

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

**I. General provisions**

1.1. The Joint Scientific Medical Library (hereinafter JSML, Library) of 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) is a structural, information unit that has an organized fund of information resources and provides them for temporary use to individuals and legal entities.

1.2. The Terms of Use of the VSMU Library shall be in accordance with the Regulations of JSML of VSMU developed on the basis of federal legislation regulating relations in the sphere of librarianship, civil legislation, other normative legal acts of federal and regional level, local normative acts of the University, University Charter as well as the documented information of the University quality management system.

1.3. The Library Terms of Use govern the general procedure for organizing services to readers/users, the rights and responsibilities of the library and the reader/user.

**II. The order of registration in the library**

2.1. First-year students as well as those who have been readmitted or transferred from other organizations that carry out educational activities must be registered in the library's lending section on the basis of the order of enrollment (restoration, transfer) in the university.

2.2. Residents and postgraduate students are registered in the library at the scientific literature lending desk independently on the basis of the order of enrollment.

2.3. Employees, doctors, listeners of ICPE shall be registered in the library of scientific literature.

2.4. To register in the library the following documents must be presented:

- students - 2 photos 3 x 4;
- staff, doctors, employees of practical health care - passport, certificate of employment;
- residents, postgraduate students - passport;
- attendees of ICPE - passport, attendee's card.

Readers/users shall be issued a single library card, electronic reader's form shall be filled in.

2.5. Users can also register in the scientific literature subscriptions through the "Online-registration" service on the official website of the library, which allows to get a virtual library card.

2.5.1. The virtual library card gives the right to use internal electronic resources, including full-text, remote library services.

2.6. In the case of an in-person registration readers/users should read the library Terms of Use and acknowledge their commitment to their obedience by signing the library card and the agreement with the library.

2.7. The library card is the only document that gives the right to use all kinds of information resources, services, and facilities of the library.

2.7.1. It is not allowed to transfer and use the library card to other persons.

2.7.2. In case of loss of the library card a duplicate copy will be issued upon payment of the appropriate amount specified in the Economic Sanctions Regulations.

2.7.3. The barcode on the library card is equivalent to the personal signature of the reader/user.

### **III. Readers, their rights, duties and responsibilities**

3.1. The right to use on a free-of-charge basis the basic types of library and information services shall be granted to students and employees of the University, workers of practical health care as well as other, including outside users; workers of allied health sciences, students and employees of other educational organizations (hereinafter referred to as EO) of medical profile, students of allied health sciences if they need to study medical and biological literature by the nature of their work.

3.2. Readers have the right for:

- provision of information about the composition of library stocks by means of library reference and retrieval system in traditional and electronic form;
- provision of printed editions for temporary use in all the departments of the library;
- extension of the period of use of literature in accordance with the established procedure;
- electronic document delivery services (hereinafter referred to as EDD);
- provision of access to electronic resources;
- internet access (for training and educational purposes);
- provision of counselling on finding and choosing sources of information;
- training in the basics of library and bibliographic literacy;
- other services not prohibited by current legislation.

3.3. Medical workers of the region, listeners of ICPE, students of other organizations carrying out educational activities of medical and pharmaceutical profile, as well as workers of related to medicine branches of knowledge have the right to use the library only in the reading rooms, hall of electronic resources by documents of identity (passport).

3.4. Readers/users are required to treat books, other printed works, and other materials obtained from the library collections with care. It is forbidden to remove editions from the library premises if they are not entered in the electronic reader's form or in other accounting documents, to make marks in them, underline, tear and bend pages; to remove cards from catalogues and card indexes; to disturb the arrangement in the collections of open access.

3.5. Upon receipt of books, other works of print, and other materials, readers/users are required to carefully review each document and if any defects are found, immediately notify the librarian on duty; otherwise, the reader/user who picked up the documents last will be responsible for defacing them.

3.6. Readers/users are not allowed to give their library card to another person as well as use someone else's library card.

3.7. Readers/users are obliged to re-register their library cards every year. The reregistration of all categories of users takes place from 1 January during the year.

3.8. Readers/users are required to return printed literature to the library within the strictly defined time frame.

3.8.1. Student users are required to return printed literature to the library after the end of the semester, for the discipline that has been completed in that semester.

3.8.2. Readers who regularly delay the literature, repeatedly allow other violations of these Terms, are given the right to use only electronic resources (ELS, Electronic Library of VSMU).

3.8.3. Users (from among the students) who have not handed over the literature are considered debtors:

- after winter session - until the first of February,
- after summer session - till the fifteenth of July.

3.8.4. The students can receive the necessary printed literature at the subscriptions of scientific and educational literature for the time of practical training, but must return it in due time.

3.9. The reader/user has the right to access the MegaPro personal account remotely.

3.9.1. Access to the personal cabinet is available only to the users registered in the VSMU library.

3.10. When withdrawing from the university, readers/users must return their publications and library cards to the library.

3.11. Readers/users are obliged to follow the library rules. Those who violate the library's terms of use or cause damage to the library shall compensate them in the amount specified in the Regulations on Economic Sanctions as well as bear other liability as stipulated by current legislation and the local acts of the university:

- administrative liability, including for petty theft, for appearing drunk in the library, for petty hooliganism, i.e. foul language, insulting harassment of citizens and similar actions that violate public order and the peace of mind of citizens;
- disciplinary liability (readers from among the university staff and students)

- civil (property) liability for the loss and damage to the property of the library, including those received from the library collection of books and other publications;
- criminal liability according to the norms of the Criminal Code of the Russian Federation.

3.12. These Terms establish the following list of violations:

- loss of a printed/electronic document;
- loss of a library card;
- removal of books from the reading room;
- violation of the time limit for returning printed literature;
- transferring the library card to another person and using another person's library card;
- tampering with a printed document;
- removal of cards from catalogues and file cabinets;
- violation of document processing (tampering with the barcode);
- misconduct towards library staff and other readers;
- other violations within the meaning of these rules.

#### **IV. Rights and duties of the library**

4.1. The library is obliged to:

4.1.1. Inform readers/users about all kinds of services provided by the library in a transparent and open manner.

4.1.2. Ensure that readers/users have access to all documents in the library's collections.

4.1.3. Popularize its collections and services by providing readers with catalogues, electronic resources, other forms of information; organize exhibitions, reviews, information days and other events using modern information technology.

4.1.4. Monitor and analyze the use of all types of library resources.

4.1.5. To improve, providing high culture, library and information and bibliographic services to readers/users.

4.1.6. To assist readers/users in choosing necessary works of print and other materials; in case of absence in the library collections necessary for readers/users to request documents by EDD from other libraries.

4.1.7. To conduct consultations with departmental assistants responsible for educational programs of disciplines according to the schedule of consultations. Provide advisory and methodological assistance to departments in the preparation of lists of references in the work programs of disciplines (WPD), check and edit (if necessary) the lists of references in the WPD.

4.1.8. Conduct classes on information and library literacy for various categories of users.

4.1.9. To monitor the timely return of issued books, other printed works and other materials to the library.

4.1.10. Create and maintain a comfortable environment for readers/users in the library.

4.1.11. Develop remote services.

4.2. The library has the right to:

4.2.1. Make changes and additions to the Library's Terms of Use.

4.2.2. Report cases of violations of the Terms of Use by the reader/user (to the dean's office, at the reader's place of work).

4.2.3. To develop and apply a system of economic sanctions for violations of the Terms of use of the library, determining the types of damage and the amount of compensation for the damage caused to the library by the users.

4.2.4. Determine the terms of use of the library's information resources on the basis of a contract with the user.

4.2.5. Library staff have the right to demand from readers/users compliance with the library's Terms of Use.

## **V. Order of use of the reading rooms**

5.1. The readers/users shall present their library card when ordering printed literature.

5.2. The number of books, other printed matter and other materials issued in the reading rooms is generally not limited. If there is a one-time high demand, the number of copies issued may be limited by the library administration.

5.3. Encyclopedias, dictionaries, reference works, theses and abstracts, rare and valuable books, the only copies in the collection of the library, periodicals for the last two years, are issued only in the reading room.

5.4. Literature issued to the reading room from the main book depository may be reserved for a few days.

5.5. When entering the reading room it is necessary to turn off (put on silent mode) mobile phones, observe silence, leave outerwear in the cloakroom, not to put food, drinks, bags, etc. on the work tables.

5.6. It is forbidden to take out literature from the reading rooms. In case of violation of this rule the library has the right to apply economic sanctions as well as to report to the dean's office/the place of work a petition for disciplinary action against the reader/user.

## **VI. Order of use of the lending rooms**

6.1. In order to get printed publications at the lending rooms (Study, Scientific, Fiction) the readers/users have to present their library card.

6.1.1. In the scientific literature lending room during the personal visit the users fill in the document request.

6.1.2. It is possible to form an order for printed literature in the personal office of the user in MegaPro.

6.1.3. The order is processed within 1 working day. The shelf life of the ordered documents is 3 working days. The last (only) copy of the document is issued to the reading room.

6.2. Dates of use of printed literature for different categories of readers/users and amount of issued literature is defined by the administration of the library differently.

6.2.1. In the scientific literature subscription the documents are given out:

- to all readers/users (except students) - for up to 1 month,
- for students - for 7 days,
- periodicals and books in a single copy - in the reading room.

#### 6.2.2. In the study literature subscription:

- printed publications are issued per semester or per cycle in accordance with the syllabus and class schedule;
- literature in hard copy is issued at the beginning of a semester by the group method for one or two semesters, depending on the timing of the study of the discipline. During the semester literature is issued upon oral request of the user, who should correctly indicate the author and the title of the book;
- literature is issued for the current cycle (for a term not exceeding one month). During the examination period - for the current cycle and for one test, according to the schedule. During the examination session study literature is issued only for one examination strictly according to the schedule. Books are issued for the first examination if literature from the last cycle is handed in;
- books of the same author and title in 2 or more copies per library card are not issued.

#### 6.2.3. In the fiction library, books are issued:

- books and literary and fiction magazines for up to 10 days in an amount of up to 5 copies.

#### 6.3. Rare and valuable editions are not subject to issue at home.

Rare editions are those marked with an exlibris "collection of rare books".

Valuable publications include:

- printed editions and other materials available in the library in a single copy;
- reference books.

6.4. In the absence of required publications in the library collection, readers/users can order them via EDD or use electronic resources.

6.5. Readers/users may extend the use of borrowed books, other printed works and other materials if there is no demand for them from other readers/users.

## **VII. Order of use of the hall of electronic resources**

7.1. The right to use the hall of electronic resources (hereinafter referred to as HER) is given to the users of library: students, staff, listeners of ICPE, employees of the practical public health of the city and region.

7.2. Users have the right to:

- use VSMU's Electronic Library;
- use access to acquired electronic resources (only registered users)
- receive consultations on issues of use of electronic information resources;
- search for information, intended for educational, scientific, clinical processes in free access in Internet;
- use access to the system of distance learning "Moodle", platform of webinars "Webinar", unified information system of educational process management "TANDEM. University";

- work independently while preparing abstracts, reports and laboratory works;
- receive information about the regime and conditions of HER.

#### 7.3. Users are obliged to:

- get acquainted with the rules of operation of HER;
- show the library card (for the time of work the document is with an employee of the hall);
- make an advance registration in the register for a session with an employee of the hall;
- have computer skills (the work is independent);
- wait for a session outside the hall;
- use one workstation per person;
- be quiet (mobile phones must be switched to silent mode);
- leave outerwear in the cloakroom;
- obey the requirements and instructions of an employee of HER;
- upon reasonable request of an employee of HER, finish working on the computer and leave the room;
- comply with these Terms.

#### 7.4. Users are not allowed to:

- switch computers on and off by themselves;
- use computers for purposes other than teaching and research;
- install various programs and tools on their own;
- make changes in computer and software settings.

### **VIII. Terms of use of electronic resources**

8.1. Electronic resources of the library are divided into internal and external.

#### 8.1.1. Internal resources:

- electronic catalogue (EC) of books (textbooks, teaching aids), periodicals and other documents stored in the library, and full-text network local documents (placed on the university server) attached to the EC;
- databases generated by VSMU library (works of VSMU staff, Graduate Qualification Papers)
- non-networked electronic documents presented in the library's collection on machine-readable carriers, acquired legally.

#### 8.1.2. External resources:

- network remote documents (placed on external technical means), including on platforms of electronic library systems (ELS), connected on the basis of contracts of VSMU with the right holders.

8.2. Access of users to electronic resources is carried out in accordance with current legislation and concluded contracts with right holders (individuals and legal entities).

8.3. Non-networked electronic documents on machine-readable media are provided to the users for work in the electronic resources hall of the library.

8.4. Networked local and networked remote electronic documents are available 24/7/365 from VSMU ip-addresses and on the Internet to authorized users by login and password.

8.5. The access to the electronic resources of the library for the registered users is free of charge.

8.6. When using electronic resources, users are obliged to comply with the license agreements between the VSMU and resource producers, the Civil Code, part. 4.

8.7. Users can apply to the library staff with questions on the use of electronic resources.

### **IX. List of basic library services**

9.1. Provision of information on the composition of library collections by means of reference and search apparatus in traditional and electronic form.

9.2. Access to information electronic resources generated by the library (VSMU Electronic Library) as well as to remote services and services on the official website of the library and navigation on them:

- electronic shelves (applicant, student, resident, postgraduate);
- online help;
- online registration;
- online renewal of books;
- online registration in ELS;
- online setup of the UDC/LBC.

9.3. Professional advice in the selection of sources of information and expertise in their quality and value.

9.4. Extension of the period of use of printed literature in accordance with the established procedure.

9.5. Electronic delivery of documents, including through interlibrary loan (ILL)

9.6. Setting of UDC/LBC indices.

9.7. Classes on information and library literacy for different categories of users.

9.8. Provision of hard copies for temporary use in all library departments.

9.9. Access to purchased electronic resources (ELS, database of electronic periodicals).

9.10. Information and library services to users are carried out in the reading rooms, lending rooms and remote access through the website, social networks (VKontakte), email.

9.11. Service is regulated by instructional documentation of the library.

### **X. Storage and handing over of copies of the Terms**

10.1. The Regulation comes into effect from the moment of approval by the order of the Rector.

10.2. The draft of the Regulation with the approval sheet shall be kept in the Academic Council, the approved copy of the Regulation shall be kept in the



Administrative and Legal Department, the scanned copy shall be kept on the official website on the Internet.

10.3. Decisions on matters not provided for in these 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).**

**Schedule of the Joint Scientific Medical Library  
of VSMU named after N.N. Burdenko of Ministry of Health of Russia.**

The library is open to readers/users according to the schedule. Sanitation day is the last Wednesday of each month (except during sessions). Virtual visits are possible 24/7/365.

During the **summer** period (1 July to 25 August) the library is open Monday to Friday from 9.00-17.00. Weekends: Saturday, Sunday.

<b>Library departments</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Printed matter services and storage department:			
Undergraduate study library	9.00 –17.00 Ventilation: 12.00–12.15 15.45–16.00	9.00 –17.00 Ventilation: 12.00–12.30	Day off
Graduate study library	9.00 –17.00 Ventilation: 12.00–12.15 15.45–16.00	9.00 –17.00 Ventilation: 12.00–12.30	Day off
Student reading room	9.00 –19.00 Ventilation: 12.00–12.30 16.00–16.30	10.00 –18.00 Ventilation: 14.00–14.30	Day off
Humanitarian training hall	9.00 –17.00 Ventilation: 12.00–12.30	9.00 –17.00 Ventilation: 12.00–12.30	Day off
Scientific literature library	9.00–18.00 Ventilation: 12.00–12.30	9.00–16.00 Ventilation: 12.00–12.30	Day off
Library liaison and sociocultural communication department:			
Fiction library	9.00 –17.00 Ventilation: 12.00–12.30	9.00–16.00 Ventilation: 12.00–12.30	Day off
Rare book museum	9.00 –17.00 Ventilation: 12.00–12.30	Day off	Day off
Bibliography and electronic resources department:			
Scientific reading room	9.00–18.00 Ventilation: 12.00–12.30 15.30–16.00	9.00–16.00 Ventilation: 12.00–12.30	Day off
Hall of electronic resources	9.00–18.00	9.00–16.00	Day off

	Ventilation: 12.00–12.30 15.30–16.00	Ventilation: 12.00–12.30	
Acquisitions and cataloguing department	9.00 –17.00 Ventilation: 12.00–12.30	Day off	Day off