

GOVERNMENT OF THE RUSSIAN FEDERATION
FEDERAL STATE BUDGETARY EDUCATIONAL INSTITUTION OF HIGHER EDUCATION

“ST PETERSBURG STATE
UNIVERSITY”
(SPbU)

ORDER

On amending the
Regulations for the use
of SPbU library and
information resources

In order to optimize the procedures applied for providing library and information services and for providing access to library and information resources of St. Petersburg State University,

I DO HEREBY ORDER:

1. To introduce the following changes to the Regulations for the use of library and information resources of St. Petersburg State University, approved by Order No. 8009/1 of 26 October 2015, “On the Regulations for the Use of Library and Information Resources” (hereinafter referred to as the Regulations), by amending clause 2.14 of the Regulations as follows:
 - “2.14. Procedures for renewal and recovery of the universal and the temporary library card:
 - 2.14.1. Users specified in clause 2.1 of these Regulations renew the validity period of (re-register) their library cards annually, during their first visit to the library after the start of the academic year. When renewing the library card, the user must return or present to the librarian (in order to extend the loan period) all publications loaned to him/her from the SPbU library holdings. Users who fail to renew their library card will not be allowed to use the library resources;
 - 2.14.2. If the library card is lost, the user is required to inform SPbU about that at the unit where the library card was issued;
 - 2.14.3. In order to obtain a duplicate library card, the user will need to submit the documents listed in clause 2.8 of these Regulations;
 - 2.14.4 Before obtaining a duplicate library card, the user must return the publications loaned from SPbU library collections at the place where they were taken out if the period for the authorized use of the publications as established by these Regulations or other internal rules or procedures has already expired by the time when the duplicate library card is obtained.”
2. That the Head of the Public Relations Office, O.L. Tulsanova shall arrange for the publication of this order on the SPbU website in the “Orders” section within one working day from the date of the issuance of this Order;
3. That the Director of the SPbU Gorky Research Library, M.E. Karpova shall arrange for the publication of this Order on the Gorky Research Library page of the SPbU website in

the “Terms of Use” section within one working day from the date of the issuance of this Order;

4. That the Acting Head of the Information Technology Service, A.B. Zhamoido, shall, at the request of the Director of the SPbU Gorky Research Library, M.E. Karpova, make the necessary arrangements for mail distribution of this Order to corporate e-mail addresses of all students of St. Petersburg State University within one working day from the date of the issuance of this Order;
5. Monitoring the implementation of this Order shall be the responsibility of the Director of the SPbU Gorky Research Library, M.E. Karpova.

Senior Vice Rector for Economy

E.G. Chernova