

Baku Higher Oil School

Library Rules & Regulations

BAKU - 2014

1. General Regulations

- 1.1. The Baku Higher Oil School (BHOS) Library is the main body that supports the School's education and academic research activity; it is considered the center of cultural, moral and intellectual intercourse.
- 1.2. In order to more fully meet the information needs of the School users, Library bases its activities on principles of cooperation and coordination with various libraries, 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 BHOS Library

- 2.1. Provide multiple forms of services by means of a Library information search system in order to meet the information needs of instructors, students, scholars and other School colleagues.
- 2.2. Formulate the Library collection according to the School profile and users' information needs.
- 2.3. Increase the quality of library information services by means of modern Library 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 BHOS.

3. Basic Functions

The BHOS Library:

- 3.1 Serves all users with all of its departments on the basis of their student cards.
- 3.2 Offers the following services to users:
 - Giving information to users about the library's collection by means of books, newspapers and journals, databases;
 - 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;
 - Supporting student's information search via Heriot-Watt University Library;
 - Obtaining documents from other libraries by means of inter-library loans;
 - Handling written and oral 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 BHOS Repository and Wikipedia.
- 3.4 Independently finds sources for development of the collection. Carries out book exchanges with other national and international organizations and institutions.
- 3.5 Coordinates its work with the BHOS departments and centers.
- 3.6 Analyzes the provision of books, textbooks and course materials for the educational process in collaboration with Heriot-Watt University library and BHOS School departments.
- 3.7 Registers, locates and securely maintains information resources.
- 3.8 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.
- 3.9 Removes old and obsolete materials from the collection in accordance with rules of removal.
- 3.10 Offers use of databases and electronic catalogs with the goal of providing multifaceted information services to users.
- 3.11 Carries out academic work (analysis, organization, consultation) with the goal of improving its activity in all areas.

- 3.12 Organizes advertisements for information resources and services provided and disseminates information about the Library activities to users in order to protect the library's prestige.
- 3.13 Holds trainings for the BHOS students and staff about home Library and the HWU Information services.
- 3.14 Maintains mutual contact with other libraries, archives, museums and other institutions within local and international programs according to agreements and existing laws.
- 3.15 Sign contracts with various organizations and institutions with the goal of providing library and information services.

4. Administration

- 4.1. Library's relationships with its employees are fixed on the basis of contracts that have been signed with them through BHOS.
- 4.2. Library's relationships with its employees are regulated by Employment Laws of the Azerbaijan Republic.
- 4.3. The Library motivates the development of knowledge and skills and continual professional training of the staff. It creates a healthy work environment for its employees.
- 4.4. The School administration allocates money for building the Library collection, includes online order books and journals by credit card, provides service and work space according to standards, and provides photocopying, communication and other necessary equipment.

5. Rights and Obligations

- 5.1. The rights of the Library:
 - 5.1.1. Define concrete activities and prospects as well as proceed in development independently in accordance with the goals and duties shown in the Regulations;
 - 5.1.2. Prepare the Library structure, staff schedule and rules for using information resources;
 - 5.1.3. Independently find sources for developing the collection;
 - 5.1.4. Define rules for using the Library collection;
 - 5.1.5. Delete and remove documents from the collection in accordance with rules for removing books from the library collection and existing normative legal documents.
 - 5.1.6. Attract voluntary donations and additional financial resources from physical and legal individuals and foreign citizens in accordance with rules determined by legislation;
 - 5.1.7. Become familiar with the School's course plans and programs, research works. Obtain information and materials necessary to complete Library tasks from the School's structural divisions.
 - 5.1.8. Directly participate in conferences, meetings and seminars related to library, bibliographic and information issues, and represent the BHOS in appropriate offices and organizations;
 - 5.1.9. Correspond with other libraries and organizations in the accepted way;
 - 5.1.10. Participate in competitions and other components of national and international programs with the goal of developing the library's work;
 - 5.1.11. Obtain grants from various foundations in order to develop the full activity of the library in separate areas;
 - 5.1.12. Cooperate with libraries and other offices on the basis of contracts in the accepted way;
 - 5.1.13. Closely participate in the activity of library unions, and become a member of Azerbaijani Library and Information Consortium, other Library and professional organizations, unions, associations and foundations;
 - 5.1.14. 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 libraries and other programs.

6. Conduct and Discipline

- 6.1. A user shall observe a good standard of behavior in the Library, shall obey all reasonable instructions from members of the staff of the Library and shall not cause unreasonable disturbance or inconvenience to other users of the Library.
- 6.2. A user may be required to give evidence of his or her identity to a member of the staff of the Library.
- 6.3. A user who is considered by a member of staff of the Library to cause unreasonable disturbance or inconvenience to other users of the Library or to be in breach of this regulation may be dismissed from the Library immediately.
- 6.4. Smoking and the consumption of food and drink are not permitted in any part of the Library.
- 6.5. A user shall be held responsible for any damage or defacement which he or she causes to a Library book or other Library property.
- 6.6. A user shall take reasonable steps to protect Library books and shall not mark or otherwise deface them.
- 6.7. A user shall be held responsible for the loss of or any damage to a book which has been borrowed on the presentation of his/her student card.
Applies the following fines for late, damaged or lost copies of materials:
 - An estimated fine is applied for books that are returned within one month after the semester.
 - Lost or damaged textbooks that were published abroad must be replaced with identical copies or a fine equal to their price must be paid.
 - Lost or damaged textbooks that were published in this country must be replaced with identical copies or a fine equal to 3 times their price must be paid.
 - As an exception, when there are many copies of a lost or damaged book or when this book is not needed, the library administration can recommend a different textbook equivalent to the total fine.
- 6.8. A user who removes a book from the Library without having first registered the loan shall be liable to disciplinary action which may include the imposition of a fine.
- 6.9. The Librarian shall have the authority to exclude from the Library for a period not exceeding three months any person who is in serious breach of this Regulation. The Librarian may require any such person to return immediately any Library book in his or her possession.