents from reading rooms shall not be released for the use at home. It is forbidden to take out documents from the library collection out of reading rooms.

5.3. In open-stacks areas, the users may select documents by themselves and return those at a specially designated place after completion of work. Users are prohibited from placing documents on shelves themselves.

5.4. Documents from the closed-stacks collections are lent only in reading rooms:

- The latest and the only copies of books
- The latest and the only copies of magazines published over the past 7 years
- Books and magazines published before 1951

- Art albums
- Volumes of “World Literature Library”
- Abstracts of theses
- Newspapers
- Microfiches and microfilms
- Dissertations (permission, signed by the head of the department or director of the institute / higher school are required for students and employees of the University; an official letter of application signed by the head of the institution is required for external users)
- Research reports
- Originals of publications ordered through the ILL
- Publications referred to the rare and valuable (subject to special permission from the ILC management).

5.5. The number of documents lent in reading rooms is not limited.

5.6. At the end of working session, the user may reserve documents for further work in the reading room (time is unlimited for documents from the ILC collection if there is no demand from other users; for a period set by the collection holder for documents received through the ILL).

## **6. PROCEDURE FOR USING COMPUTERIZED USER WORKPLACES**

6.1. A user workplace (personal computer) shall be used only for scientific and educational purposes. In case all the working places are occupied users shall organize a queue by mutual agreement. No ILC employees are responsible for queuing.

6.2. The use of Internet resources is allowed only in accordance with the legislation of the Russian Federation.

6.3. At the end of the work, each user must delete the files created by him/her, close the programs and documents used using standard exit procedures.

6.4. Only ILC employees may turn computers on and off.

6.5. In the event of a hardware or software malfunction, the user should contact an ILC employee.

6.6. Personal user’s electronic devices may be connected to the electric network only through vacant power sources.

6.7. ILC is not responsible for unattended personal electronic devices.

6.8. It is forbidden to occupy working stations of ILC employees.

## **7. ORDER OF USE OF ELECTRONIC INFORMATION RESOURCES**

7.1. ILC provides users with access to its own, open access, and subscription electronic information resources.

7.2. Access to electronic information resources, electronic library systems and databases is performed in accordance with the conditions established by the owners of exclusive rights on those in the relevant license agreements.

7.3. The procedure for using electronic information resources:

- Users are prohibited from the total copying of electronic documents (for example, copying the entire magazine issues), as well as the use of software tools for copying.
- Users have no authority to duplicate electronic documents and distribute them for commercial purposes.
- Posting materials of limited access to external users in the public domain is forbidden.
- Users should use electronic documents only for scientific, educational and research purposes.
- Quotation of fragments of works is carried out in an amount justified by the purpose of citation, with the obligatory indication of the author's name and source of borrowing.

7.4. Users may post works in the SPbPU Electronic Library in the prescribed manner, with signing, if necessary, of a license agreement for the transfer of non-exclusive rights between the University and the owner of the exclusive author rights.

## **8. PROCEDURE FOR THE USE OF CIRCULATION DESKS**

8.1. Users can receive documents at the lending department for temporary use outside ILC for a certain period. External users may receive documents from library collections only for working in reading rooms.

8.2. The lending desk of scientific literature department provides borrowing of documents and extension of loan of items with no restrictions to prolong their use, for the period of no longer than:

- Four months for books (doublets, domestic and foreign)
- Two weeks for magazines in Russian
- Four weeks for magazines in foreign languages and fiction literature.

8.3. One user may submit at one time no more than five requests to the department of scientific literature.

8.4. To order documents, users must fill out a request form or make an electronic request on the ILC website.

8.5. Lending service is carried out in automated mode. Maintenance shall be terminated in the event of a failure or malfunction of the automated library system, until the system is restored and the causes of the failure are addressed.



8.6. Documents from the department of scientific literature collection can be borrowed by students for home use if they are missing in the department of academic literature collection.

8.7. At the academic literature department lending desks items shall be loaned to students of all forms of training in accordance with the courses of educational programs for a semester (until February 1 and July 10, respectively), with the exception of documents of high demand.

8.8. At the academic literature department lending desk for foreign students documents shall be loaned to foreign students for a semester (until February 1 and July 10, respectively), for short-term students for the term of study, with the exception of items of high demand.

8.9. At the lending desk for the secondary professional education sector documents shall be issued to students of all forms of study in accordance with the programs of the studied disciplines for the full academic year (until July 1), with the exception of documents of high demand.

8.10. Post-graduate students, doctoral students, as well as employees of the University may borrow documents from the academic literature department collection for the academic year (until July 10), with the exception of documents of high demand.

8.11. Documents of high demand are borrowed for a period of up to 1 month with the possibility of renewal in the absence of requests from other users.

8.12. The period of documents loan may be extended at the user's personal request, in the absence of a request for this item from other readers and with mandatory presentation of documents. The number of extensions is not limited.

8.13. The use of documents beyond the established period shall be paid for in accordance with the current Price List for the complementary services category.

8.14. The issuance of documents to students for the summer period (from July 11 to September 1) shall be performed exclusively at the request of the Institute / Higher School Directorate.

8.15. The users shall undergo annual re-registration with submitting all borrowed items within the time limits established by ILC. Users who fail such re-registration will not be served by ILC.

8.16. Re-registration of employees and graduate students of the University is carried out at their first visit the ILC after the date of annual re-registration start.

8.17. Re-registration of students is carried out annually at the end of the spring session until September 1 on the basis of orders on transferring to the next academic year.

8.18. Users with unsettled indebtedness to the ILC shall not be served at the ILC.

## **9. PROCEDURES FOR USING THE DOCUMENT DELIVERY SERVICES**

9.1. The originals of printed documents ordered through ILL / IILL service at the user's request are borrowed for use only in reading rooms. The terms and conditions for using the requested document are determined by the item holding library, which provided the original according to ILL / IILL service. Liability for the safety of documents received through ILL / IILL service lies with the user who requested this document.

9.2. Copies, including presented in electronic form, of individual articles and small-volume works legitimately published in collections, newspapers and other periodicals, short excerpts from other legitimately published written works are provided to students and teachers for examinations, classroom studies and self-study.

9.3. Copies of documents from the ILC collection are transmitted to the user in electronic or printed form at the user's choice. Copies of documents ordered through the ILL / IILL at the request of the user are transferred in the form determined by the terms of the contract with the collection holder.

## **10. AMENDMENTS AND ADDITIONS TO THE TERMS OF USE**

The ILC Terms and Conditions of Use may be amended and supplemented, which come into force from the day they are approved by the Rector.

## **11. BASIC TERMS AND DEFINITIONS**

**Lending desk** is a structural unit that loans documents for temporary use outside the ILC for a specified period.

**Collection holder** is an organization that has a document stock and is entitled to loan documents to other organizations and individual users upon request.

**Library and information service** is the outcome of a library and information servicing that satisfies a specific information or socio-cultural need of a user.

**Interlibrary loan department** is a lending desk for the use of documents that are not available in the ILC stock from the collections of other libraries.

**User** is an individual or legal entity using the infrastructure, services, and information resources offered by the ILC.

**Reading room / hall** is an ILC unit designed to lending and use documents on the ILC premises, as well as providing access to electronic resources.

**Reader's Card** is a document giving the right to use the ILC, containing the identification data that is assigned to the user in the process of registration with the ILC.

**Reader's electronic account** is an established document in electronic form intended for individual accounting of the ILC user, control and accounting of documents borrowed and returned by them.