Non-entrepreneurial (non-commercial) legal entity - the Patriarchate of Georgia
Order of the Rector of St. Tamar King University

No. 068/01 December 5, 2018 St. Tbilisi

A(A)IP University of the Patriarchate of Georgia named after St. Tamar King
Mechanisms for developing and updating library resources and services
about approval

According to Article 35 of the Law of Georgia - "Civil Code of Georgia", "On the Provision of Authorization of Educational Institutions and Approval of Fees" of the Order of the Minister of Education and Science of Georgia No. 99/N of October 1, 2010, non-entrepreneurial (non-commercial) legal entity - Saint Tamar King of the Patriarchate of Georgia In accordance with Article 4, Section 3, Article 14, Section 1, Section 3, Clauses "b", "e", "f" and "l" and Section 4 of the charter of the named university, E B: 1. To approve the mechanisms for the development and renewal of the resources and services of the library of the University named after St. Tamar King of the Patriarchate of Georgia, in accordance with the appendix.

2. A copy of this order shall be published publicly. 3. Send this order to the structural units/staff of the university for execution within their competence. 4. I will control the execution of the order personally.

5. The order can be appealed according to the procedure established by the legislation of Georgia.

6. The order shall take effect immediately after signing.

Professor, Archimandrite Adam

(Vakhtang Akhaladze)

No. 068/01 December 5, 2018

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Introduction

The Library (hereinafter - the Library) of the University of the Patriarchate of Georgia (hereinafter - the University) (hereinafter - the Library) is responsible for the development of such library resources (collections and others) and services that contribute to the full utilization of the educational programs of the University, taking into account that It is not possible for the library to obtain all necessary editions and publications for the university, the library evaluates the library resources in order to remove them from use or to add resources to it. Therefore, the library is based on specific criteria that consider the type of library resource in the context of greater or lesser value.

1. Compliance of university educational programs with actual and potential needs
Library employees are in close communication with various structural units of the university, representatives of branches and disciplines, who represent the category of primary users of resources. Through the existing cooperation and communication, the library receives updated information about filling and updating the necessary literature for university students, master's students, doctoral students and academic/scientific staff.

2. Scope and content
Library staff assess the extent and level of detail of information needs of primary patrons. Special attention is paid to such resources, the volume and detail of which correspond as much as possible to the needs required by the syllabuses of the training courses and the degree of their usability.

3. Capacity of the existing base and availability of the unit on site
When considering the need to acquire a new resource (manual, periodical, etc.), the library staff evaluates the strengths and weaknesses of the existing base in the relevant direction. Taking into account the demand for the resource, the number of copies is determined.

4. Quality
When evaluating the quality of the resource, such factors as the reputation of the author, publisher, co-authors, year of publication, quality and importance of illustrations, bibliography are considered. The mentioned factors are considered in a complex manner for the overall assessment of the quality of the resource.

5. News
Basic disciplines require updated and up-to-date information. Preference will be given to resources that contain updated and revised information in relevant directions.

6. Price
The value of a resource for the library base is not measured only by its price, although the price is considered along with other criteria in the resource evaluation process. "Free" resource evaluation

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Their processing, cataloging, placement and storage should be considered in the process expenses.

7. Selection of resources

It happens regularly according to the catalogs of publishing houses, as well as disciplines Introduction and discussion of electronic resources and other selection tools. is carried out developing a list of guidelines to be reviewed and approved;

Electronic access to existing resources is ongoing supervision;

Submission of recommendations and documentation of new electronic resources is carried out About the request. The said lists are checked by the library curator and submitted for approval by the rector of the university;

The updated literature (new books) is placed in the exhibition on headlights) and e. Resources for academic/research staff and students inform.

8. Services and their development

The library staff is obliged to provide the following services: book reservation (in person, through a hotline, electronically) providing bibliographic information (in written and oral form);

If the required library resource is not available in the library, another one should be found in the library. apply for interlibrary loan;

Counseling is available for staff and students as and when needed They are trained in new information, learning resources or tools as well about means of access to them;

Information resources (book, textbook, atlas, reader, periodical, compact disk, video files) are located in the library and are available to staff and for students;

Access to the library infrastructure, database, collections and using systems, including partnerships and associations;

A survey of users' opinions on existing resources and services is periodically carried out About, attitudes and needs, recommendations are made. research

Based on the analysis and evaluation of the results, the library resources and services will be developed development plan.

9. Monitoring and updating of technical resources:

Monitoring and evaluation of technical resources is carried out by financial and material A resource service responsible for the proper functioning of the relevant equipment and If necessary, upgrade to purchase.

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