WIUT LRC Regulations

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1. **Users' Obligations**

   1.1. All users must fully comply at all times with the rules and regulations governing the use of the Learning Resource Centre (LRC) services. These are embodied in the printed document entitled "LRC Regulations", available on the LRC Information desk and on the LRC website and 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) Recognise that resources are limited and, at times, under great pressure.
      b) Recognize that the LRC must be managed to serve the needs of many people with different requirements.
      c) Report any fault/damage to LRC materials/equipment immediately to the LRC.
   1.5. Heads of Departments are required to submit reading lists for courses with full bibliographical details when the spreadsheet is sent by LRC staff in March.

2. **LRC services**

   2.1. WIUT LRC is available to **the LRC Users:**
   2.2. WIUT Students (Undergraduate, Postgraduate including Master's and Doctorate 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.
      a) The current staff and the visiting practitioners at WIUT.
      b) Alumni Students as well as Students and Academic staff from other local and international universities who have official permission of the WIUT's Rector.
   2.3. CPFS students can use all LRC resources only within the LRC. Exceptions are 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).
   2.4. WIUT Alumni students, students and academic staff from other Uzbek Universities have access to LRC resources only within the LRC.
   2.5. LRC Area can be booked for events, guest lectures and training sessions through the Intranet Room Reservation system if the event does not interfere with the WIUT Assessment schedule and the number of participants is not less than 50.
   2.6. LRC provides all LRC Users with Digital LRC. LRC Users have access to electronic materials such as electronic databases and high-demand books and can download them for studying purposes.

3. Resources Availability

3.1. WIUT LRC provides textbooks and further readings, dictionaries, encyclopedias, company reports, and audio-video materials in the following areas: Business and Management, Economics and Finance, Law, Information Technology, English for Academic Purposes, and Education. One copy of most of the titles is kept in the **Reference Area**.

3.2. All LRC users have online access to WebOPAC both on campus and outside. WebOPAC LRC intranet page **(http://intranet.wiut.uz)** or LRC website **(http://lrc.wiut.uz)**.

3.3. LRC receives newly ordered book arrivals ahead of each academic year. Book order depends on current stock evaluation and book usage statistics, new module requirements, CCM (Course Committee Meetings) outcomes, academic staff members' requests, and newly published book reviews. Students can submit their requests for needed books through CCMs, Heads of Departments, or Module leaders. Book order is sent to Heads of Departments for final approval before purchasing.

3.4. WIUT LRC annually subscribes to local and foreign in-print periodicals and electronic scientific research databases. Subscribed databases are accessed 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 to achieve that.

4. Joining the LRC

4.1. New LRC users can borrow materials after obtaining their ID cards, submitting a filled Registration form, and receiving their individual login and password from the LRC.

4.2. Users must carry a valid WIUT identification card with them while in the LRC, and it must be shown to the LRC or security staff on request.

5. Opening Hours

5.1. Opening hours of the LRC are clearly displayed at the LRC entrances, on the LRC website and on the LRC intranet page.

5.2. During the holiday, LRC operates with reduced hours and is closed on Saturday and Sunday.

5.3. In case of any unexpected changes to the declared opening hours, notifications are promptly communicated to the Administration and all LRC users, providing advance notice. Details of such changes are visibly displayed within the LRC through social media channels and email.

5.4. Service operations conclude fifteen minutes before the closing of doors.

5.5. LRC Users must leave LRC promptly at closing time.

6. Borrowing LRC materials

6.1. All items to be borrowed must be taken to the LRC counter presenting a valid ID or taken through the self-check-in/check-out systems.

6.2. LRC items on loan are not transferable. LRC staff provides materials to the owner of the ID card in person. The LRC user whose name is listed on the ID card is accountable for ensuring the secure return of all materials borrowed, including those designated for use exclusively within the LRC. Users must not allow any other person to use them.

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 among the 5 (WIUT students), 10 (full-time Academic staff), 5 (part-time Academic staff) and 3 (Administrative staff) items for storage, i.e. Undergraduate and Postgraduate students may borrow up to 5 books + 2 fiction books.

6.5. A cassette or a disk is considered as 1 (one) item, even if they are enclosed with the book.

6.6. The LRC Users are permitted to borrow only 1 (one) copy of the same titled item at a time.

6.7. If the desired title is not available in the LRC, users have the option to place a reservation. Reserved items will be held exclusively for the user for a period of 2 (two) days from the return date. A maximum of three items can be reserved concurrently.

6.8. In case the LRC user takes a book placed on the reference, s/he should leave the ID card at the Information desk. Before leaving the LRC, the LRC user should return the book and take their ID card back. Failure to return the book before leaving the LRC will conclude a breach of LRC regulations and will result in access to the LRC. The ID card will be passed to the 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 LRC system, but it is the responsibility of the user to check the due date list for details.

7.2. Academic textbook loan periods for students (WIUT students except for Doctorate students) are two weeks, one week, three days, and one day. The loan period for textbooks for Doctorate students is three months. For staff, the loan period is according to the table (Appendix A. Table of Material Loan periods).

7.3. The loan period for the fiction books is 30 calendar days (for all LRC users).

7.4. Magazines and CDs are borrowed for 30 calendar days.

7.5. The loan period for all materials during summertime is normally one (1) month (except for Doctorate students).

7.6. LRC staff have the right to change the loan period with prior notice to all LRC users in the following situations:

    a) peak periods (assessment weeks, coursework deadlines, and task presentation periods);

    b) specific and written requests from the Heads of Departments and Module Leaders for a precise book for an exact period.

8. Returning Materials

8.1. All items borrowed must either be returned to the LRC or renewed on or before the due date through WebOpac/Librista.

8.2. Items can also be extended if the demand for materials on loan is needed. Books that are reserved by another user are not to be prolonged.

8.3. a) Undergraduate, master's students, and part-time academic staff can renew items by presenting them physically or through WebOPAC and Librista mobile app.

b) Full-time administrative staff and Doctorate students are eligible to renew the borrowed items only by presenting them physically.

    c) At the end of each semester, full-time academic staff members must bring books to the LRC and check them in. Afterwards, they can borrow them again.
<u>If items are overdue, staff members cannot renew them by phone and must return them to the LRC</u>.
If the book is on reserve, it must be returned on time.

9. Behavior in the LRC

9.1. LRC Users must not write in, mark, deface or damage LRC materials, furniture, or equipment in any way.

9.2. Food and drinks may not be brought into any areas of the LRC.

9.3. Smoking is prohibited.

9.4. Mobile phones must be switched to silent mode.

9.5. Headphones are allowed, but there must be no sound leakage.

9.6. <u>Silence must be maintained in the LRC at all times</u>. If there is an area designated for group work, it <u>does not authorise a high noise level</u>. LRC staff have the authority to assess and uphold this regulation by informing the users. LRC Users may not use bags or other belongings to reserve seats. LRC staff may remove any property left unattended.

9.7. Any computing workstation left unattended will be logged off. Users are strongly advised to save their work frequently and not to leave their accounts open.

9.8. The distribution of leaflets in the LRC is forbidden unless you have explicit permission from the LRC Manager.

9.9. Insulting behaviour towards staff members (false information or refusal to show ID cards, offensive words, refusal to stop any prohibited activity) will be reported to the WIUT Disciplinary Panel.

9.10. Playing computer games for entertainment purposes by using LRC or personal computers in the LRC is prohibited.

9.11. Sleeping or lying down on sofas in the LRC is prohibited.

9.12. Users are not allowed to relocate furniture in any areas of the LRC.

10. LRC Sanctions and Fines

10.1. Failure to return or renew the items on time will result in automatic suspension of all borrowing, reservation and request facilities.

10.2. All LRC users breaching the LRC rules and regulations are subjects to the **Fine policy** approved by WIUT Academic Council and Executives.

10.3. The LRC users 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 changed at any time.

10.4. Fines for the late returned materials are applied to all items in the LRC.

10.5. No charges apply if the return date falls on Sunday or public holidays.

10.6. Loss of the item must immediately be reported to LRC staff, which will mark the item as "lost", and user will be fined according to the table (see Appendix A. 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 account. Users are strongly advised to read and follow the LRC Regulations and Student Code of Conduct.

10.8. Users' warning will be followed by application of Disciplinary Actions considered by Disciplinary Panel of the University.

10.9. The LRC Users who damage LRC materials, furniture or equipment will be responsible to pay administrative fines. The fines are specified in Appendix A.

10.10. Fines can be paid through mobile payment applications (more details can be found at the Information desks) or at the cash desk on the premises of the university.

10.11. Lost LRC materials, which are under category zero cost, will be fined by specified categories for all LRC users (See Appendix A . Table of penalties for book damage or loss (All LRC Users).

11. LRC Training sessions

11.1. General LRC induction is offered to all new students at the beginning of the academic year (also available on WIUT Intranet).

11.2. General LRC induction for any individual university staff member can be arranged upon request.

11.3. LRC staff provide specific LRC 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 LRC will be advertised through posters, social media channels, LRC intranet page, and via WIUT e-mail.

11.5. Because of the limited number of seats LRC users should pre-register for a training by e-mail to:
lrcwiut@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/Doctorate students

12.2. The LRC Enhancement Unit prepares recommendations on LRC stock updates based on the evaluation of current LRC stock, reading lists indicated in course handbooks, resource usage statistics, new modules requirements, CCM outcomes.

12.3. The LRC Enhancement Unit prepares short annotations regarding alternative sources for each module. These packages are published in Course handbooks.

13. Monitoring

13.1. The LRC services are monitored regularly 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 rules and regulations are also the subject of regular monitoring.

13.2. Monitoring is carried on by various methodologies: questionnaires, CCMs outcomes analysis, focus groups and other regular surveys. The LRC Users can convey their complaints and suggestions through CCMs, email or directly talk to librarians.

14. Security

14.1. Security personnel at the LRC entrance requests the LRC Users to leave their belongings in cloakroom cells.

14.2. Security personnel may request to show WIUT ID card, which is also used as the LRC card. Security personnel are empowered not to let anyone in unless s/he presents them   the university ID card.

14.3. At times security personnel goes patrolling with one of LRC staff along the study areas checking for conformity to LRC rules by all LRC users.

14.4. Security personnel have the right to ask anyone to leave the LRC for any kind of misbehavior.

14.5. Security personnel have the right to inspect bags upon exit if individuals have entered the LRC with bags.

14.6. When leaving the LRC users may be requested to present their ID cards and show borrowed items, to ensure the items are registered on the users' accounts.

15. Shelves and Cloakroom usage

The LRC provides shelves in cloakroom for users' convenience to leave items in. The cloakroom is monitored by cameras connected to the security service.

15.1. The cloakrooms are accessible during the LRC operation hours.

15.2. All items are left at the owner's risk. Do not leave money or valuables in the cloakroom.

15.3. The LRC retains the right to inspect cloakrooms without prior notification and to remove items that violate a secure environment for all LRC users.

15.4. The following items are not allowed to put on the shelves:
a) Items that may cause injury or damage, including heavy items.
b) Fragile items that are not held in secure containers.
c) Perishable food without a container.
d) Explosives.

15.5. Items may not be left in the cloakroom overnight.

15.6. Any items left unclaimed at the end of the day are removed and stored in the LRC stockroom for two days and then passed to the Ask WIUT department. Ask WIUT department will act in accordance with the Lost & Found policy.

15.7. For any issues regarding the shelves, including lost items, it is recommended to approach a security personnel or the LRC staff.

16. Support services for users with disabilities

16.1. LRC staff provides assistance to users who have special needs or disabilities. Once the customer has registered and provided information about their needs on the LRC registration form, it will be stated in the LRC system.

16.2. Access: all LRC buildings have lifts to move between floors.

16.3. The loan period for printed materials is prolonged.

17. APPENDIX A

LRC Fines Policy

This policy has been approved by the WIUT Academic Council and Executives. 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 due date.

This Policy of Fines was initially amended on **24th September 2020 and is being amended again on 24th January 2024.**

The university wishes to maintain the circulation of borrowed material and requires that the borrowed material be returned. In case the return date is overdue, a fine will be applied in accordance with this policy.

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.

Fines can be paid at the Cash desk or through operating mobile applications. The fines are removed once the proof of payment is provided to the LRC staff.

NO PAYMENT IS MADE AT THE LRC INFORMATION DESKS. THE REGISTRATION OF BOOK RETURNS IS EXCLUSIVELY HANDLED BY THE LRC.

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

Users are encouraged to settle all fines promptly to avoid being classified as debtors, which may result in the withholding of awards or restrictions on progression. Users with unpaid fines are not allowed to borrow materials but may continue using the LRC.

Library items 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	*High demand collection: 2 weeks - 1 month	10 Textbooks 2 CDs

		(can be extended remotely once if the item is not reserved). ***Low demand collection: one semester** (extended in person).	2 Fiction books
Academic staff	Part-time/ contract	***High demand collection: 2 weeks** (can be extended remotely once if the item is not reserved). ***Low demand collection: 1 month** (can be extended remotely once if the item is not reserved).	5 Textbooks 1 CD 1 Fiction book
Other staff	Full-time Part-time Contract	*** High demand collection: 2 weeks** (can be extended remotely once if the item is not reserved). ***Low demand collection: 1 month** (extended in person).	3 Textbooks 1 CD 1 Fiction book

Return items on time or extend their period of use.

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

No fines are accrued on days when the LRC is closed.

All LRC users, regardless of employment type, are required to return books before resigning or proceeding on vacation (maternity leave, completing Doctorate studies). The LRC accounts of all users undergo verification for outstanding debts and overdue materials.

If the user neither returns the LRC 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 the administrative charge will be deducted from their WIUT salary.
Doctorate students will not be allowed to proceed with the defense of the dissertation in the Scientific Council without verification of the exit checklist.

In case the books and other LRC inventory are not returned, loss or damage will be addressed through **replacement or reimbursement** 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
Loss of Zero cost items	Textbook	150.000 UZS
	Fiction book	100.000 UZS
	CD	50.000 UZS

Table of penalties for overdue items (All LRC Users)

№ 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 it is deemed to have been lost	The student is deemed to be a debtor and must pay all fines and costs before they can progress/receive their award.

18. APPENDIX B

WIUT Student Disciplinary Policy

(The full text of the policy is available on https://registrar.wiut.uz/ in the Academic Policies section.
This policy has been approved by the WIUT Academic Council on 2nd November 2022. 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 broader sense.

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 (LRC and ICT services), the Code of conduct of the Faculty (or related faculty disciplinary code) and related general security services regulations.

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 listed but not limited below:
• Assaulting, sexually harassing or otherwise threatening or insulting any fellow student, member of the University staff or a visitor of the University; using words that abuse the dignity and personality of a member of University staff;
• 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;
• 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.

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 above WIUT Student Disciplinary Policy.

There are separate but related regulations for the Learning Resources (LRC and Information and Communication Technologies, Class conduct and Security procedures) which apply to all students. All records of misdemeanours 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:

- Chair - the Faculty Dean or nominee,
- A member of Academic staff,
- Faculty manager or a nominee from faculty admin support (shall serve as a secretary to the Panel).

At the 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 the Student Code of Conduct; a record of the allegation will be removed from the profile.
b) This is 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): _____

19. APPENDIX C

The LRC conducts an inventory of LRC materials once every 3 years. Books are physically counted and evaluated manually by the 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 utilising 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 debtors to all LRC users to return all their accountabilities before the inventory period starts.
3. Do the shelf reading of the LRC 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 Director of Finance.