



The primary role of the Caucasus Research Resource Center libraries is to serve researchers in the field of social sciences from academic, non-governmental organizations, private and public sectors, however, started from 2008, when CRRC Georgia library was merged with ISET library, the library assumed a new role – serve the needs of the Faculty and students.

CRRC/ISET library provides the information to all members and guests of the institute. New members and guests of the institute should be introduced to the library staff.

Working hours of the library are 09:00 a.m. till 06:00 p.m. from Monday through Friday.

General Rules

- The users of the CRRC/ISET Library will complete a registration form to be kept and monitored by the librarian.
- Print materials are available on the open shelves and can only be used in the library.
- Silence must be observed strictly in the library.
- Consumption of food and drinks, smoking is not permitted in the Library.
- Mobile phones should be switched to silent mode so that incoming calls do not disturb other users. If you need to talk at length on the phone, please take the call outside.
- Personal belongings such as bags, umbrellas, parcels etc. with exception of laptop must be left at the entrance of the library.
- The users are strongly recommended not to shelve used materials themselves but leave them at the tables. Books, journals and other items will be removed from the tables by the librarian.

Computer facilities

- Non-ISET/CRRC related person may use computer facilities only in coordination with library staff.
- The users/students are not allowed to download or install software, movies or MP3s, etc.
- Computer games are not allowed in the lab.
- During periods of heavy use, time limits on access to the Internet may be imposed.
- If any device of the computer is not working, do not fix it, kindly report at the reference desk or to the IT person



Book lending rules

- **External users do not have borrowing right from CRRC library collection.**
- **Only ISET students, Faculty, CRRC/ISET staff have borrowing privileges from CRRC library collection.**
- **All ISET students are required to make a refundable deposit in order to be allowed to borrow materials from the library.**
- **ISET students may borrow up to three books from CRRC library collection at one time; ISET Faculty and CRRC/ISET staff may borrow up to five books from CRRC library collection at one time.**
- **The normal loan period is three weeks however library may fix varying loan periods for users as it considers to be the case.**
- **The borrowed materials may be recalled before the due date if required urgently in the Library.**
- **Returning borrowed materials directly to the library shelves is not permitted.**

Liability

- **Borrowers will be held responsible for materials out on loan, users should take care not to damage borrowed materials, writing notes in print publication is not permitted.**
- **The borrower will be liable to replace the lost book or bear the cost of replacement.**
- **Fines will be imposed for overdue, damaged or lost library materials. In particular, ISET/CRRC levy fines at the discretion of library staff up to 120 percent of the replacement cost (including ordering, purchase, and transportation to ISET/CRRC).**
- **All replaced books must be of the latest edition or at least, must correspond to the editions of the lost books.**

Printing out and photocopying in the library is available for ISET students use only. In case the users need to make copies of library materials or print any document, they must apply to ISET administration.

On leaving the institute all borrowed materials must be returned to the library staff by students. The library staff on duty has the right to request a user to leave the premises if he is found to be violating any of the library rules. The librarian may amend the Library Rules and Regulations as and when necessary.