

WESTMINSTER INTERNATIONAL UNIVERSITY IN TASHKENT

LRC Regulations

1. Users' Obligations

- 1.1. All users must comply fully at all times with the rules and regulations governing the use of LRC services. These are embodied in the printed document entitled "LRC Regulations" available in the Library help desk and on the LRC intranet page.
- 1.2. The regulations cover such areas as:
 - a) Acceptable standards of behaviour in the LRC;
 - b) Proper treatment and permissible use of materials and equipment;
 - c) Conditions governing the borrowing of books, other materials, and equipment.
- 1.3. Users should also be aware that notices in the Learning Resource Centre have official status.
- 1.4. Users are required to:
 - a) Recognize that resources are limited and, at times, under great pressure;
 - b) Recognize that the library must be managed to serve the needs of many people with different requirements;
 - c) Report any fault/damage to library materials/equipment immediately to the library.
- 1.5. Heads of Departments are required to submit reading lists for courses with full bibliographical details when the spreadsheet is sent by library staff in March.

2. Library services

- 2.1. WIUT Library is available to:
 - a) WIUT Students (Undergraduate and Postgraduate students, UCSSTL (University Certificate on special Study on Teaching and Learning) students, CPFS (Certificate of Pre-foundation Studies) students, who have enrolled and not barred from access;
 - b) Staff, currently working at WIUT;
 - c) Alumni Students as well as Students and Academic staff from other local and international universities who have official permission of the WIUT Rector.
- 2.2. CPFS students can use all LRC resources only within the library. Excepting fiction literature, that can be taken home. They can use and take home all types of learning materials from AL WIUT (Academic Lyceum under WIUT).
- 2.3. WIUT Alumni students, Students and Academic staff from other Uzbek Universities have access to LRC resources only within the library.
- 2.4. LRC Area can be booked for events, guest lectures and training sessions through Intranet Room Reservation system, if the event does not interfere with WIUT Assessment schedule and the number of participants not less than 50.
- 2.5. LRC provides all LRC Users with Digital Library. LRC Users have an access to Electronic materials such as: Electronic databases and high demand books and can download them for studying process.

3. Resources Availability

- 3.1. WIUT Library provides textbooks and further readings, dictionaries, encyclopedias, company reports, and audio-video materials on the following areas: Business and Management, Economics and Finance, Law, Information Technology, English for academic purposes. One copy of most of the titles is kept in the **Reference Area**.
- 3.2. Through computers in the University LRC users can use OPAC (Online Public Access Catalogue) to search for books held in the library. WebOPAC permits to access WIUT Library Catalogue from any PC through the LRC intranet page (<http://intranet.wiut.uz>) or **LRC website** (<http://lrc.wiut.uz>).
- 3.3. LRC receives new arrivals of ordered books before every academic year. Book order bases on current stock evaluation and books usage statistics, new modules requirements, CCM (Course Committee Meetings) outcomes, academic staff members requests, and new published books reviews. Students can pass their requests regarding needed books through CCMs or **Subject Area Leaders**. Book order is sent to **Heads of Departments** for final approval, before purchasing.
- 3.4. WIUT LRC annually subscribes for local and foreign in-print periodicals and electronic scientific-research databases. Subscribed databases can be used within the University premises and outside using Cisco Any Connect software.
- 3.5. LRC aims to ensure that the portfolio of all subscriptions closely reflects the current teaching and learning needs of the University, within the normal constraints of the budget. Regular reviews will be held in order to achieve this.

4. Joining the LRC

- 4.1. New LRC users may start borrowing materials once they have been issued with their ID card, filled application form and provided LRC Staff members with valid photo.
- 4.2. Users must carry valid WIUT identification with them in the library and it must be shown to library or security staff on request.

5. Opening Hours

- 5.1. Opening hours of the library are clearly displayed at the library entrance and on the LRC intranet page.
- 5.2. During the holiday LRC has shorter working hours and two days off (Saturday and Sunday).
- 5.3. Any unexpected change to the declared opening hours is notified to the Administration and all users with as much advance notice as possible and the details clearly displayed in the library, on the intranet page, and via e-mail.
- 5.4. Services is closed down up to fifteen minutes before the doors are locked.
- 5.5. LRC Users must leave LRC promptly at a closing time.

6. Borrowing LRC materials

- 6.1. All items to be borrowed must be taken to the library counter together with a valid ID.
- 6.2. Library items on loan are not transferable. Library staff will only issue material to the owner of an ID card in person. Responsibility for the safe return of all material issued on any ID card, including materials for use in the library only, lies with the reader whose name is on that ID card. Users are not allowed any other person to use it.
- 6.3. Students may normally borrow up to five items at a time. Full time Academic staff members may borrow up to ten items at a time. Part time Academic staff members may borrow up to **five** items at a time. Administrative staff may borrow up to three items at a time.
- 6.4. Fiction books are not counted on the **5 (WIUT students), 10 (for full time Academic staff), 5** (for part time Academic staff) and **3 (for Administrative staff)** items storage, i.e. student can take 5 books + 2 fiction books;
- 6.5. Cassette or a disk is considered as 1 item, even if they are enclosed to the book.
- 6.6. The library users (WIUT students and WIUT staff) are able to take one copy of the same title of the item, i.e. users are not allowed to borrow more than same title at once;
- 6.7. If no copy of the title you want is left in the library, you may reserve it. Reserved items are kept for you only 2 days from the return date. You may reserve only three items at a time.
- 6.8. In case if you are taking a book, which is on the reference, you should leave your ID card at the information desk. Afterwards, if you are going to leave the library, you should return the book and take your ID card back; otherwise, after leaving the library not returning the book and not taking your ID you will not be able to enter the library and even the university, more than that it will be considered as a breach of library regulations. Your ID card will be passed to Registrar's office and the Dean will be informed.

7. Loan Periods

- 7.1. Loan periods and conditions for certain categories of material may vary. These will normally be displayed on the library system, but it is the responsibility of the user to check due date list for details.
- 7.2. Academic textbooks' loan periods for students (WIUT and CPFS Students) are: two weeks, one week, three days, and one day. For staff the loan period according to the table (Appendix A. Table of Material Loan periods)
- 7.3. Loan period for the fiction books is 1 month
- 7.4. Magazines and CDs are given to a 7 day loan.
- 7.5. Loan period for all materials during summer time is one month normally.
- 7.6. LRC staff have the right to change the loan period with prior notice of all library users in the following situations:
 - a) peak periods (assessment weeks, coursework deadlines, and task presentation periods);
 - b) specific and written requests from the Module Leaders or Subject Area Leaders for a precise book for an exact period.

8. Returning Materials

- 8.1. All items borrowed must either be returned to the library or renewed on or before the due date.
- 8.2. All items can also be prolonged in case if needed, and according to the demand for materials on loan. Those books that are reserved by the other user are not to be prolonged
- 8.3. Students can only renew items by presenting them physically. Academic and **administrative** staff members and Master's students have the right to renew or reserve items by telephone calls two days before the due date. **At the end of each semester postgraduate students and staff members have to bring materials to the library and check them in, afterwards they can take them back again.** In case if **Postgraduate** students **and staff** overdue **their items**, they do not have the right to renew items by telephone call and the item must be returned to the Library. If the book is on reserve, it must be returned on time.

All library users must return books regardless labor contract before leaving the job or going to vacation. Library accounts of all users are checked for debts and fines. In case the books are not returned the cost must be compensated.

9. Behavior in the Library

- 9.1. LRC Users must not write in, mark, deface or damage library materials, furniture or equipment in any way.
- 9.2. Food and drink may not be brought into any areas of the library.
- 9.3. Smoking is prohibited.
- 9.4. Mobile phones must be switched off and not used.
- 9.5. Headphones are allowed but there must be no leakage of sounds.
- 9.6. Quiet is to be observed in the library at all times. If there is an area designated for group work then this does not mean that a high noise level is allowed. Library staff is empowered to judge and enforce this by notifying the users.
- 9.7. LRC Users may not use bags or other belongings to reserve seats. Library staff may remove any property left unattended for more than a few minutes.
- 9.8. Any computing workstation left unattended will be logged off. Users are strongly advised to save their work frequently and not to leave their account open.
- 9.9. The distribution of leaflets in the library is forbidden unless you have explicit permission from the Library Manager.
- 9.10. Insulting behavior towards staff members (false information or refusal to demonstrate ID card, offensive words, refusal to terminate prohibited activity) will be reported to the WIUT Disciplinary Panel.
- 9.11. Playing computer games for entertainment purposes using library computers, personal computers in the library is prohibited.
- 9.12. Sleep and lie down on sofas in the library is prohibited.
- 9.13. Users are not allowed to relocate furniture in any areas of the library.

10. Library Sanctions and Fines

- 10.1. Failure to return or renew on time will result in automatic suspension of all borrowing, reservation and request facilities.
- 10.2. All students of the University are the object of Fine policy approved by WIUT Academic Council and Executive.
- 10.3. Those students who fail to return borrowed materials by the due date will be subject to a financial penalty. The conditions and fines are specified in the Appendix A and may be subject to change at any time.
- 10.4. Fines for the late returned materials are applied to all items in the library except of fiction books, students' final projects, magazines, and journals.
- 10.5. Fine is not taken if user overdue on Sunday or Public holidays.
- 10.6. Loss of the item must immediately be reported to library staff, which will mark the item as "lost", and user will be fined according to the table (**Table of penalties for book damage or loss (All LRC Users)**).
- 10.7. Any breach of the rules of behavior may result in a warning and then in the temporary suspension of the LRC and SRS accounts, and computing facilities. Users are strongly advised to read the Library Regulations with care.
- 10.8. Users' warning will be followed by application of Disciplinary Actions considered by Disciplinary Panel of the University.
- 10.9. Users who damage library materials, furniture or equipment will be responsible to pay administrative fine. The fines are specified in the Appendix A.
- 10.10. Fines can be paid through Click mobile application or to the bank office in the premises of the university.

11. LRC Training sessions

- 11.1. General LRC induction is offered to all new students at the beginning of the academic year.
- 11.2. General library induction for any individual university staff member can be arranged upon request.
- 11.3. LRC staff provide specific library training sessions on effective usage of electronic databases, effective searching, information literacy and other relevant topics on a regular basis.
- 11.4. All new training sessions introduced in the library will be advertised through posters, social media channels and LRC intranet pages, and via WIUT e-mail.
- 11.5. Because of the limited number of seats LRC users should pre-register for a training by replying to the following e-mail: lrctrainings@wiut.uz.

12. Research Support

- 12.1. LRC Research Support has 3 different dimensions with different target groups:
 - a. Research support for Students
 - b. Research support for Academic staff

- c. Research support for Researchers
- 12.2. LRC Enhancement Unit prepares recommendations on library stock updates based on the evaluation of current library stock, reading lists indicated in handbooks, resource usage statistics, new modules requirements, CCM outcomes.
- 12.3. LRC Enhancement Unit prepares short annotations regarding alternative sources for each module. These packages are published in Course handbooks.
- 12.4. Research Support for Students, Academic staff and Researchers is provided upon request. LRC Research Support Unit prepares reading list on particular topic with 2 days for implementation.

13. Monitoring

- 13.1. Library services are routinely monitored for quality. This includes evaluation of customer service, books' availability and up-to-datedness, access to online catalogue and electronic databases, LRC training sessions. LRC policy and regulations are also the subject of regular monitoring.
- 13.2. Monitoring is carried on by various methodologies: questionnaires, CCMs outcomes analyzing, focus groups and other periodic surveys. Students and staff members can tell their complaints or suggestions in CCMs or directly talk to librarians.

14. Security

- 14.1. Security guards at the library entrance will ask you to leave your belongings in cloakroom with special cells provided for you.
- 14.2. They will also request to show your WIUT ID card, which is also used as a library card. Security guards are empowered not to let you in unless you present them your valid university ID card.
- 14.3. At times security guards will go patrolling with one of library staff along the study areas checking the users against the breach of any point of the LRC Regulations.
- 14.4. Security guards are empowered to ask you to leave the library for any kind of misbehavior.
- 14.5. Security guards have the right to check your bag when you leave in case you have entered the library taking your bag with you.
- 14.6. When leaving the library LRC users have to present their ID-card and show borrowed items, so that security guards could verify if those items are registered for the user or not.

15. Shelves and Cloakroom usage

The LRC provides shelves in cloakroom for users' convenience to leave items on. The cloakroom is monitored by camera, which in turn guided by security service.

- 15.1. The cloakroom opens when the building opens, from 9 a.m., to 7:45 p.m. (In Summer time - from 9 a.m. to 6 p.m. Saturday and Sunday are days off.)
- 15.2. All items are left at the owner's risk. Do not leave money or valuables on the shelves.

- 15.3. The WIUT library reserves the right to check cloakrooms without permission or notification and to remove property contained in the cloakroom if it contravenes any of our regulations.
- 15.4. The following items are not allowed to put on the shelves:
- a) Items, which may cause injury or damage, including heavy items.
 - b) Fragile items, which are not held in secure containers.
 - c) Perishable food without container.
 - d) Explosives.
- 15.5. Items may not be left overnight in the cloakroom.
- 15.6. Any items left at the end of the day will be removed and stored to the LRC stockroom. The lost belongings, except food and drinks, are stored for a month, after which they are utilized.
- 15.7. For any issues regarding the shelves, including lost; please ask a security or LRC staff members.

16. Support services for users with disabilities

- 16.1. Library staff provides assistance to users who have special needs, due to physical disabilities. Once the customer has registered and provided information about his/her needs in the LRC registration form, it will be stated in the library system.
- 16.2. Access: all library buildings have lifts to move between floors.
- 16.3. The loan period for printed materials is prolonged.
- 16.4. Special software is installed to certain computers with headphones in a PC lab for easy navigation.

APPENDIX A

Library Fines Policy

This policy has been approved by the WIUT Academic Council and Executive. It is subject to review and amendments which will be notified to the Academic Council.

The policy has been introduced to help improve the circulation of borrowed material. It is important that all borrowers abide by the principle of returning borrowed material on the due date.

This Policy of Fines was applied from the **21st May 2008** and amended in **24th September, 2020**.

The university wishes to maintain the circulation of borrowed material and requires the borrowed material be returned. The fine is the punishment for the non- return of the material by the due date.

There will be no appeals against the fines. It is the responsibility of the Users to return the borrowed material no matter what the circumstances are.

There will be no exceptions for the non- return of borrowed material.

Students/staff will pay the fines at the Accountants office, **ONLY THE ACCOUNTANTS OFFICE CAN UNBLOCK THE FINE.**

No payment will be taken at the library counter. **ONLY THE LIBRARY CAN REGISTER THE RETURN OF A BOOK.**

The Library will suspend the account of a User until the fine is paid.

Users are advised to pay all the fines due on time or be subject to being a debtor and have their award withheld or progression restricted.

Users who owe a fine will not be allowed to borrow material but may use the library.

Users in debt will not be allowed to borrow material and may be subject to a disciplinary action that could include exclusion from the library.

Material loan terms (WIUT Staff)

Type of position	Mode of employment	Loan periods	Quantity of resources allowed to borrow at a time
Academic staff	Full-time	<p>*High demand collection: 2 weeks - 1 month (can be extended remotely once if the item is not reserved).</p> <p>*Low demand collection: one semester (extended physically).</p>	10 Textbooks 2 CDs 2 Fiction books
Academic staff	Part-time / contract	<p>*High demand collection: 2 weeks (can be extended remotely once if the item is not reserved).</p> <p>*Low demand collection: 1 month (can be extended remotely once if the item is not reserved).</p>	5 Textbooks 1 CD 1 Fiction book
Other staff	Full-time Part-time Contract	<p>* High demand collection: 2 weeks (can be extended remotely once if the item is not reserved).</p> <p>*Low demand collection: 1 month (extended physically).</p>	3 Textbooks 1 CD 1 Fiction book

Return items on time or extend their period of use.

The LRC Users is charged a fine for the overdue item. Each item accumulates fine according to the **Table of penalties for overdue items (All LRC Users)**.

Fines are not charged for the days the library is closed. The User is not able to borrow any item, in case if there is a debt for any item.

All library users must return books regardless of employment type prior to resignation or going to vacation. Library accounts of all users are checked for debts and overdue.

If the user neither returns the library item nor pays the fine for the loss of the book for 3 months from the due date, the cost of the book+ 10 % of administrative charge will be deducted from their WIUT salary.

In case the books and other LRC inventory are not returned, loss or damage will be either **replaced or reimbursed** according to the following table:

Table of penalties for book damage or loss (All LRC Users)

Cases	Replacement	Reimbursement amount
Loss of printed material	Identical title	Double cost of the item (cost+shipment+timing)
Loss of CD	Identical CD	50.000 UZS
1-3 pages are absent or damaged	-	Recovery of pages if the copy of the book is available in LRC and 50.000 UZS (10% of the average price of a book). The user is obliged to recover the pages.
4 or more pages are absent or damaged (not readable)	Identical title	Cost of the book + 10% Administrative charge
Barcode and security tag damage	-	50.000 UZS

Table of penalties for overdue items (All LRC Users)

No of Days Overdue	Fine	Settlement Conditions	Note
Days 1 inclusive	No fine	Return of the book	No further action
Days 2-19 inclusive of day 19	7,500 UZS per book per day.	Return of the book and payment of the cumulative fine for each day per book up to a maximum of 97 500 UZS	No further action
Day 20+	150 000 UZS	Payment of the fine, return of the book NOTE: if the book is not returned then it is deemed to have been lost.	The student is deemed to be a debtor and has to pay all fines and costs before they can progress/receive their award.

APPENDIX B

WIUT Student Disciplinary Policy

This policy has been approved by the WIUT Academic Council. The purpose of this policy is to regulate student behaviour in order to secure the proper working environment of University as well as LRC in the broadest sense.

This Disciplinary Policy was applied from the April 18, 2018.

It states that the regulations which include the Code of Conduct and Student Disciplinary Procedures were approved by the Academic Council of Westminster International University in Tashkent and include specific regulations for the Learning Recourses (Library and ICT services), the Code of conduct of the Faculty (or related faculty disciplinary code) and related general security services regulations. (Preamble 1).

A disciplinary Procedure may be invoked if the student is alleged to have committed any action which interferes with the achievement of the University's objects or which adversely affects the safety or well-being of the University's staff and /or students, or which may bring the University into disrepute. Example of such misconduct are (Invoke Disciplinary Procedure, 8):

- Assaulting, sexually harassing or otherwise threatening or insulting any fellow student, member of the University staff or authorised visitor of the University; using words that abuse that dignity and personality of a member of University staff;(12)
- Misusing or damaging any learning materials (including computer misuse or unauthorized use), equipment, furniture, fittings or property belonging to or under the control of the University, or any student or member of staff of the University (14);
- Committing a breach of the regulations, rules, policies or codes of practice of the University (or any part thereof), or disregarding the legitimate instruction of an authorized officer of the University (16).

If LRC user breaches any rules of Disciplinary Policy, the Disciplinary Panel Report will be filled out and given to Disciplinary Panel members and will be judged in accordance with the Preliminary Investigation part of WIUT Student Disciplinary Policy.

There are separate but related regulations for the Learning Resources (Library and Information and Communication Technologies, Class conduct and Security procedures) which apply to all students. All records of misdemeanors will be recorded and may be used as evidence in any disciplinary investigation. In case if the disciplinary offence report is determined to be considered at the initial stage, the disciplinary panel is called to review the report. The panel is to be composed of at least three members of WIUT staff (Preliminary Investigation, 34):

Chair- the Faculty Dean or his/her nominee

A member of Academic staff

Faculty manager or a nominee from faculty admin support shall be a secretary to the Panel

On conclusion of the Preliminary Investigation the Dean, relevant members concerned and the Faculty Manager or nominee may determine one of the following outcomes

- a) No breach of Student code of Conduct, record of allegation will be removed from profile
- b) This a minor 1st offence and no disciplinary action will be taken
- c) This is a minor offence and a student is reprimanded formally in writing or required to provide a written apology
- d) That it is 1st,2nd offence or subsequent offence and the case shall be sent to stages 1 or 2, depending on the severity of the allegation

DISCIPLINARY HEARING REPORT FORM

**WESTMINSTER
INTERNATIONAL UNIVERSITY IN
TASHKENT**

DISCIPLINARY PANEL REPORT

Report number (date)

Formal Disciplinary Interview/Disciplinary Panel Hearing (stage)

	Student ID	Name, Surname	Course/Level	Nature of offence	Notes	Penalty Records

Chair: Name, position (signature): _____

Members:

Name, position (signature): _____

Name, position (signature): _____

Secretary:

Name, position (signature): _____

APPENDIX C

The LRC conducts inventory of LRC materials once in 3 years. Books are physically counted and evaluated manually by ATRIUUM book system. An inventory report is submitted to the Deputy Rector on Finance Affairs after the post-inventory.

Materials for disposition are either donated to other libraries or universities. Scrap materials like old newspapers, magazines, etc. are forwarded to the Maintenance. The Maintenance takes charge of utilizing these materials.

Inventory procedures:

1. Prepare an inventory schedule (approximately 1-month period) to be submitted to Rector and to be posted for the customers' information. Schedule should indicate the starting date and the end date of the inventory;
2. Distribute a list of debtor to all LRC users to return all their accountabilities before the inventory period starts.
3. Do the shelf reading of the library collections.
4. Prepare the Inventory results of the inventory taken last time.
5. Prepare the inventory results and submit a report to the Accounting department and Deputy Rector on Finance Affairs.