

APPROVED
by order of the rector
of VSMU named after N.N. Burdenko
of Ministry of Health of Russia
dated 31.08.2021 No. 580

**THE REGULATION
ON THE JOINT SCIENTIFIC MEDICAL LIBRARY
OF VSMU NAMED AFTER N.N. BURDENKO
OF MINISTRY OF HEALTH OF RUSSIA**

I. General provisions

1.1. This Regulation is developed in accordance with the current legislation of the Russian Federation and determines the main activities, tasks, functions, structure, interaction, rights, duties and responsibilities of the Joint Scientific Medical Library (hereinafter - Library, JSML) of the federal state budgetary educational institution of higher education "Voronezh State Medical University named after N.N. Burdenko" of the Ministry of Health of the Russian Federation (hereinafter - VSMU, University).

1.2. The Library of the Voronezh State Medical University is a structural subdivision of the University, providing information support for educational, research and educational activities of the University.

1.3. The Library is a part of the Educational Department and reports to the Vice-Rector for Academic Affairs.

1.4. The Library is not a legal entity, carries out its activities in accordance with the legislation of the Russian Federation, normative legal acts of the President and the Government of the Russian Federation, as well as the Charter of the Voronezh State Medical University named after N.N. Burdenko, other local normative acts of the University, documented information of the University quality management system, this Statute.

1.5. The Library is headed by the Director.

1.6. The library has the status of a joint scientific medical library (Order №285 of the Ministry of Health from 17.09.63 and Order №389/177 of the Regional Public Health Department and the Medical Institute from 03.12.1963).

1.7. Procedure of access to library collections and information resources, list of services and conditions of their provision to readers/users are determined by the Terms of Use of the library.

1.8. The methodological management of the library, regardless of departmental subordination, is carried out by the Central Library and Information Commission of the Ministry of Science and Higher Education of the Russian Federation and the City Methodological Association of the university libraries.

II. Main activities and objectives

2.1. Main activities:

2.1.1. Library and information support of educational process and scientific research of the University by creation of necessary conditions for access to information and modern services:

- acquisition taking into account effective use of the book fund; disclosure of the contents of the library funds using innovative technologies in accordance with the main educational programs, topics of scientific research of the university;
- organization of differentiated service to users on the basis of information and communication technologies and digital information environment; providing the use of documents and other information resources to all library users to meet the educational, scientific, cultural and other needs.

2.1.2 Organization of scientific and bibliographic and information activities in accordance with the universal needs of all categories of readers/users and the objectives of the university:

- creation of information library and bibliographic resources;
- provision of wide access to information resources through networking technologies;
- assistance in development of information culture of users, inculcation of skills of using document arrays, electronic resources, electronic catalogue of the library.

2.1.3 Humanitarian and educational activities:

- humanization of higher education, orientation towards universal values;
- promotion and disclosure of cultural heritage of the library collection;
- fostering a sense of patriotism and civic identity among the students.

2.1.4. Scientific and methodological support of library and information activities within its competence:

- scientific-methodical support of library activities and organization of staff development system;
- methodical and advisory assistance to Departments and other University subdivisions;
- methodical and advisory assistance to medical libraries of district hospitals (hereinafter referred to as DH), medical organizations (hereinafter referred to as MO), medical colleges of the city and region.

2.1.5. Information service for medical workers of the city and region with purpose of increase of their professional level.

2.2 Main objectives:

2.2.1. The fullest and operative satisfaction of information and library needs of all categories of users through the provision of various forms of library and information services.

2.2.2. Scientifically grounded formation and preservation of unified library fund of the University in various media in accordance with educational programs, curricula, topics of scientific research, innovative directions of VSMU development, directions of sociocultural work and the needs of users.

2.2.3. Formation of library and information literacy of the users, training of modern methods of information retrieval.

2.2.4. Improvement of library operations and quality of library services based on information and communication technologies and digital information environment.

2.2.5. Active participation in the development and implementation of socio-cultural projects, in educational and humanitarian-educational activities of the university.

2.2.6. Scientific and methodological support of library and information activities and methodical assistance to the libraries of the MO, DH and medical colleges of the city and region.

2.2.7. Coordination and cooperation with university subdivisions and public organizations, integration and interaction with library associations, consortiums, libraries of other systems and departments, bodies of scientific and technical information for better satisfaction of information needs of the university readers/users.

2.2.8. Business activities for development of material and technical base of the library, improvement of working conditions, creation of comfortable library environment and optimization of library services.

2.2.9. Expansion of the range of library services, improvement of their quality based on technical equipment of the library, computerization of library and information processes.

III. Core Functions

3.1. Free differentiated service of the users with a single library card, approved by the Terms of Use of the Library, using the methods of individual and group service.

3.1.1. Issuing of documents from library collection for temporary use.

3.1.2. Within the framework of the unified electronic information and educational environment of the university (hereinafter referred to as EIEE) organization of remote service, formation of the virtual library environment.

3.1.3. Library and information services for people with disabilities in the forms adapted to the limitations of their health.

3.2. Provision of access to electronic resources, professional databases, reference and search systems and other licensed information resources through search services and as navigation links, in accordance with the legislation of the Russian Federation.

3.2.1. Ensuring the safety and legitimate use of electronic resources by:

- compliance with Russian and international copyright and related rights legislation;
- anti-virus protection of software and databases;
- password system delimiting user access rights and modes of access to information resources;
- documents regulating the work of users with electronic information resources.

3.2.2. Informing of users about library and information resources, products and services, mode of access to them through the system of catalogues and card catalogues, through library website and other forms of library informing.

3.2.3. Population of library website. Organization of library representation in social networks.

3.3. Participation in formation of library and information literacy of users.

3.3.1. Provision of bibliographic and information support for publication activities of university staff.

3.4. Completion of the library collection with documents (educational, scientific, reference publications, other works) in traditional (paper) and electronic media through purchase, subscription, book exchange, receiving documents for free use (gifts, donations).

3.4.1. Accounting, checking, technical processing, placement, actualization of documents in depositories, ensuring regime and conditions of storage, security of documents.

3.4.2. withdrawal (upon recommendation and with participation of department assistants, scientific-methodical councils on specialities) of documents from the library collection; their writing off, redistribution according to the order of documents exclusion, in accordance with the current normative and legal acts.

3.4.3. Completion of the book supply module of educational programs; editing of lists of educational publications included in the work programs of disciplines.

3.4.4. Monitoring of reader satisfaction, use of printed collections, electronic information resources.

3.5. Verification of the library collection against the Federal List of Extremist Materials placed on the website of the Ministry of Justice of the Russian Federation excluding their appearance in the library collection.

3.6. To ensure preservation and registration of the books, collections, that are of socially significant, scientific, historical, cultural value, in the Collection of Book Monuments and databases within the framework of regional and federal programs for preservation and development of culture.

3.7. Completion of the module of graduate qualification works; repository of electronic publications (Electronic Library) and other electronic educational resources formed in the university.

3.8. Formation of a reference and retrieval system.

3.8.1. Execution of bibliographic processing of documents; organization, maintenance and editing of electronic catalogue.

3.8.2. Participation in corporate cataloging, creation of consolidated catalogues.

3.8.3 Creation of navigation services system used in the educational process and scientific activities of the University.

3.9. Organization of educational and intellectual and leisure activities.

3.10. Scientific and methodological support of the library.

3.10.1. Creation of normative-methodical documents, regulating library's activity.

3.10.2. Analysis, expertise, evaluation of activity of structural subdivisions of the library; scientific researches in the field of library work organization and implementation of their results in library activity.

3.10.3. Organization of professional development system for librarians.

3.10.4 Modernization of library and information services, library space, creation of comfortable library environment.

3.10.5 Methodological assistance (analytical, organizational, advisory) to libraries of medical colleges, DH and MO.

3.10.6. Participation in corporate library and information networks, organization on their basis of operative information and reference service to users; participation in regional and federal library projects.

3.10.7. Coordination of library's work with public health authority of Voronezh region on issues of library and information service of practical public health workers of the city and region.

3.11. Business and economic activities for expansion of the range of services provided to users and social and creative development of the library on the condition that it does not prejudice the main activities.

3.12. To maintain the quality management system of the university within its competence.

3.13. Identify external and internal factors affecting library operations.

3.14. Identification of risks and opportunities within the library operations.

IV. Management. Structure and Staffing

4.1. The Library is managed by the Director appointed and dismissed by the Rector of the University who is personally responsible for the fulfillment of his/her functions according to the legislation of Russian Federation.

4.2. The Library Director reports to the Vice Rector for Academic Affairs.

4.3. The structure of the library, staff schedule, official salaries, allowances and additional payments to the official salaries, the order and size of bonuses for library staff are determined by the local normative acts acting in the university and approved by the Rector.

4.4. The structure of the library includes:

4.4.1. The acquisition and cataloguing department with sectors: acquisition, cataloguing.

4.4.2. Department of bibliography and electronic resources with sectors: bibliography, site moderation, electronic services and services.

4.4.3. Department of providing with printed editions and stock-keeping with sectors: stock-keeping, book supply, junior courses loan of educational literature, senior courses loan of educational literature, scientific literature loan, reading-room.

4.4.4. Division of library interaction and socio-cultural communications with museum of rare books and sectors: fiction subscriptions, humanitarian work.

4.5. The Library Director represents the University in different institutions, organizations; takes the direct part in the work of scientific-practical conferences, meetings and seminars on the issues of library and information-bibliographic activities.

4.6. The library staff is appointed and dismissed by the rector of the university on the proposal of the library director.

4.7. The labor relations of the library staff members and the university administration are regulated by the labor legislation of the Russian Federation.

4.8. The rights, duties and responsibilities of the library staff shall be established by the legislation of the Russian Federation, the Charter, internal labor regulations and other local normative acts of the university, job descriptions and employment contracts.

4.9. Attestation of the library staff shall be carried out according to the procedure established in the university.

4.10. In order to improve the activities of the library, professional consolidation, the library has a body of professional self-government: methodical council.

V. Rights and duties

5.1. The library is entitled to:

5.1.1. Determine the content and specific forms of its activities in accordance with the aims and tasks specified in the present Regulation.

5.1.2. Participate in development of structure, staff schedule and Terms of library use; other documents regulating its activity.

5.1.3. Take part in distribution of financial means directed for provision of library's activity.

5.1.4. Submit for approval to the Rector proposals on determination of salaries, allowances and additional payments to official salaries within the limits of annually established payroll, as well as order and size of bonus payment to library employees.

5.1.5. Recommend in accordance with the Terms of library use and other regulating documents the types and amounts of compensation for the damage caused to the library by readers/users.

5.1.6. Raise additional financial means in order, established by legislation, through grants, voluntary donations and target contributions of legal entities and individuals.

5.1.7. Get acquainted with the main educational programs, curricula, topics of University research and development; to receive from structural divisions of the University the materials and information necessary for solving the tasks set before the library.

5.1.8. Join the library associations, consortiums and cooperate with libraries and other institutions in the order established by the current legislation.

5.1.9. Participate on competitive or other basis in implementation of federal, regional and university library development programs.

5.1.10. Participate in scientific conferences, meetings, symposiums, seminars on library and information-bibliographic activities.

5.1.11. Provide professional development of librarians.

5.1.12. To establish rules for use of book memorabilia and other documents intended for permanent storage in accordance with the Rules of library use.

5.1.13. Have a preferential right to purchase documents issued under federal state book publishing programs.

5.1.14. To carry out other activities aimed at improvement of information and library services for users, not contradicting the current legislation.

5.1.15. To make proposals to improve the quality management system of the university.

5.2. The library is obliged to:

5.2.1. Conduct library, information, cultural, educational, scientific, educational activities in accordance with the legislation, local normative acts of the university.

5.2.2. Provide safety of book monuments, in time to provide information about them for registration in the Code of Book Monuments.

5.2.3. Provide acquisition, accounting, storage and use of the documents included in library collections in accordance with the current norms and rules.

5.2.4. Exercise permanent control over the return to the library of printed documents issued to the users.

5.2.5. Comply with the requirements of Russian legislation on personal data protection; restrictions imposed on information of extremist nature, containing state secrets; legal regulations on information security.

5.2.6. Provide financial and statistical reporting in the order and terms established by the university.

5.2.7. Ensure the established regime of maintenance and use of the premises occupied by the library. Comply with security, fire, anti-terrorist security measures and civil defense requirements.

5.2.8. Establish and maintain user access to library facilities in accordance with local university regulations.

VI. Responsibilities

6.1. The library is responsible for:

6.1.1. Safety of united library fund created or acquired information resources, material and technical base and their effective use.

6.1.2. Non-performance of functions within its competence.

6.1.3. Timeliness and effectiveness of corrective actions for non-conformities revealed during inspection of the library, based on results of internal and external audits of quality management system.

6.1.4. Identification, analysis and evaluation of risks and opportunities within the library's operations.

6.2. Library director is personally responsible for the performance of the tasks and functions assigned to the library, for the state of health and safety; issues within his competence orders and instructions binding upon all library staff, and checks their execution.

6.3. Library staff members guilty of causing damage to the library funds, information resources, material and technical base of the library bear responsibility according to the procedure stipulated by the current legislation.

VII. Financing. Material and Technical Provision

7.1. The sources of financing the library's activity are the federal budget funds, non-budgetary funds of the University, other sources not prohibited by the Russian legislation. Management of VSMU provides guaranteed funding of library acquisition.

7.2. Management of VSMU provides the library with necessary production and office premises in accordance with current norms, electronic computing, copying and reproduction, communication techniques and office equipment, necessary equipment and materials.

VIII. Interaction. Relations

8.1. The library receives from the rector, vice-rectors instructions and orders for organizational and production activities.

8.2. The Vice-Rector for Academic Affairs oversees the work of the library.

8.3. The library coordinates with the departments, faculties, institutes on the issues of library and information provision of educational, scientific and clinical work.

8.4. The library is represented in the coordinating and advisory bodies - the Academic Council, the Central Methodological Council, the managerial structures of the University.

8.5. The library cooperates with other libraries, scientific and technical information bodies, archives, publishers and other institutions, organizations that have information databases, funds of publications in accordance with the current legislation, state programs, as well as contracts.

8.6. The library keeps the documentation and presents the plans and reports, other information about its activities in accordance with the established order.

IX. Case management

9.1. The files of the Library are formed in accordance with the approved nomenclature. Deputy Director for Quality Management System is responsible for record keeping in the unit.

9.2. Library has seals and stamps with the name of subdivision, used for documentation authenticity of library tickets, signage, incoming literature, acts of acceptance and transfer of works and tangible assets, consignment notes.

X. Amendments and additions to this Regulation

10.1. Amendments and additions to the present statute are made in process of change of goals and contents of library's activity, considered by methodical council of library and scientific council of university and approved by the rector.

XI. Storage and transfer of copies of the Regulation.

11.1. The Regulation comes into force upon approval by the order of the Rector.

11.2. The draft of the Regulation with the approval sheet shall be stored in the Academic Council, the approved copy of the Regulation - in the Human Resources Department, the scanned image - on the official website on the Internet.

11.3. Decisions on matters not provided for in this Regulation shall be taken by the Academic Council of the University.

**Adopted by the resolution of the Academic Council on 30.08.2021
(Minutes No. 1).**