

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

“ST PETERSBURG STATE UNIVERSITY”  
(SPbU)

## ORDER

26 October 2015

*26.10.2015*

On regulations for the use of library  
and information resources

In order to optimise library and information services and the use of library and information resources of St. Petersburg State University

I DO HEREBY ORDER:

1. To approve the Regulations for the use of library and information resources of St. Petersburg State University (hereinafter referred to as the Regulations) in accordance with the Annex to this Order.
2. That the Head of the Public Relations Office, O.L. Tulsanova, shall arrange for the publication of the Regulations on the SPbU website within one working day from the date of the issuance of this Order.
3. Order No. 432/1 of 30 March 2009 “On approving of the Regulations for the use of the SPbU Gorky Research Library” shall be deemed to have lost force from the date of the issuance of this Order.
4. Monitoring the implementation of this Order shall be the responsibility of the Head of the Administrative Control Department, A.V. Gnetov.

Vice-Rector for Research

S.P. Tunik

## **The Regulations for the use of library and information resources of St. Petersburg State University**

### **1. General provisions**

1.1. The Regulations for the use of library and information resources of St. Petersburg State University (hereinafter referred to as the Regulations) have been drafted in accordance with laws and regulations of the Russian Federation, the Charter of St. Petersburg State University, SPbU internal policies and regulations.

1.2. The Regulations provide general procedures for library and information services, general procedures for the use of library and information resources of SPbU, rights and obligations of SPbU, rights and obligations of users, responsibilities of users of library and information resources for violation of these Regulations.

1.3. In these Regulations the word “document” is used with reference to a material object with any information fixed on it in the form of the text, sound recording or image, having the details that allow it to be identified, and intended to be transferred in time and space for storage and use.

### **2. Users, procedures for library and information services**

2.1. The right to use the library and information resources of SPbU is provided to the following categories of users:

2.1.1. the students of St. Petersburg State University;

2.1.2. the research and teaching staff of St. Petersburg State University;

2.1.3. engineering and technical, business and administrative, operational, educational and support, medical and other employees of St. Petersburg State University under SPbU internal policies and regulations not specified in subparagraph 2.1.2 of these Regulations provided that the performance of functional responsibilities of these employees under the terms of their employment contracts and (or) provisions of their job description implies the necessity to use the library and information resources of SPbU;

2.1.4. individuals providing teaching services to SPbU according to civil-law contracts;

2.1.5. individuals performing research, development, and engineering projects for SPbU according to civil-law contracts provided that these civil-law contracts signed with individuals to perform certain projects establish the right of these individuals to use library and information services under these Regulations.

2.2. Persons who do not belong to the categories of users specified in para.2.1 of these Regulations are given the right to use the library and information resources of SPbU under para.2.15 of these Regulations.

2.3. The users referred to in para.2.1 of these Regulations are served by lending documents for their use outside the premises of St. Petersburg State University (hereinafter referred to as the **library pass mode**), by lending documents for working in specially equipped rooms of St. Petersburg State University (hereinafter referred to as the reading room mode), and also according to the procedures established by the legislation of the Russian Federation, these Regulations and other SPbU internal policies and regulations by providing information in electronic form. The service in the **library pass mode** is carried out by **the reader pass**. Information in electronic form is provided as follows:

2.3.1. from computers installed in the premises of SPbU where users are serviced in the reading room mode (hereinafter referred to as Reading rooms) (for computers of the local network of SPbU);

2.3.2. from all computers installed in SPbU (for computers of the local network of SPbU);

2.3.3. from any computer (remote access to the local network of SPbU via the Internet).

2.4. The users specified in para.2.1 of these Regulations have the right to use the following types of library and information services free of charge:

2.4.1. to get complete information about the contents of library and information resources of SPbU through the catalogue system and other forms of library information sharing, about procedures for library and information services, about the regulations for the use of library and information resources;

2.4.2. to get documents held in SPbU library collections for temporary use for a limited period established by these Regulations, according to the procedures established by the legislation of the Russian Federation, these Regulations and other SPbU internal policies and regulations:

2.4.2.1. scientific literature is lent out by a **reader pass** for a period not exceeding 30 calendar days;

2.4.2.2. study materials are lent out to students of SPbU by a **reader pass** for an academic semester or academic year (depending on the distribution of subjects, courses, disciplines (modules) for periods of study according to curricula of educational programmes), to employees of SPbU for a period not exceeding one academic year;

2.4.2.3. few copy literature is lent out in Reading rooms or by a **reader pass**, but the period of using few copy literature by a **reader pass** can be reduced;

2.4.2.4. documents available in the library collections of SPbU in a single copy, multivolume encyclopedias and reference books, publications published before 1945, archival materials, manuscripts, rare and valuable books, publications from supplementary collections, collections of SPbU publications, author's abstracts, dissertations, newspapers are lent out only for working in Reading rooms if technically feasible;

2.4.4. to use electronic library and information resources, including those available in the SPbU subscription. Work with subscribed electronic resources is carried out by users according to the procedures established by para.3.5 of these Regulations;

2.4.5. to get technical assistance in organising retrieval of information and documents stored in the library collections of SPbU as well as in using electronic library and information resources.

2.5. The period of using documents may be extended for the period established by these Regulations if they are not demanded by other users.

2.6. A document that gives the right to use the library and information resources of SPbU is **a library card**.

2.7. The following categories of **library cards** are valid in SPbU:

2.7.1. a universal **library card** that gives the right to use the library and information resources of SPbU in the **library pass** mode and in the reading room mode, the right to access the electronic library and other library and information resources of SPbU according to these Regulations.

User categories: the research and teaching staff of SPbU; the students of educational programmes implemented by SPbU, except for those who are studying educational programmes which last less than one academic year; engineering and technical, business and administrative, operational, educational and support, medical and other employees of St. Petersburg State University under SPbU internal policies and regulations provided that the performance of functional responsibilities of these employees under the terms of their employment contracts and provisions of their job description implies the necessity to use the library and information resources of SPbU.

Validity period: the entire period of work or studying respectively at SPbU;

2.7.2. a temporary **library card** giving the right to use the Reading rooms, the right to access the electronic library and other library and information resources of SPbU, except for the right to get documents by **a reader pass**.

User categories: students who study educational programmes which last less than one academic year.

Validity period: for the period of study;

2.7.3. a temporary **library card** giving the right to use the Reading rooms, the right to access the electronic library and other library and information resources of SPbU, except for the right to get documents by a **reader pass** and the right to use the electronic library and information resources subscribed to by SPbU (access to which is provided under the agreements signed between SPbU and resource owners (other persons acting under the powers granted to them)):

User categories: individuals providing teaching services to SPbU according to civil-law contracts; individuals performing research, development, and engineering projects for SPbU according to civil-law contracts provided that these civil-law contracts signed with individuals to perform certain projects establish the right of these individuals to use the library and information services under these Regulations.

Validity period: for the term of the civil-law contract signed with a user.

2.8. **The library card** is issued on the basis of the following documents:

2.8.1. an identity document - for users not falling under the categories of users specified in para.2.1 of these Regulations;

2.8.2. a staff pass or other document according to the form established in SPbU - for employees of SPbU, individuals providing teaching services to SPbU according to civil-law contracts, individuals performing research, development, and engineering projects for SPbU according to civil-law contracts;

2.8.3. a student ID card – for students;

2.8.4. a document according to the form established in SPbU (depending on the level of an educational programme being studied) confirming the status of a trainee – for SPbU trainees (except for students).

2.9. When issuing a library card, SPbU photographs users with web cameras installed in the premises of SPbU where users are serviced under these Regulations. The user's photo is stored in the user database of SPbU library and information resources and is used by SPbU in order to provide user services under these Regulations.

2.10. All documents presented under para.2.8.1-2.8.4 of these Regulations must be valid (renewed) for the relevant academic year.

2.11. Upon receiving **the library card**, the user shall read and understand these Regulations and confirm to assume their liabilities to execute them by their signature in the statement of understanding and accepting the liabilities established by these Regulations. The signature of the user on the statement of understanding these Regulations means that the user has assumed the liabilities established by these Regulations, agreed for the image of the user obtained under para.2.9 of these Regulations to be used according to these Regulations.

2.12. The users specified in subparagraphs 2.1.4-2.1.5 of these Regulations before (for) obtaining a library card sign a contract with SPbU for library and information services under these Regulations in the form approved by SPbU.

2.13. Changes in the library card are made in the case of changes in the personal data of the user when the relevant information is provided by the user under para.5.1.7 of these Regulations.

2.14. The procedure for reissuing a universal and temporary library card is as follows:

2.14.1. if the library card is lost, the user is to inform SPbU about that at the place where the library card has been issued;

2.14.2. to get a duplicate of the library card the user is to present the documents listed in para.2.8 of these Regulations;

2.14.3. before getting a duplicate of the library card users are to return the received documents from the library collection of SPbU at the place of their receipt in case if the period of using the documents established by these Regulations or other SPbU internal policies and regulations at the time of getting the duplicate card has been expired.

2.15. In order to promote individuals who do not fall under the categories of the users specified in para.2.1 of these Regulations to perform scientific work and (or) academic affairs and methodological support, and in order to assist legal entities to carry out scientific and (or) educational activities upon an individual request from individuals or legal entities on the issues of their interest SPbU has the right to provide the following types of library and information services:

2.15.1. library services by providing access to the library and information resources of SPbU (except for licensed electronic resources, access to which is provided to SPbU by the generators of relevant resources under agreements signed between SPbU and resource generators (other copyright holders) (hereinafter referred to as Electronic resources subscribed to by SPbU));

2.15.2. information and reference services aimed at satisfying the information needs of users specified in para.2.15 of these Regulations according to the subject matter of scientific work and (or) academic affairs and methodological support.

2.16. The users specified in para.2.15 of these Regulations, provided that all the provisions set out in para.3.3 and 3.4 of these Regulations are met, are given a temporary library card under para.2.7.3 of these Regulations for working exclusively in the reading room mode, and documents from the library collection of SPbU are lent out in the reading room mode. The validity period of a temporary library card issued under this paragraph corresponds to the validity period of the contract for servicing the user signed under para.3.3 and 3.4 of these Regulations.

2.17. All categories of students at the end of their studying as well as at the end of each academic year and when granting them a leave of absence are to return all the documents received from the library collections of SPbU at the place of their receipt.

2.18. Upon dismissal or expulsion from SPbU, upon termination of the validity period of a civil law contract signed with a person providing teaching services to SPbU according to civil-law contracts as well as with a person performing research, development, and engineering projects for SPbU according to civil-law contracts, users are to return the documents received under these Regulations at the place of their receipt.

2.19. Upon dismissal or expulsion from SPbU, upon termination of the validity period of a civil law contract signed with a person providing teaching services to SPbU according to civil-law contracts as well as with a person performing research, development, and engineering projects for SPbU according to civil-law contracts, admission to the library and information resources of SPbU is terminated, the validity period of the library card is terminated.

2.20. The use of documents under these Regulations, including the cases of renewal of the period of use, is terminated before the expiration of the period of use established by these Regulations and other SPbU internal policies and regulations in case if within the established period of use the employment contract signed with the users specified in para.2.1.2-2.1.3 of these Regulations is terminated, or in case if the student is expelled before the end of the established period for the use of documents for users specified in para.2.1.4-2.1.5 of these Regulations, the term for the use of documents is terminated from the date of termination of the civil law contract signed with the user under these Regulations.

2.21. The users specified in para.2.1 of these Regulations may be provided with other library and information services in the procedures established by SPbU, including those for a fee.

2.22. The decision on servicing users, specified in para.2.1.3 of these Regulations, under these Regulations may be taken by an authorised officer of SPbU over a user's claim containing information confirming the need to use the library and information resources.

### **3. Procedures for the use of library and information resources of SPbU**

3.1. The Regulations for the use of documents in the library pass mode:

3.1.1. user service is carried out by electronic lending of books. On ordering and receiving documents in the library pass mode, users are to present a library card, and on notice by the SPbU staff member who is servicing the users they are to fill out a reader's slip and to sign in the charge slip (full family name and initials). The data recorded during electronic lending of books confirm the date and fact of lending documents to the user as well as the fact that the documents are returned by the user. When data are entered into the charge slip, the charge slip is a document confirming the date and the fact of lending documents to the user as well as the fact that the user has returned the documents.

3.1.2. in the library pass mode the user is entitled to have at most:

3.1.2.1. 25 documents at once to the research and teaching staff of SPbU;

3.1.2.2. 15 documents to students at once from scientific literature, with the maximum number of educational literature lent to students depending on the number of subjects, courses, disciplines (modules) distributed over the relevant periods of study according to the curriculum of their educational programmes;

3.1.2.3. 10 documents at once to other categories of SPbU employees under para.2.7.1. of these Regulations.

3.2. The Regulations for the use of library collections in the Reading rooms:

3.2.1. The entrance of users to the Reading rooms is carried out upon showing a library card;

3.2.2. the maximum number of documents ordered at once for work in the Reading room for the current day shall be 10 documents at most;

3.2.3. upon termination of work the user has the right to reserve documents from the library collection for further work in the Reading room. Ordered and reserved documents, but unclaimed by the user within 10 days, are returned to the book depository;

3.2.4. access to documents, databases, or other information resources containing confidential information or classified information is carried out according to the procedures established by the legislation of the Russian Federation and SPbU internal policies and regulations;

3.2.5. The documents received in the Reading room must not be taken out of the Reading room. If it is necessary to leave the Reading room for some time, the user returns the documents to the SPbU staff member who is servicing users in the Reading room under these Regulations;

3.2.6. No document may be copied by any electronic or mechanical means (a scanner, a camera, a telephone, etc.) without any consent of the SPbU staff member who is servicing users in the reading room mode, except for copying documents using SPbU technical means according to the legislation of the Russian Federation and the rules of copying documents from the library collections established by SPbU;

3.2.7. work with rare books, manuscripts, dissertations, and other valuable publications is carried out in the Reading rooms in specially designated areas;

3.2.8. users can enter the Reading room with their own publications only if they have a special permission from the SPbU staff member who is servicing users in the Reading room;

3.2.9. the reading room should be kept quiet. It is not allowed to use telephone communication or sound reproducing equipment.

3.3. Individuals specified in para.2.15 of these Regulations shall be serviced under the service agreement. The reason for the execution of this agreement is a written application from an individual to SPbU Rector or another authorised official of SPbU to assist and provide them conditions to perform their scientific work and (or) academic affairs and methodological support with specification of the subject matter of their work and its approximate completion date. The execution of this agreement is carried out according to the procedures established in SPbU.

3.4. Legal entities specified in para.2.15 of these Regulations shall be serviced under the service agreement of legal entities. The reason for the execution of this agreement is a written application signed by an authorised official of a legal entity to SPbU Rector or another authorised official of SPbU to assist and provide them conditions to perform their scientific work and (or) educational activities with specification of the subject matter of their work and its approximate completion date. The execution of this agreement is carried out according to the procedures established in SPbU.

3.5. The Regulations for granting access to the Electronic resources subscribed to by SPbU:

3.5.1. access to the Electronic Resources subscribed to by SPbU is provided by the user's identification data (login, password) assigned according to the procedures established in SPbU

3.5.2. when using remote access, users must not tell an individual login and password to third parties;

3.5.3. upon dismissal or expulsion from SPbU, upon termination of the validity period of a civil law contract concluded between the user and SPbU, the user account is deleted and access to the Electronic resources subscribed to by SPbU is blocked;

3.5.4. users are to observe regulations established in contracts (license agreements) signed between SPbU and the resource owners (other persons acting under the powers granted to them) (hereinafter referred to as Copyright holders) for the use of Electronic resources subscribed to by SPbU;

3.5.5. the Regulations established by Copyright holders for the use of Electronic Resources subscribed to by SPbU include the following provisions:

3.5.5.1. electronic sources as well as means of identification, including brand names, trademarks and service marks of third parties, posted on the website of the Copyright holder, are objects of intellectual property and are protected by the laws of the Russian Federation and international agreements applied in this field. The authors and (or) owners of exclusive property rights to these objects retain the exclusive right to use and to permit the use of these objects in any form and by any means;

3.5.5.2. use and citation of electronic publications is allowed only with reference to the sites of generating companies and/or holders of exclusive rights, and it should not infringe upon the legitimate interests of the author or other owner of exclusive rights. Other citations and uses are in violation of law;

3.5.5.3. using electronic publications, the user has the right:

3.5.5.3.1. to make remote access on the Internet to electronic information resources using IP-addresses belonging to SPbU. Remote access means the ability to search, view and read electronic sources;

3.5.5.3.2. to print out electronic publications only for archival purposes, but the entire issue of the journal or all issues of the journal must not be printed out;

3.5.5.3.3. to record and store some parts of electronic publications in computer memory for archival, educational and research purposes;

3.5.5.3.4. to quote in the original and in the translation for scientific, research, polemical, critical and information purposes from electronic publications in the amount justified by the purpose of quoting;

3.5.5.3.5. to use electronic publications and excerpts from them as illustrations in publications, in radio and television broadcasts, educational sound and video recordings to the extent justified by the desired goal;

3.5.5.3.6. to reproduce electronic publications in newspapers, to broadcast or to communicate them via cable to the public to the extent justified by information purposes.

3.5.5.4. using electronic publications, the user does not have the right:

3.5.5.4.1. to use other software to automatically search and download data, except for those that are implemented in the hardware and software package on the platforms of resource generating companies;

3.5.5.4.2. to forward copies of electronic publications to third parties;

3.5.5.4.3. to distribute copies of electronic publications to any extent;

3.5.5.4.4. to translate electronic publications from the original language into other languages without notifying the author of the publication;

3.5.5.4.5. to alter and change the content of electronic sources with the subsequent creation and distribution on their basis of new secondary information products, including full-text and bibliographical annotated or abstract databases.

3.6. Rules of work in computer-equipped Reading rooms (hereinafter referred to as Computer Reading Rooms):

3.6.1. the users specified in para.2.1 of these Regulations are allowed to work in Computer reading rooms. The specified categories of users are registered by the SPbU staff member who is servicing the users in the corresponding Computer reading room;

3.6.2. the duration of the user's work in the Computer reading room should not exceed two hours. If there is no queue for workstations in front of computers, the usage time may be extended. At the end of the work on the computer, users must programmatically log out;

3.6.3. when working in the Computer reading room using computers, the user is given the right to access information from

3.6.3.1. information resources on the Internet of scientific and educational focus which are freely available;

3.6.3.2. the electronic library and information resources of SPbU, and the right to use Electronic resources subscribed to by SPbU is determined according to para.3.5 of these Regulations;

3.6.3.3. the electronic catalogue of library and information resources of SPbU;

3.6.3.4. educational materials and databases hosted on the SPbU website.

3.6.4. When working in the Computer reading room using computers, the users are to comply with the legislation of the Russian Federation regulating the use of copyright and (or) related rights objects as well as the regulations established in para.3.5 of these Regulations for the use of Electronic resources subscribed to by SPbU.

3.6.5. When working in the Computer reading room one must not:

3.6.5.1. use computers for purposes not related to the search and processing of information under para.3.6.3 of these Regulations, including subscribing to any paid materials or ordering any paid services carried out on the Internet;

3.6.5.2. change system settings;

3.6.5.3. use their removable media without consent of the SPbU staff member who is servicing the users in the Computer reading room.



#### **4. Rights and obligations of SPbU**

4.1. SPbU in its activity guarantees the enforcement of the user rights established by these Regulations.

4.2. SPbU provides library and information services to the users under the legislation of the Russian Federation, these Regulations, and other SPbU internal policies and regulations.

4.3. SPbU has the right to apply liability measures to the users for violation of these Regulations within the scope of existing legislation of the Russian Federation, the Charter of SPbU, these Regulations and other SPbU internal policies and regulations.

4.4. SPbU shall:

4.4.1. ensure the availability of information about the library and information resources of SPbU;

4.4.2. promote the library collections, available electronic information resources and provided services;

4.4.3. provide guidance to the users on the use of electronic resources, electronic and card catalogues;

4.4.4. provide comfortable working conditions for the users in the premises of SPbU according to sanitary and fire codes.

#### **5. Duties and responsibilities of the users**

5.1. The users shall

5.1.1. observe these Regulations as well as other SPbU internal policies and regulations establishing the procedure for using the library and information resources;

5.1.2. be careful with documents received from the library collections (not mark the documents, not bend pages, etc.). Upon receiving the document **by the reader pass** or in the Reading room, the user must check undamaged condition of the received document and notify the SPbU staff member who has lent the document of the defects detected. In this case the SPbU staff member makes a corresponding note on the document. In case if defect is found upon document returning, the user is liable for damage to the document under the laws of the Russian Federation, these Regulations and other SPbU internal policies and regulations;

5.1.3. be careful with the property of SPbU when using the library and information resources of SPbU;

5.1.4. not take out the documents from the library collections, except for those that are lent out in the **library pass mode**, of the premises where user services are performed under these Regulations;

5.1.5. not give the library card to another person or use someone else's library card;

5.1.6. return the documents received under these Regulations in a timely manner;

5.1.7. notify the SPbU staff member who is servicing users according to these Regulations about changes in the user personal data processed by SPbU under these Regulations when receiving the documents from the library collections of SPbU for the first time after changing personal data;

5.1.8. keep the arrangement of books in open access collections;

5.1.9. not take cards out of catalogues or files;

5.1.10. observe the regulations for handling computer equipment installed in the premises where user services are provided under these Regulations;

5.1.11. not use any software or other tools that allow automatic copying of information from the electronic library and information resources of SPbU;

5.1.12. not enter the premises where the user service is provided under these Regulations in outdoor clothes or with outdoor clothes, with large bags or parcels, with food or drinks;



5.1.13. observe the silence, cleanliness and order in the premises where the user service is provided under these Regulations;

5.1.14. not post any announcements, posters or other materials in the premises of SPbU, including those where the user service is provided under these Regulations;

5.1.15. not enter office space or not use the service catalogues or files without the permission of the SPbU staff member who is servicing the users under these Regulations;

5.1.16. if there are signs of failure in computer hardware or software installed in the premises of SPbU, of computer virus infection, of changing system settings, etc., immediately notify the SPbU staff member who is servicing the users under these Regulations.

5.2. Measures of disciplinary liability and liability for damages established by the laws of the Russian Federation, the Charter of SPbU, these Regulations and other SPbU internal policies and regulations may be taken to the users for violation of these Regulations.

5.3. The following measures of disciplinary punishment as reprimand, admonition or expel may be applied to the users specified in para.2.1.1 of these Regulations; reprimand or admonition may be applied to the users specified in para.2.1.2-2.1.3 of these Regulations.

5.4. The responsibility of the users specified in para.2.1.4-2.1.5 of these Regulations is established by these Regulations and the terms of the agreements signed with these users for library and information services according to the procedures established in para.2.12 of these Regulations.

5.5. For violation of the silence and order in the premises where the user services are provided under these Regulations as well as for violation of the rules of conduct in the Computer reading rooms, the SPbU staff member who is servicing the users under these Regulations may send the user away from the premises in question.

5.6. In case of damage or loss of the document received from the library collections, the user must replace the document with the same document, if it is impossible - with the document (documents) recognised by SPbU as being equivalent to the library collections, or if SPbU so decides with a copy of the document, or if SPbU so decides, the user must pay for the restoration work of the damaged document.

5.7. In case of loss or damage of rare and valuable publications and manuscripts, the user shall compensate the damage caused equal to the price of the lost or damaged document established by the independent organisation, including the cases when the document is not subject to recovery, as well as the cost of expert opinion, or equal to the restoration work of the damaged document.

5.8. The users who work in the Computer reading rooms and who have committed actions to introduce violations into the system, a local network, hardware or software that resulted in the inoperability of at least one computer installed in the premises of SPbU shall reimburse the damage caused to the SPbU property under the legislation of the Russian Federation.

Forwarding to:

Directors of Institutes

Deans of Faculties

Senior Vice-Rector for Academic Affairs and Methodological  
Support

Vice-Rector for Research

The Head of the Administrative Control Department

The Head of the Department for Legal Affairs

The spokesperson

The Head of the Public Relations Office