

**Approved by
The Rector of David Tvildiani
Medical University:**

03. 01 2018

RULES for the LIBRARY USERS

- 1. The library is open: Monday – Saturday:09am – 7pm;**
- 2. The library serves the students and the Faculty of David Tvildiani Medical University, as well as foreign visitors, free of charge.**
- 3. In order to become the Library user, David Tvildiani Medical University students must produce a student’s card, become familiar with the RULES and join the library. Foreign visitors must provide the statement endorsed by the Rector of the University.**
- 4. Special editions, reference books, dictionaries, encyclopedias, atlases. cannot be taken out from the Library. If required, a user may apply for paid photocopies either of the whole content or single fragments of the book.**
- 5. The textbooks can be issued on “current” and “non-current” basis. The books stored in several copies can be borrowed for a period (“non-current” basis) not exceeding 3 weekdays. In this case the borrowed books are recorded in the reader’s record cards and certified by the reader’s signature. Books issued for using in the reading hall, in class and for photocopying (“current” basis) are recorded in the library book card and certified by the reader’s signature.**
- 6. Students are obliged to return all borrowed books one week before the end-of-semester/end-of-year exam.**
- 7. In case that a student /visitor damages or loses the borrowed book he/she must substitute the book by the same edition or compensate for its cost.**
- 8. Students are allowed to use the Library computers for study purposes only.**
- 9. Library users are obliged to observe the LIBRARY RULES and due order in the LIBRARY AREA**
- 10. The Librarians are authorized to cease serving the users who have broken the LIBRARY RULES**