|  |  |
| --- | --- |
|  | Annex APPROVEDby HSE University’s Directive No. dated |

**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, the Policy and HSE University, respectively) has been developed in accordance with the Russian legislation on library services, the Civil Code of the Russian Federation, HSE Charter, the HSE Library Regulations and the University’s own internal bylaws 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 the Policy.
	2. The Policy uses the term “document”, which, for its purposes, shall 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. The Policy and any amendments hereto must be approved by a directive issued by HSE University.
	4. The Policy includes an offer to conclude a service agreement, i.e., an official and irrevocable offer 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 learners, students, doctoral students, distance learners and other learners), HSE University’s staff members and graduates, as well as other citizens of the Russian Federation, who possess relevant recommendations from other academic institutions, where they work or study, addressed to the HSE Library Director, with the reasons and period for visiting the Library stated therein (hereinafter, “individual visitors”) (hereinafter, jointly referred to as “Users”), under terms and conditions stipulated herein.
	5. A User’s registration for the Library’s services, pursuant to the procedure set out in the Policy, shall be deemed as his/her full and irrevocable acceptance of an offer for a service agreement, as specified in this Policy.
	6. Acceptance of an offer, contained herein, means that a User agrees with the contents of the Policy. After the User’s acceptance of the offer contained herein, the said offer shall be considered a service agreement, concluded under the terms and conditions stipulated in the Policy.
	7. A User and HSE University shall not sign a service agreement in hard copy. In addition, such agreements shall come into force upon the receipt on the part of HSE University of a User’s acceptance.
	8. Service agreements shall be terminated as from the date when the User (i.e., an HSE University’s (doctoral/postdoctoral) student, or learner, or an HSE University’s staff member, respectively) is dismissed from HSE University or his/her employment is terminated, which shall be stated in a unilateral contract repudiation notice provided by the terminating party, in an agreement on contract termination or in a respective court order.
	9. The service agreement shall be concluded with individuals for a period, specified in an official letter issued by the User’s academic institution (or employer), and thusly submitted upon the User’s registration with the Library.
	10. The Procedures for Using Electronic Library Resources at HSE University shall be established as per separate HSE University’s bylaws.

**2.** **USERS’ RIGHTS AND OBLIGATIONS**

2.1. Users may access and/or use the following library and information services free of charge within the timeframes, 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 pursuing programmes of higher education 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 from the Library’s short-loan collection for use in its reading rooms;

2.1.3. receive 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. obtain advice with respect to searching and selecting documents;

2.1.5. copy information, unless this violates any copyright and license agreements with the owners of respective 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 with the library officer.

2.2. Users may ask Library staff to elucidate the rules, stated in the Policy.

2.3. Upon registering with the Library, Users must:

2.3.1. familiarize themselves with the Policy and fill in the registration form so as to acknowledge that the User has read and fully understood the Policy.

2.3.2. those Users, who have a corporate e-mail address at HSE University, shall fill in the registration form at HSE Library’s website at: library.hse.ru.

2.3.3. those Users, who do not have corporate e-mail at HSE University, shall fill in the registration form in writing when they personally visit the Library and present their passport and student ID card (e.g., doctoral/postdoctoral student card, or graduate/learner card) or staff ID badge. HSE Lyceum students only need to present their passports. Individual visitors must present their passport and an official letter (in a free form) issued by their academic institution or employer, addressed to the Library’s Director, stating the purpose and intended period of their visits to the Library.

HSE University’s Library is entitled to process Users’ personal data as provided in registration forms in order to execute service agreements, signed with Users pursuant to this Policy;

Upon registration with the Library, each User shall be assigned a barcode (RFID tag) with a personal identifier, which serves as a library card and thus allows its holder to use the Library. Individual visitors shall be issued a temporary library card.

2.4. Users must:

2.4.1. be registered members of the Library and present their staff ID card, temporary library card, passport or any other ID upon request on the part of the Library staff, while on the Library’s premises;

2.4.2. treat documents checked out from the Library with due care, refrain from making any marks therein, tearing and bending pages and damaging RFID tags;

2.4.3. treat the Library’s facilities, furniture and equipment with due care;

2.4.4. make the Library aware of any changes in their registration or actual address, as well as their contact phone number;

2.4.5. return all documents on loan from the Library by the set deadlines;

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

2.4.7. upon dismissal from HSE University, return all documents to the Library and sign off on an exit checklist;

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

2.4.9. refrain from taking documents out of the Library’s premises, unless they have been recorded on a User’s library e-card;

2.4.10. refrain from independently shelving documents or disarranging their placement in open stacks on the Library’s premises;

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

2.4.12. upon receipt, return or loan renewal of documents, a User must check that the record with an RFID tag, made by the Library staff member in the User’s library e-card, in the User’s personal account in the Library’s e-catalogue, is accurate, and, if any mistakes are identified, immediately inform the Library staff about this (the Library and Users shall acknowledge the accuracy of information with respect to received and returned documents, as provided in the User’s library e-card).

2.4.13. refrain from leaving their valuable items unattended;

2.4.14. follow instructions from the Library’s staff with respect to the Policy’s provisions.

2.5. Users are not allowed to share the number of their library cards with other people for the purpose of gaining access to the Library’s services.

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

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

3.1. The Library renders services to Users in accordance with the Policy.

3.2. The Library shall:

3.2.1. inform Users of the entire scope of available 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 and online consultations, access to catalogues, card indices, digital reference and bibliographic databases, document exhibitions, bibliographic reviews, presentations, etc.;

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

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

3.2.8. when lending a document, check that the User's age meets the age banding, marked on the document;

3.2.9. keep User’s personal information confidential.

3.3. The Library shall be entitled to:

3.3.1. establish conditions for Users to access its collections;

3.3.2. refuse to lend the document if the User’s age does not satisfy age restrictions, as stated on the document;

3.3.3. before Users exit the Library, checkpoint staff may check whether the documents carried by them have been correctly checked out.

3.3.4. during summer holidays, the Library operates as per the schedule set by a respective directive of HSE University;

3.3.5. make photo and/or video records, including using mobile phones, in order to record any actions committed by Users in violation of the Policy;

3.3.6. check the documents that confirm the User’s membership in the Library to either propose that Users register with the Library or leave the Library if they do not present such documents.

3.3.7. HSE University Library staff are not permitted to distribute and/or provide any materials, obtained as a result of photo- and/or video-recording, for any purposes other than enabling authorized officials at HSE University to impose disciplinary sanctions on such Users, who have violated the Policy, unless otherwise provided by legislation

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

4.1. To borrow documents from any of the Library’s collections, Users must show their staff ID badge, passport or any ID and register the RFID tags of borrowed documents with the electronic register at the librarian’s desk.
The registered RFID tag in the User’s electronic library card 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 (except for documents marked with ‘K’ on their spine). Users must register the barcodes (RFID tags) of borrowed documents 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 Library’s staff at the checkpoint.

4.3. Loan periods and limits on the 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 June 20) for HSE 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 – April 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; the documents should be booked by the user via a user’s personal account in the Library’s e-catalogue. 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 HSE University’s staff members - the loan period for documents borrowed from the Library may be extended until the end of summer, as agreed upon with the Library’s administration.

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

5.1. During their work at the Library’s reading rooms, Users must:

5.1.1. be members of the Library and have their ID badges, passport and any other personal identification, while individual visitors must have a temporary library card;

 5.1.2. put their mobile phones in silent mode; observe silence in *silent study* areas and talk quietly in *quiet study* areas of the reading halls.

5.1.3. keep the Library’s reading rooms and other facilities clean and tidy; leave the workplace in proper order after finishing work;

5.1.4. immediately inform the Library staff about any problems with computers and software, virus infection on the Library’s computer systems, changes in system settings etc.

5.2. Documents from the Library’s closed stacks shall be delivered within 30 (thirty) minutes after a librarian receives a completed book request or after the User places a reservation a document through the Library’s e-catalogue system. The requested documents shall be kept on the reservation shelf for 2 (two) calendar days. No more than 5 (five) documents may be borrowed at any one time.

5.3. Users shall browse through open stacks and select documents on their own, and, upon finishing their work, put them into designated carts on the premises. Users may not shelve the documents independently. Documents selected by Users shall be kept on the reservation shelf in the reading room for 2 (two) calendar days.

5.4. Control copies with a “K” mark on the document’s spine may be only provided for home loan for a period of up to 10 (ten) days to HSE University’s faculty staff, for the purposes of course development. Theses and author’s abstracts are not available for home loans.

5.5. In the Library’s reading rooms, Users must not:

1. bring hand-carried items (e.g., backpacks, sports bags, etc.) if its size exceeds 45х35х15cm, as well as wear or carry outdoor clothes. 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.

5.5.2. 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:

5.5.3. reconfigure the operating system settings;

1. sign up for any paid materials or order paid services on the Internet using the Library’s computers;
2. 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, as well as HSE University’s alumni, individual visitors and groups over 50 Users at the same time;
3. disturb public order, including the use of coarse language;
4. destroy or damage the property of other persons, including HSE University’s property;
5. bring and consume alcohol products;
6. bring and consume drugs or psychotropic substances without a doctor’s prescription, as well as potentially dangerous psychoactive or intoxicating substances;
7. appear and/or stay on premises in a state of intoxication, including alcohol intoxication;
8. smoke;

5.5.12. sleep on the furniture in the Library’s rooms, rest on the sofas, floors and steps taking a horizontal position, put their feet on furniture;

5.5.13.  change zones in the library space, move furniture (except for chairs and mobile partitions);

5.5.14. bring in food, chewing gum, beverages, except for tea, coffee and drinking water in covered containers;

5.5.15. bring in and move around the Library on any wheeled vehicles, except for wheelchairs;

5.5.16. take movies and videos without permission of the Library’s administration;

5.5.17. contaminate and litter the Library’s premises;

5.5.18. 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. USERS’ OBLIGATIONS**

6.1. A User’s failure to comply with the 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 the Policy, as per the procedure pursuant to current legislation and HSE University’s bylaws.

6.2. The Library Users may be subject to disciplinary sanctions, as per HSE University’s bylaws, including the 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 p. 5.5 hereof shall be removed from the Library premises by the Administrative Unit staff.

6.5. Users who have lost documents must replace them with identical copies or documents recognized as their equivalents. In addition, Users who have damaged any documents must replace them or pay for their repair. Any other damage caused 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 Library for 6 (six) months, should they 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 and be refused access to the Library resources for 9 (nine) months.

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, and a User’s remote access to the Library’s online resources shall be blocked until they return said documents. During this period, a User shall be only granted access to the Library’s collections in its reading rooms and remote access from the Library’s computers.

6.8. Users, including (doctoral/postdoctoral) students, learners and HSE University’s staff, who unlawfully remove documents from the Library’s premises, 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 terminated by sending a written notice to the address indicated in their passport.

6.9. If there is a breach of p. 5.5 hereof, Users can be subject to disciplinary liability as per the procedure established by legislation and shall be revoked of access to HSE University Library’s collections for 3 (three) months.

A User’s violation of obligations stipulated in pp. 2.4.1 of p. 2.4 hereof shall be considered as gross misconduct, and if this is the case, such disciplinary measures as reprimand or dismissal can be imposed on him/her.