

The Mechanisms of the Resource and Service Development and Updating of the Scientific Library, at Samtskhe-Javakheti State University

The management system of Samtskhe-Javakheti state University scientific library ensures effective utilization of library resources and services ensuring development of library service. Full application of the library service supports to implementation of the university curricular and research programs. This is why the Samtskhe-Javakheti State University has developed the mechanisms of scientific library resources and service development and update.

The scientific library of Samtskhe-Javakheti State University evaluates library resources, removes outdated resources from the utilization and adds new resources. The library implements specific activities for this purpose

- Staff of Samtskhe-Javakheti State University scientific library are in regular contact with the deans' offices, with relevant structural units, the representatives of the sectorial and disciplinary directions, who are considered as the primary consumers of the resources, for identification actual and potential needs of the educational and research programs. By means of the mentioned communication and cooperation the library regularly received the updated information about current and potential needs of the students, academic and invited personnel of Samtskhe-Javakheti State University.
- Priority is given to such library resources with the relevant volume and details ultimately corresponding to the given needs and high quality of appliance.
- The resources which include updated and revised information are given priority in the respective directions.

1. Selection of the resources

- 1.1. The additional number of compulsory and supportive guidebooks considered by the syllabuses is defined based on the regular monitoring of the special survey and journal for remarks developed in the library, as well as based on the joint research with the quality assurance service
- 1.2. The representative of the library evaluates available stock of the direction during discussion of the need for procurement of new resources (manual, periodicals, etc.). The number of the copies are defined based on the current demand on the resource.
- 1.3. The catalogues of the publish houses, electronic resources according to the disciplines and other selection instruments are studied and reviewed. The priority of the consumers are also defined for digitalization of the manuals.
- 1.4. Regular surveillance of access to the electronic resources takes place.

1.5. The recommendations and documentations for requesting new electronic resources are developed. The Request list is submitted to a rector for approval.

1.6. Academic personnel, students and other concerned parties are regularly informed regarding to the updated books and electronic resources.

2. Services and Their Development

2.1 The Library has the software Openbiblio for registration of the readers, flow of the books and introduction of the resources.

2.2. According to the procedure of requesting for the service and consultation/training in the library, by its own initiative and/or request, the ways of conducting orientation/consultation meetings the students and other concerned parties shall

- hold the group training about utilization of the international scientific databases and integrated informational network of the libraries. Based on request a consumer shall get the individual service for learning about the access to the international databases.
- The consultations for reference, bachelor and doctoral thesis or other project technical support and other issues related to the library.
- Get guidance about access to the new informational, educational and research resources and instruments
- within the framework of the international projects, ask for invitation of relevant qualified staff and hold presentation in order to learn of the library services

2.3. The access to the library infrastructure, database, collections and systems are available and operational for accessing the library including by means of partners and consortia.

2.4. The informational resources (books, atlas, periodicals, CDs, video files) are available in the library and are accessible for the personnel and students, electronic books are also available by means of the internal network of the library computers. Considering protection of the copy right, based on demand of the consumers the electronic books are sent on the desires e-mail within 24 hours.

2.5 Periodically the consumer's opinion study regarding to the attitude and need for available resources and services takes places and relevant recommendations are developed. Library resource and service development plan is developed based on the analysis and evaluation of the study results.

3. Monitoring and Update of Technical Resources

3.1. A technical head of the scientific library implements the monitoring and evaluation of the technical resources, who is the responsible for smooth operation.

3.2. The required quantity of computer equipment and other materials to be purchased and update are defined based on the joint monitoring with the Informational Technology service and relevant structural units

