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|  | Annex APPROVEDby HSE University’s Directive No. 6.18.1-01/1411-08, dated November 14, 2016Revised as per HSE University’s Directive No. 6.18.1-01/0912-04, dated 09.12.2019  |

**Library Use Policy of National Research University Higher School of Economics**

1. **GENERAL PROVISIONS**
	1. This Library Use Policy of National Research University Higher School of Economics (hereinafter, “HSE University”) has been developed in accordance with current Russian legislation on library services, the Civil Code of the Russian Federation, HSE Charter, its own internal bylaws, and the HSE Library Regulations in order to set forth general guidelines for the provision of library services at HSE University’s Library (hereinafter, the “Library”), the rights and obligations of both the Library and its users, as well as user liability for any violation of this Policy.
	2. This Policy uses the term “document” to refer to any material object containing information in a text, audio, or visual format that is to be stored, used and preserved through time and space.
	3. This Policy and any amendments hereto must be approved by a directive issued by HSE University.
	4. This Policy covers offers for service agreements and paid services listed in the Annex hereto, i.e., official and irrevocable offers on the part of HSE University intended for the following categories of persons of eligible age, as set by Russian legislation for the acceptance of offers: students (including HSE University’s Lyceum students), (doctoral/postdoctoral) students, and learners, HSE University’s staff members, and graduates, as well as other citizens of the Russian Federation (hereinafter, “individual visitors”) (hereinafter, jointly referred to as “users”), in order to enter into service agreements and paid service agreements under terms and conditions stipulated herein.
	5. A user’s registration for the Library’s services, pursuant to established procedure, shall be deemed as his/her full and irrevocable acceptance of an offer for a service agreement, as stipulated by this Policy.

If a user does not return all documents checked out from the Library within the deadlines set out by the Library Use Policy (i.e., if said user keeps these documents for his/her further use), such actions shall be considered as his/her full and irrevocable acceptance of an offer for paid services for the use of documents beyond the respective deadlines, as stipulated by this Policy.

* 1. “Acceptance of offers contained herein” means that a user agrees with the contents of the Policy, including the provision of paid fees for Library services, and shall undertake to observe the rules stipulated therein. After the user’s acceptance of offers contained herein, said offers shall be considered as service agreements and paid services agreements, respectively, concluded under the terms and conditions stipulated within this Policy.
	2. Users and HSE University shall not sign service agreement sand paid services agreement in hard copy. Thus, such agreements shall come into force upon the receipt of a user’s acceptance of an offer from HSE University.
	3. Service agreements and paid services agreements shall be terminated from the user’s (i.e., a HSE University’s (doctoral/postdoctoral) student, or learner) dismissal date, or a HSE University’s staff member employment termination date, or as of the contract termination date, as specified in an unilateral contract repudiation notice provided by the terminating party, or in an agreement on contract termination, or in a respective court order.
	4. Service agreements and paid services agreements shall be concluded with individual visitors for a period specified in an official letter issued by the user’s educational institution (or employer), and thusly submitted during the user’s registration with the Library.
	5. The Procedures for Using Electronic Library Resources at HSE University shall be established as per separate HSE University’s bylaws.

**2.** **USER RIGHTS AND OBLIGATIONS**

2.1. Users may access and/or use the following library and information services free of charge within the timeframes/deadlines stipulated by the Library, pursuant to a relevant service agreement:

2.1.1. borrow documents from the Library’s study collections (with the exception of HSE University’s graduates, learners and students of higher education programmes implemented at the University’s continuing professional development subdivisions, as well as individual visitors), and its academic and fiction collections (with the exception of HSE University’s graduates and individual visitors);

2.1.2. borrow any documents, including electronic versions, unpublished documents or copies thereof, from the Library’s short loan collection for use in its reading rooms;

2.1.3. obtain comprehensive information about the Library’s stock through accessing its system of catalogues and card indices, as well as other information systems;

2.1.4. receive advice on searches and document selection;

2.1.5. copy information, with a view to avoiding any violation of copyright and license agreements with the owners of online resources;

2.1.6. suggest any improvements to the Library’s operations;

2.1.7. reserve places in designated co-working areas for groups comprised of at least 3 (three) persons for up to 2 (two) hours. Such places shall be booked at least 24 hours in advance by telephone, e-mail or in person at the library administrator’s desk.

2.2. Additional fee-based services provided to users pursuant to the Annex hereto shall be deemed duly rendered by HSE University if no deficiencies have been reported to the University by a user in writing within 5 (five) business days after the final date of the service delivery.

2.3. Users may ask Library staff to explain the rules stated in this Policy.

2.4. In order to register at the Library, users must:

2.4.1. present their passport and student ID card (e.g., doctoral/postdoctoral student certificate, or graduate/learner card) or staff ID badge. HSE University’s Lyceum students only need to present their passports. Individual visitors must present their passport, and an official letter issued by their educational institution or employer, addressed to the Library’s Director, stating the purpose and intended period of their use of the Library.

 HSE University may process users’ personal data as provided in registration forms in order to execute agreements with users pursuant to this Policy;

2.4.2. submit a 3x4 photograph (submitted only by HSE University’s graduates, HSE University’s Lyceum students and individual visitors);

2.4.3. familiarize themselves with this Policy and fill in registration forms so as to acknowledge that they have read and fully understood this Policy.

Upon registration with the Library, each user shall be issued a library card and assigned a barcode (RFID tag) with a personal identifier. Individual visitors shall be issued a temporary library card.

2.5. Users must:

2.5.1. treat documents checked out from the Library with due care, refrain from making any marks, tearing and bending pages, damaging barcode labels (RFID tag), etc.;

2.5.2. treat the Library’s premises, furniture and equipment with due care;

2.5.3. present your library card, pass, passport, or any other form of ID at the request of Library staff, while on the premises;

2.5.4. return all documents checked out from the Library within the deadlines established;

2.5.5. return all documents and re-register (except for HSE University’s graduates and individual visitors) every year before July 15;

2.5.6. upon dismissal from HSE University, return all documents to the Library, return their library card and sign off on an exit checklist (with the exception of HSE University’s graduates and individual visitors);

2.5.7. return all documents before going on an exceptional leave of absence, parental or maternity leave;

2.5.8. refrain from taking documents out of the Library if they are not registered in a user’s library file or other records;

2.5.9. Do not independently arrange documents or disturb their arrangement on the Library premises with the documents aligned according to the open access system;

2.5.10. immediately report any problems with multimedia equipment and software, virus infection on computer systems, changes in system settings etc., to Library staff;

2.5.11. inform the Library of any changes with respect to the user’s residential/registration address and/or contact phone number;

2.5.12. put their mobile phones on silent mode; keep the Library’s reading rooms and other facilities clean and tidy; observe silence in *silent study* areas and talk quietly in *quiet study* areas of the reading halls;

2.5.13. when borrowing documents, review them carefully and report any defects identified to a member of the Library staff. Otherwise, the user who was the last to borrow a given document will be held responsible for any damage identified;

2.5.14. if a user’s card is lost, the Library must be informed and a replacement card shall be issued upon the presentation of a student ID card (passport[[1]](#footnote-1), doctoral/postdoctoral student certificate, or graduate/learner card) or a staff ID badge (depending on the user’s category).

2.5.15. upon receipt, return or extension of documents, a user must check the record in their online library card with a barcode (RFID tag) made by the Library staff and, if any mistakes are identified, inform the Library staff immediately (the Library and users shall acknowledge the accuracy of information with respect to received and returned documents, as provided in the user’s online library card);

2.5.16. do not leave valuables unattended;

2.5.17. upon finishing your work, leave your work station in the same condition it was when you arrived;

2.5.18. observe requests made by Library staff that relate to compliance with these Rules.

2.6. Users are not allowed to share their library card with other people for the use of Library services.

2.7. Users shall be responsible for any violation of this Policy, pursuant to Section 6 hereof.

**3. THE LIBRARY’S RIGHTS AND OBLIGATIONS**

3.1. The Library renders services to users in accordance with this Policy.

3.2. The Library shall:

3.2.1. inform users of the entire range of services available, including paid services;

3.2.2. enable users to obtain access to all collections at the Library;

3.2.3. improve library, reference and information services by use of modern information technologies;

3.2.4. strive to maintain high standards of service;

3.2.5. assist users in finding any required documents, provide face-to-face consultations, access to catalogues, card indices, digital reference and bibliographic databases, document exhibitions, bibliographic reviews, etc.;

3.2.6. on a regular basis, monitor whether documents are returned within the deadlines specified by the Library;

3.2.7. create and maintain comfortable work conditions at the Library;

3.2.8. keep user personal information confidential.

3.3. The Library shall be entitled to establish conditions for users to access its collections.

3.4. Before users exit the Library, checkpoint staff may check whether the documents carried by the user have been correctly checked out.

3.5. During summer holidays, the Library operates as per the schedule approved by a directive of HSE University;

3.6. Library staff shall have the right to take photo and/or video, including with a mobile phone, in order to document behaviour that violates these Rules.

Library staff are prohibited from distributing and (or) presenting the photo and/or video materials obtained for the purposes other than requesting disciplinary action be taken by authorized HSE University personnel against users who have violated the Rules, unless otherwise provided for by law.

**4. TERMS FOR USING THE LIBRARY’S COLLECTIONS**

4.1. To borrow documents from the Library’s study collection, users must show their library card and register the RFID tags of borrowed documents with the electronic register at the librarian’s desk. Barcode (RFID tag) entry to the electronic register will thereby confirm the lending of documents to the given user.

4.2. Documents borrowed from the Library’s collections shall be selected by users from open stacks (documents marked with ‘A’ on their spine). Users must register the barcodes (RFID tags) of borrowed documents with the electronic register at the librarian’s desk, or, if using the automated lending system, they must register barcodes (RFID tags) at a self-service work-station. A librarian then will stamp the date of return on the return slip. If using the automated lending system, the user will receive a return slip with the date on it. He/she shall then show the documents with a return date stamp or receipt slip to the staff at the library checkpoint. The user should show the documents with a return date stamp to the staff at the checkpoint.

4.3. Loan periods and number of documents per user:

4.3.1. documents taken from the Library’s study collection may be checked out for the duration of 1 (one) module (or the whole academic year (from September 1 to July 15) for HSE University’s Lyceum students), with no more than 25 documents per user. The loan period may be extended if a course is continued over subsequent modules. Deadlines for document return are as follows:

Module 1 – November 15;

Module 2 – January 25;

Module 3 – November 15;

Module 4 – July 15.

4.3.2. the loan period for documents from the Library’s academic collection (no more than 5 (five) documents at any given time) is 15 calendar days, but this can be extended upon request in person, by phone, or via a user’s personal account in the Library’s e-catalogue;

4.3.3. the loan period for documents from the Library’s fiction collection (no more than 5 (five) documents at any given time) is 30 calendar days. However, this may be extended upon request in person, by phone, or via a user’s personal account in the Library’s e-catalogue;

4.3.4. for students with academic failures - the loan period for documents borrowed from the Library cannot be extended to summer (July 16 – September 1).

4.3.5. for staff members - the loan period for documents borrowed from the Library may be extended until the end of summer upon the approval of the Library’s administration.

**5. TERMS FOR USING THE LIBRARY’S READING ROOMS**

5.1. When using the Library reading rooms, the user must have his/her library card with him/her.

5.2. Users must not take hand-carried items (e.g., backpacks, sports bags, etc.) if a size exceeding 45х35х15 cm or wear outdoor clothes in the reading rooms. Furthermore, bags must be checked at the checkroom, and outdoor clothes – at the cloakroom. Printed ID documents brought to open-stack reading rooms must be shown to checkpoint staff upon both entry and exit.

5.3. Documents from reading rooms, as well as control copies, may be provided for home loan for a period of up to 10 days to HSE University’s faculty staff only for the purposes of course preparation. Theses and author’s abstracts are available not for home loan.

5.4. Documents from the Library’s closed stacks shall be delivered within 30 minutes after a librarian receives a completed book request or after the user reserves a document through the Library’s e-catalogue system. The ordered documents will be held on the reservation shelf for 2 (two) calendar days. Upon receiving a closed-stack document, the user shall sign the book checkout card and leave his/her library card. No more than 5 (five) documents may be borrowed at any one time.

Advising users in the reading halls, selection and checkout of literature from the Library collection shall be done upon presentations on the part of users of their library cards and in accordance with the Library’s operating hours.

5.5. Users may browse through open-stack documents on their own, and, upon finishing their work, return them to the designated carts available. Users may not put the documents back on the shelves. Documents selected by users may be stored on the reservation shelf in the reading room for 2 (two) calendar days.

5.6. To access the multimedia library, users must register with a librarian, fill and sign a user card, in order to receive a personal login and password, which can grant access to the Library’s computer network and prevent unauthorized access on the part of other users.

5.7. Upon finishing his/her work with the multimedia library, a user must log out of the system.

5.8. Users of the multimedia library available in the Library’s reading rooms must not:

5.8.1. use computers for any purposes unrelated to searching and processing bibliographic information (e.g., develop or install software, play computer games, develop and edit Web resources, etc.), as well as engage in any other activities in violation of Federal Law No. 149-FZ “On Information, Information Technologies and Data Protection”, dated July 27, 2006, as well as other federal laws:

5.8.2. change system settings;

5.8.3. use personal floppy disks, CDs, USB storage media and other electronic media. A librarian’s assistance should be sought when a visitor needs to store information;

5.8.4. sign up for any paid materials or order paid services on the Internet.

5.9. Underage users, who are under 16 years of age, are not allowed to stay overnight (from 11.00pm to 6.00am) in the 24/7 reading rooms without attendance of their parents (guardians) or organizers of events with the participation of underage persons, HSE University’s alumni and individual visitors, as well as users without a library card. Library staff shall have the right check library cards or other forms of users’ ID visitors and may request those without such documents leave the Library.

5.10. Users must not:

1. disturb public order, including the use of coarse language;
2. destroy or damage the property of other persons, including HSE University’s property;
3. bring and consume alcohol products;
4. bring and consume drugs or psychotropic substances without a doctor’s prescription, as well as potentially dangerous psychoactive or intoxicating substances;
5. appear and/or stay on premises in a state of intoxication, including alcohol intoxication;
6. smoke;
7. use rooms and furniture for sleeping, lie down on couches, the floor, or steps, or put your feet on the furniture;
8. distort the Library layout or move furniture (except for stools and mobile partitions);
9. bring and consume food, chewing gum, or drinks except for tea, coffee, and water in closed containers;
10. bring and move about the Library on any form of wheeled transportation with the exception of wheelchairs;
11. film or videotape the Library space without the permission of the Library administrators;
12. litter or dirty Library premises

5.10.13 engage in any other actions that are in violation of the Student Internal Regulations and Internal Labour Regulations at National Research University Higher School of Economics.

**6. USER OBLIGATIONS**

6.1. A user’s failure to comply with this Policy may result in disciplinary action or a pecuniary liability, as stipulated by Russian legislation, HSE University’s Student Internal Regulations, its Internal Labour Regulations, other internal bylaws and/or this Policy, pursuant to current legislation and HSE University’s bylaws.

6.2. The Library users may be subject to disciplinary actions, as per HSE University’s bylaws, including this policy, as well as organizational measures, stipulated in p. 6.4 hereof.

 6.3. The following pecuniary liability may be applicable to users: indemnity in cash, or in kind.

6.4. Users who fail to observe silence in reading rooms, or violate the requirements specified in pp. 5.8, 5.9, and 5.10 hereof shall be removed from the Library premises by the administrative staff.

6.5. Users who have lost documents must replace them with identical editions or documents recognized as equivalent. In addition, users who have damaged any documents must replace them or pay for their repair. Any other damage to the Library’s equipment in excess of 5,000 (five thousand) roubles must be reimbursed by the user.

6.6. Users shall be given an admonition and banned from using the multimedia library for 6 (six) months, should they access the Library’s computer network with someone else’s login and password, or interfere with the system, local network, software or hardware in such a way resulting in the shutdown of at least 1 (one) of the Library’s computers for a duration from half an hour up to 24 hours. If violations are repeated, perpetrators shall be given a reprimand.

6.7. No access to collections may be granted to users who have failed to return documents from any other collections within deadlines stipulated by the Library, until they return said documents. During this period, a user shall be only granted access to the Library’s collections in its reading rooms. As at the following day after the deadline stipulated by the Library, such a user must pay for use of the documents past the deadlines stipulated hereby, pursuant to the procedure established in the Annex hereto, unless such documents have not been returned to the Library on time for a valid reason (as supported by relevant evidence). No further fees shall be charged after said document has been returned. After the document is returned, the user’s library card shall be blocked until the given Library service is paid in full. During this period, the user shall only receive access to the Library’s collections available in its reading rooms.

6.8. Users, including (doctoral/postdoctoral) students, learners and HSE University’s staff, who unlawfully remove documents from the Library’s premises and/or use someone else’s library card, may be given a reprimand and banned from using the Library for 1 (one) year. If such an offence has been committed by graduates or individual visitors HSE University, the University may have their service agreements or paid services agreements terminated without compensation of any losses to such persons, including HSE University’s graduates or individual visitors, by sending a written notice to the address indicated in their passport.

6.9. Should users violate the rules specified in paragraphs 5.8, 5.9, or 5.10 of these Rules, they may be disciplined in the manner established by law, as well as deprived of the right to use the HSE University Library for three (3) months.

Breach of the obligations stipulated by subparagraph 2.5.3 to paragraph 2.5 of these Rules is considered a serious violation and presents grounds for disciplinary measures, in the form of a reprimand or dismissal, to be taken.

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|  | Annex  |
|  | to Library Use Policy of National Research University Higher School of Economics  |

**Paid Services Provided by the Library of National Research University Higher school of Economics, and Payment Procedures**

1. Fees for using documents beyond the deadlines stipulated in p. 4.3 of the Library Use Policy:
2. - from the study/long loan collection – 30 RUB for each overdue document per calendar day (1 document/1 day = 30 RUB);
3. - from the academic/short loan collection – 50 RUB for each overdue document per calendar day (1 document/1 day = 50 RUB);
4. - from the fiction collection – 30 RUB for each overdue document per calendar day (1 document/1 day = 30 RUB).

Payments for fee-based services provided by HSE University’s Library shall be accepted by the Library’s staff using a cash register. A printed receipt must be provided.

1. For HSE University’s Lyceum students and individual visitors [↑](#footnote-ref-1)