**LIBRARY** **RULES AND REGULATIONS 2023**

**Azerbaijan Tourism and Management University**

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The Library-Information Center operating under the Azerbaijan Tourism and Management University (ATMU) is the only center in the territory of the republic with a rich background in the field of tourism and management.

**Membership**

In order to gain the right to use ATMU's library fund, it is necessary to take the steps mentioned below.

1. In order to obtain a reader number, an application must be made orally or via e-mail (library@atmu.edu.az). Applicants must provide the following information:

ATMU undergraduate and graduate students

- an identity card ID

- 3x4 photo (1 piece)

- telephone number

- registered address

- corporate e-mail address

- the name of the specialty studied and the acronym of the group

ATMU staff members

- an identity card ID

- 3x4 photo (1 piece)

- telephone number

- registered address

- corporate e-mail address

- the position held and the name of the department where he/she works

*Other readers can take advantage of the necessary resources by reviewing the information provided in the “General rules and regulations” clause and benefit from the library fund.*

Note: Membership in the library is absolutely free.

**General rules and regulations**

ATMU's undergraduate and graduate students who have acquired the right to membership by obtaining a reader's number, as well as other readers who approach the Library-Information Center with an identity document, library users, can use it in the library fund and reading room.

**Rules for using printed resources**

Bachelor's and master's students can use books and other materials (audio and video media) by presenting their student card to the library staff, provided they do not leave the reading room.

To search for reading materials by author, title, subject, keyword, or index number, direct your request to a librarian. Present your student card and reader number when you visit the librarian. If you do not have a reader number, see the information in the "Membership" section of this document.

Encyclopedia, reference book, dissertation, dictionary, rare and valuable books, as well as books in single copies can be used only in the library's reading room.

The book borrowing period can be from 21 days, depending on the number of books, for one semester.

When graduating from the university, transferring to another higher education institution, or taking an academic leave, to submit a circulation slip stating that there are no printed products belonging to the library in the registration book.

They are required to return the printed materials obtained for temporary use at the end of the academic year.

**Rules for using electronic resources**

ATMU Library users can use the following electronic resources:

***UNWTO E-library***

As a member of the United Nations World Tourism Organization (UNWTO), employees and students of our university, as well as readers who use library services on campus, can benefit from the rich fund of the UNWTO electronic library. The e-library provides you with free authoritative publications covering all important topics in the tourism sector and related fields. Readers will be able to access the latest statistical reports, market research, new technologies, tourism policy, sustainable development and other topics. Access to the UNWTO electronic library on campus is provided without registration. To connect remotely, university employees and students must register using the corporate e-mail address provided by ATMU, following the following rules:

1. Complete the registration form at **www.e-unwto.org**.

2. After registration, go to the **e-library** with your username and password.

3. Log in to your personal account by clicking on the name and surname displayed at the top of the opened page.

4. On the new page, select **"Access Tokens"** and add the text **ATMU\_2020-2021** in the empty box and press the **SUBMIT** button.

**Electronic Information Resource EBSCO Publishing**

The EBSCO Publishing database is the largest provider of scholarly resources to the world's leading publishers. Access to databases of periodicals is provided through the EBSCO host service.

Some of the articles in the database are presented in the form of full text, and some are presented only in the form of an abstract. EBSCO contains both the most recent issues of journals and an archive for some titles dating back to the 1950s.

Link to EBSCO database: **https://search.ebscohost.com/.**

In the window that appears, you can see the databases provided by the academy. To search for the provided bases, it is enough to mark the necessary bases and press the "Continue" button. You can search in the window that opens.

*If you have any difficulties with registration, please address your request to the ATMU Library Information Center* ***(library@atmu.edu.az).***

**Rules for using Reading Rooms**

 To use all library-information services provided by the library, including:

1. To use computers and other technical equipment intended for readers, to bring personal notebooks, tablets and headphones to the library and use them.

2.To finish work on the computer 20 minutes before the closing of the reading room.

3. To access to all electronic resources and databases available in the library.

When using the reading room, the following must be observed:

1. Do not engage in actions that may disturb other users, do not speak loudly.

2. Refrain from bringing food, smoking, littering, sticking chewing gum on tables, seats and other places to the library.

3. Not using the phone in voice mode.

4. Using headphones while watching or listening to audiovisual files.

5. Not allowing the use of various chats and entertainment sites on social networks.

**Free-access sources**

**- National Library**

M.F. Akhundov National Library provides readers with electronic access to national and foreign publications of the foundation.

**- Central Scientific Library**

The National Scientific Library, which operates under the Azerbaijan National Academy of Sciences, has a rich fund of more than 150,000 books and other publications open to readers.

**- Presidential Library**

The electronic library of the Office of the President of the Republic of Azerbaijan provides an opportunity to browse scientific fields.

**- Youth Library**

The Republican Youth Library named after Jafar Jabbarli is a rich electronic resource that allows you to find various publications by keyword, author and title.

**- Google Scholar**

Provides a simple way to search extensively for scientific literature. It is a search system that ensures finding scientific publications in various scientific fields.

**- Open Library**

Funded by a grant from the California State Library and the Kahle/Austin Foundation, it's a resource that includes more than 1,000,000 free e-books in a variety of formats.

**- Endnote**

It is a management software tool used to manage bibliography and references for writing essays and articles.

**Responsibilities of readers**

According to Article 19 of the Law of the Republic of Azerbaijan "On Library Work", readers, legal entities and individuals due to the loss or deterioration of printed works and other materials belonging to library funds, excluding rare copies entered into the register of national cultural assets, taking into account the new evaluation coefficients , bear financial responsibility in the amount of 10 times the price of that printed work. This process is carried out by the library administration in the following manner:

1. Readers who lost, rendered useless, or did not return printed materials are suggested to find and bring the same edition of the book.

2. If this is not possible, the reader is offered to replace it with other printed materials important for the library.

3. If the appropriate result is not obtained, the reader is offered to pay a fine of 10 times of the lost or rendered unusable print materials at new prices. Those who do not comply with these rules will be brought to legal responsibility in accordance with the rules provided in the framework of the mentioned law.

**Additional services**

**- Conducting scientific discussions and presentations in the Library-Information Center (LIC)**

In order to hold scientific-theoretical conferences, discussions, presentations and other scientific events organized by ATMU, it is necessary to send an application to the official e-mail address of LIC (library@atmu.edu.az). The information is reviewed within one business day and the applicant is contacted. In your letter, it is important to mention the purpose of the event, the number of participants, information about the speakers (ASA, workplace and presentation topic), the date and time of the event. Depending on the format of the event to be held in the reading room, a maximum of 40 participants can be accommodated.

The reading room is equipped with a projector, computer and loudspeakers.

**- Wi-Fi**

ATMU is provided with LIC high-speed internet network (Wi-Fi) as part of the campus.

After you familiarize yourself with the user rules by entering the **www.atmu.edu.az** website on the laptop, phone and other devices you will use for Internet, click the text "I accept the terms of use" in the section indicated by the red arrow in the picture and "Connect" button.

*- Note: Photocopying service is not offered in the library-information center.*