



RULES FOR USING
THE M. MAKSYMOVYCH SCIENTIFIC LIBRARY
OF THE TARAS SHEVCHENKO NATIONAL UNIVERSITY OF KYIV

1.General provisions.

1.1. The Rules of Use (hereinafter referred to as «the Rules») of the M. Maksymovych Scientific Library (hereinafter referred to as «the Library») of the Taras Shevchenko National University of Kyiv (hereinafter referred to as «the University») have been developed in compliance with applicable laws of Ukraine. This includes the Law of Ukraine «On Libraries and Librarianship»; Resolutions of the Cabinet of Ministers No. 1271, dated December 12, 2011, titled «Approval of the List of Paid Services Provided by State Cultural Institutions»; No. 796, dated August 27, 2010, titled «Approval of the List of Paid Services Provided by Educational and Other Institutions of State and Communal Ownership»; and No. 305, dated May 20, 2015, titled «Amendments to the Resolution of the Cabinet of Ministers of Ukraine No. 796, dated August 27, 2010»; the Law of Ukraine «On Personal Data Protection»; Order of the Ministry of Culture of Ukraine No. 665/1/17-11, dated December 14, 2011, titled «Certain Issues Regarding the Implementation of Legislation on Personal Data Protection»; the «Standard Procedure for Processing Personal Data», approved by the Order of the Ukrainian Parliament Commissioner for Human Rights No. 1/02-14, dated January 8, 2014; the Standard Rules for Using Libraries in Ukraine; the Standard Regulations on the Library of a Higher Education Institution (hereinafter referred to as HEI); the Statute of the Taras Shevchenko Library of the Taras Shevchenko National University of Kyiv.

1.2. These Rules serve as the primary document regulating interactions between users and the Library. They establish user and employee rights and obligations and are mandatory for all parties.

1.3. The Library functions as a structural unit dedicated to scientific, educational, informational, and cultural activities. Its operations are governed by the Regulations approved by the Rector of the University.

1.4. The Library's collections are a vital part of the national reference and information system and are state-protected.

1.5. Library services are provided through reading rooms, subscriptions, and interlibrary loans (ILL).

1.6. University students, postgraduate students, faculty, researchers, and employees can access the Library free of charge unless specific services requiring thematic searches or copying are requested (refer to the list of Paid Services).

1.7. Additional requests requiring paid services are fulfilled as outlined in the list of Paid Services. Users unaffiliated with the University (third-party users) must pay for services per Library regulations.

1.8. The Library's operating schedule, including summer hours and holiday adjustments, will be announced in advance via information stands and the Library website.

1.9. The last Friday of every month is a sanitary day, during which the Library does not serve users (refer to clause 6.1.2).

2. Terms of registration in the Library.

2.1. To register with the Library, users must submit: a passport, including registration details (place of residence), for all categories of users; a student ID for students or a certificate for postgraduate students and University employees, valid for the current year; ID-passport holders must also provide a certificate of registration from the passport office.

2.2. All employees and students of the University are eligible for registration under the scientific subscription.

2.3. Only University students are eligible for the fiction subscription. Part-time students may register for this subscription if they are officially registered in Kyiv or the Kyiv region.

2.4. Employees and students of the relevant faculties and institutes may register for subscriptions to educational literature.

2.5. Reading rooms are accessible to all user categories.

2.6. Based on the submitted documents: employees and postgraduate students are issued a library card; students complete a reading form for subscriptions to educational and fiction literature; third-party users may obtain an annual or one-time library card by transferring the required amount to the University account as outlined in the List of Paid Services.

2.7. To complete the reader's form and electronic reader's card in the Automated Library Information System (ALIS), users must: provide personal data and consent to

its use in compliance with the Law of Ukraine «On Personal Data Protection»; submit an application for registration in ALIS; familiarize themselves with the Rules and confirm their obligation to comply by signing either the application or the library form in the designated «I know the rules of the library» section.

2.7.1. All personal data provided by users is confidential and may only be used by Library staff within the scope of their official duties. Such data can be utilized for historical, statistical, or scientific purposes in an anonymized form.

2.8. Transferring library cards to other individuals is strictly prohibited.

2.9. Loss of a library card does not exempt users from responsibility for borrowed literature. In cases of loss, users may obtain a duplicate card on a paid basis within one month of reporting the loss.

3. The procedure for using Library collections.

3.1. For a scientific subscription, literature is issued to students for a period of 1 month (up to 10 copies) and to all other categories of readers for 2 months (up to 15 copies).

3.2. For a fiction subscription, users may borrow up to 3 copies for a maximum period of 15 days. Fiction that is available as a single copy or is in high demand among users is issued exclusively for use in the reading rooms.

3.3. For subscriptions to educational literature, books are issued for a semester or an academic year in accordance with the University's curricula and programs.

3.4. Out-of-print books are issued only with the permission of the Library Directorate. Users must work with such books exclusively in the Department of Rare Books and Manuscripts. Full-text electronic versions are available on the Library's website under the «Old Prints» section. Users may be offered gloves to handle out-of-print publications.

3.5. Rare and valuable editions, encyclopedias, reference books, dictionaries, large-format documents, atlases, albums, unpublished publications (e.g., dissertations, research reports), periodicals, newspapers, electronic publications, documents published before 1950, limited-quantity literature in the Library's collections, and materials obtained through the ILL are issued exclusively for use in the reading rooms.

3.6. Photocopying of documents published after 1950 is permitted. Documents may be taken out of the reading rooms for photocopying only with the permission of a Library employee.

3.7. Users may photograph documents with their own devices under the supervision of a librarian, ensuring that no camera flash is used. Permission to issue or photograph a document may be refused if the document is in unsatisfactory physical condition.

3.8. A librarian may extend the borrowing period of literature at the user's request, provided the user presents the publications and there is no demand for them from other users.

3.9. To obtain documents from the Library's collections for temporary use, users must independently search for them using the Library's catalogues, files, and databases. If users encounter difficulties in selecting literature on a topic, completing the «request-receipt» or any other issue related to reference, bibliographic, or information services, they should seek assistance from a Library employee.

3.10. To order literature, users must fill out the «request-receipt» form clearly and legibly by hand (using a pen) or make an oral request. Users must sign the document form upon receiving the ordered literature. The reader's request and the book form serve as proof of the issuance and date of the borrowed literature.

3.11. Literature may be accessed in the reading rooms only upon presentation of a reader/student card or postgraduate/staff ID.

3.12. For a research subscription, users with a student or library card may place orders through the electronic system using the library card code and student card number. Users confirm receipt of documents by entering the RN code. Notifications about the status of completed orders or reasons for unfulfilled orders are sent via email.

3.13. Users with outstanding debts in the reading rooms or subscriptions will not be issued any further literature until they have settled their debts with the Library in full.

4. Rules of access to electronic information resources.

4.1. All categories of Library users have access to electronic information resources (hereinafter referred to as EIR), including the electronic catalog (hereinafter referred to as EC).

4.2. Access to EIR is provided through computers installed for user service in the reading rooms and computer lab. Access to the EC is available from any device via the Library website: <http://www.library.univ.kiev.ua/ukr/elcat/new/poshuk.php3>.

4.3. Users may search for information independently or with assistance from Library staff in the reading rooms, subscription offices, or computer lab.

4.4. When using computers in the reading rooms and computer lab, users are allowed to:

4.4.1. Use only the software installed on the Library computers.

4.4.2. Connect modern storage media (e.g., USB flash drives) to Library computers only with permission from Library staff in the reading rooms or at the subscription desk.

4.4.3. Use personal laptops, provided that sound signals are disabled.

4.5. Users are prohibited from performing the following activities on computers in the reading rooms and computer lab:

4.5.1. Connecting electronic devices that may damage or impair the operation of Library computers.

4.5.2. Using outdated information carriers (e.g., floppy disks, optical compact discs).

4.5.3. Installing or using unauthorized software, as well as damaging or modifying the hardware or software configurations of Library computers.

4.5.4. Moving computer system units.

4.5.5. Cluttering the workspace around the computers.

5. Rights, obligations and responsibilities of users.

5.1. Users have the right to:

5.1.1. Access information about the Library's collections through catalogues, indexes, and online resources.

5.1.2. Receive consulting assistance for searching and selecting information sources using the Library's documentary and electronic resources.

5.1.3. Temporarily use scientific, educational, fiction, reference, and methodological literature through subscriptions and reading rooms, as well as utilize reference and bibliographic services and other Library-provided services.

5.1.4. Order and receive documents for temporary use from other libraries through the Interlibrary Loan service, which is regulated by separate rules.

5.1.5. Participate in socio-cultural events organized by the Library, such as reader conferences, literary and musical evenings, exhibitions, discussions, and other activities.

5.1.6. Access paid services as outlined in the List of Paid Services.

5.1.7. Use Library computers installed on Library premises for user service, subject to relevant rules of use.

5.2. Users are obliged to:

5.2.1. Know and comply with the Rules for using the Library.

5.2.2. Provide accurate personal information when registering and report changes within one month.

5.2.3. In case of losing a library card, submit a written application to renew or receive a duplicate card.

5.2.4. Treat the Library's collections, catalogues, facilities, and property with care.

5.2.5. Maintain the organization of open-access collections.

5.2.6. Return documents used in reading rooms to Library staff at least 10 minutes before closing time.

5.2.7. Leave the Library premises by the time specified in the user service schedule.

5.2.8. Return borrowed literature within the stipulated timeframe or request an extension.

5.2.9. Upon completing study/work at the University, return all borrowed literature and complete the check-out process at all borrowing points.

5.2.10. Inspect the condition of borrowed literature and report defects to Library staff. Users are held responsible for damage to literature last in their possession.

5.2.11. Accept material and administrative responsibility for any damage caused to the Library's collections or property, as per current legislation.

5.2.12. Replace lost or damaged documents with equivalent materials recognized by the Library. For especially valuable items, compensation is determined by the Library based on the item's significance or market value, recorded in a special journal, and confirmed with the user's signature.

5.2.13. Respect the rights of other Library users, maintain silence in service areas, and keep the premises clean and orderly. Users must be courteous and respectful toward Library staff.

5.2.14. Provide written explanations to Library administration if found in violation of these Rules.

5.3. Library users are prohibited from:

5.3.1. Transferring their library cards or borrowed documents to other individuals.

5.3.2. Using unauthorized photo, video, audio, or copying equipment, including mobile phones and portable scanners, to copy Library documents.

5.3.3. Removing catalogue cards, making notes on them, or otherwise modifying them.

5.3.4. Performing actions that compromise the integrity of Library documents, such as underlining texts, tearing pages, or making any marks in borrowed materials. Actions like copying drawings, bending pages, or photocopying rare and valuable editions, illustrated albums, dissertations, etc., are prohibited.

5.3.5. Illegally using the Library's intellectual property, such as electronic catalogues and databases.

5.3.6. Disturbing the silence in service areas.

5.3.7. Interfering with the work of other users or Library staff or engaging in actions that pose a threat to their safety.

5.3.8. Consuming food and beverages in service areas.

5.3.9. Selling goods, distributing flyers, or conducting other unauthorized activities on Library premises.

5.3.10. Bringing animals into the Library.

5.3.11. Smoking inside the Library.

5.3.12. Bringing hazardous substances or dangerous objects into the Library premises.

5.3.13. Using rude language, profanity, or physical force against Library staff.

5.3.14. Organizing or hosting events without obtaining permission from the Library administration.

5.3.15. Conducting activities unrelated to Library services.

5.3.16. Entering or remaining on Library premises in a state of intoxication or poor hygiene that violates accepted standards of personal cleanliness.

5.4. Responsibilities of users:

5.4.1. Users are responsible for borrowed Library materials and personal belongings left unattended.

5.4.2. Users are liable for unauthorized use of Library-created databases and other intellectual property, as per current legislation.

5.4.3. Users who violate the Rules may lose Library privileges for a duration determined by the Library, as regulated by a separate procedure.

6. Rights and obligations of the Library to serve users.

6.1. The Library has the right to:

6.1.1. Develop the Rules for using the Library, as well as make changes and additions to them.

6.1.2. Determine the user service schedule and make changes to it, provided that such changes are communicated to users in a timely manner. This includes establishing a summer service schedule, adjusting hours on the eve of holidays and non-working days, or rescheduling the sanitary day from the last Friday of the month to another date if necessary.

6.1.3. Define the conditions for the use and storage of Library collections.

6.1.4. Establish restrictions on the use of documents that have special historical value or are in poor physical condition.

6.1.5. Collect and process users' personal data during registration, in compliance with the legislation of Ukraine on personal data protection.

6.1.6. Establish a list of paid services provided by the Library.

6.1.7. Suspend a user's right to visit the Library for a period determined by the Library if they violate these Rules.

6.1.8. Request the urgent return of borrowed literature if necessary.

6.2. The Library is obliged to:

6.2.1. Develop its collections to meet the educational, methodological, research, and cultural needs of the University.

6.2.2. Maintain accurate records, ensure proper storage, and organize the rational use of its collections.

6.2.3. Provide library, information, and bibliographic services, ensuring users' requests for scientific, educational, socio-political, fiction, and other literature are fully and promptly satisfied.

6.2.4. Create a reference and bibliographic system, compile bibliographic indexes and literature lists, and handle all types of library inquiries.

6.2.5. Conduct cultural and educational activities and foster an information culture among readers.

6.2.6. Organize differentiated services for users through subscription offices and reading rooms.

6.2.7. Provide high-quality user services by continuously improving the professional and cultural levels of Library staff and creating a comfortable environment for accessing various information sources.

6.2.8. Assess users' information needs and conduct sociological studies of readers' interests to meet their demands effectively.

6.2.9. Inform users about all Library services, including paid services.

6.2.10. Assist in obtaining materials from other libraries through the Interlibrary Loan service if the requested documents are not available in the Library's collections.

6.2.11. Monitor the timely return of materials borrowed by users.

6.2.12. Adhere to the established user service schedule and promptly notify users of any changes.

6.2.13. Comply with the requirements of the Law of Ukraine «On Personal Data Protection».

6.2.14. Promote the Library's activities through its website and social media platforms.

6.2.15. Ensure that Library employees wear identification badges for easy recognition.