







**On the Introduction of Amendments to the Library Use Policy of National Research University Higher School of Economics**

I HEREBY ORDER:

1. to introduce the following amendments to the Library Use Policy of National Research University Higher School of Economics as per HSE Directive No. 6.18.1-01/1411-08, dated November 14, 2016:
	1. p. 2.1 shall be supplemented by subparagraphs 2.1.5-2.1.6 as follows:

“2.1.5. copy information, if this is not in violation of copyright and licensing agreements with the copyright holders of the electronic resources;

2.1.6. introduce proposals to improve the Library’s operations”;

* 1. in p 2.5:
		1. subparagraph 2.5.5. shall be phrased as follows:

“2.5.5. every year before July 15, submit all documents in possession from study collections and go through re-registration (with the exception of HSE alumni and private persons);”

* + 1. subparagraph 2.5.12 shall be phrased as follows:

“2.5.12. observe silence, put mobile phones on quiet mode, maintain cleanliness and order in the reading rooms and other premises of the Library. Smoking, eating and talking on mobile phones is not permitted in the reading rooms”;

* + 1. add subparagraph 2.5.15 with the following:

“2.5.15. upon the receipt, return or prolongation of loans, users are obliged to check the accuracy of the record made in the electronic RFID code register by Library staff; if an incorrect record is uncovered, immediately inform Library staff about this (the Library and users recognize the accuracy of information about received and returned documents contained in a user’s electronic register)”;

* 1. add p. 3.5 as follows:

“3.5. during the summer period, the Library shall provide services to users according to the schedule approved as per an HSE directive;”

* 1. in p. 4.3:
		1. subparagraph 4.3.1. shall be phrased as follows:

“4.3.1. documents from the study collection shall be lent out for a period of the given Module (to HSE Lyceum learners – for the entire academic year (from September 1 until June 20) in an amount of no more than 25 items; the lending period can be prolonged if an academic course continues into subsequent Modules. The deadline for return of documents is as follows:

Module 1 – November 15;

Module 2 – January 25;

Module 3 – April 15;

Module 4 – July 15;

* + 1. subparagraphs 4.3.3-4.3.4 shall be phrased as follows:

“4.3.3. documents from the fiction collection shall be reserved by users 1 (one) day before receipt, and no more than 5 (five) documents can be lent out for 30 calendar days; this period can be prolonged in person, by phone or through a user’s profile in the Library’s electronic catalogue;

4.3.4 for student users with an academic failure, the loan of documents from the Library’s study collection cannot be prolonged for the summer period (from July 1 until September 1);

* 1. p. 5.2-5.3 shall be phrased as follows:

“5.2 It is forbidden to enter the reading rooms with a bag larger than 45х35х15 cm (e.g., backpacks, sports bags, etc.,) and in outerwear. All large bags must be handed over for storage and outwear shall be kept in the cloakroom. All users visiting the reading rooms with open access documents with their own printed documents must present them to the entrance/exit control staff when entering and leaving the Library.

5.3. Documents from the reading halls and master copies can be taken home for a period of 10 days only by HSE’s academic teaching staff for the purposes of course preparation; dissertations and abstracts cannot be taken home”;

* 1. p. 3 of the Annex shall be phrased as follows:

“3. Items held past due as per the Library Use Policy of National Research University Higher School of Economics shall be subject to:

for items from the study collection – 30 roubles per document for each calendar day when a document is past due (1 document/1 day = 30 roubles);

for items from the academic collection – 50 roubles per document for each calendar day when a document is past due (1 document/1day = 50 roubles);

for items from the fiction collection – 30 roubles per document for each calendar day when a document is past due (1 document/1 day = 30 roubles).”

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| Rector | Y.I. Kuzminov  |