

## QUYẾT ĐỊNH

V/v Ban hành Nội quy Trung tâm Thông tin - Thư viện  
Trường Đại học Phenikaa bằng Tiếng Anh

### HIỆU TRƯỞNG TRƯỜNG ĐẠI HỌC PHENIKAA

Căn cứ Quyết định số 1368/QĐ-TTg ngày 10/10/2007 của Thủ tướng Chính phủ về việc thành lập Trường Đại học Thành Tây và Quyết định số 1069/QĐ-TTg ngày 21/11/2018 của Thủ tướng Chính phủ về việc đổi tên Trường Đại học Thành Tây thành Trường Đại học Phenikaa;

Căn cứ Nghị quyết số 12/NQ-ĐHP-HĐT ngày 18/09/2020 của Hội đồng Trường về việc Ban hành Quy chế tổ chức và hoạt động của Trường Đại học Phenikaa;

Căn cứ Nghị quyết số 13/NQ-ĐHP-HĐT ngày 18/09/2020 của Hội đồng Trường về việc Kiện toàn cơ cấu tổ chức và Ban hành quy định chức năng, nhiệm vụ của các Phòng, Ban, Khoa, Bộ môn, Viện, Trung tâm thuộc và trực thuộc Trường Đại học Phenikaa;

Căn cứ Quyết định 07/QĐ-ĐHP-TTTV ngày 05 tháng 01 năm 2021 Ban hành Nội quy Trung tâm Thông tin Thư viện Trường Đại học Phenikaa;

Xét đề nghị của Giám đốc Trung tâm Thông tin – Thư viện.

### QUYẾT ĐỊNH:

**Điều 1.** Ban hành kèm theo Quyết định này “Nội quy Trung tâm Thông tin - Thư viện Trường Đại học Phenikaa” bằng Tiếng Anh.

**Điều 2.** Quyết định này có hiệu lực kể từ ngày ký. Trưởng các đơn vị và các cá nhân có liên quan chịu trách nhiệm thi hành Quyết định này.

#### Nơi nhận:

- CT.HĐT (để b/c);
- Các PHT (để chỉ đạo);
- Như Điều 2 (để thực hiện);
- Lưu: VT, TTTV.



# PHENIKAA UNIVERSITY LIBRARY AND INFORMATION CENTER REGULATIONS

*(Issued along with Decision No. 158/QD-DHP-TTTV dated February 23, 2023)*

## **Article 1. Users**

- Members of Phenikaa University (referred to as "the University"): the University staff, lecturers, students.

- External users: individuals who are not members of the University and want to use products and services of the Library and Information Center must submit the recommendation letter from their organizations, copy of ID card/Passport, fulfill the payment for deposit and service fees to the Library and Information Center.

- Eligibility for access to the Library and Information Center:

+ Having a valid University member Account or External user Library card.

+ Completing the Library orientation course and paying a deposit to use products and services of the Library and Information Center (not applicable to University staff and lecturers).

## **Article 2. User's Rights and Responsibilities**

- Use your own valid library card/account and do not lend your card/account to others. Users must notify the Library and Information Center in case of losing library card, forgetting password for prompt response.

- Present your library card and put your personal belongings in the right place; It is the user's responsibility for your valuable properties.

- Comply with the Librarian's instructions when using materials, facilities, and equipment.

- Preserve and protect materials, equipment and facilities lent by the Library and Information Center.

- Maintain discipline for security, fire safety and environmental sanitation: do not smoke and bring flammable materials or food (except bottled water) into the Library.

- Users must get approval from the University for taking pictures or filming in the Library and Information Center.

- Present library card and other items upon requests for inspection by the Librarian.



- Protect your personal information, account and password provided by the University.

- Return materials before leaving the Library and Information Center, unless the materials have undergone the borrowing procedure.

### **Article 3. Use of Library materials**

The loan term depends on the types of users and materials. Users must renew the loan if you want to continue borrowing the materials. Users can only borrow new materials when returning old ones.

#### **1. Students:**

Students can borrow up to 5 materials at a time, in which:

- Textbooks: maximum 10 books per loan, 150 days per book and renewal is not allowed.

- Specialized reference materials: maximum 05 books per loan, 90 days per book, 02 renewals and 03 days per renewal.

- Specialized journals: maximum 14 days per journal and renewal is not allowed.

- Reference books: maximum 03 books per loan, 15 days per book and renewal is not allowed.

- Documents with a red seal (endogenous documents, singular documents, ...), other newspapers - magazines: read only at the library.

#### **2. Staff and lecturers:**

- Textbooks: maximum 10 books per loan, there is no due date for textbooks related to the department that the user belongs to.

- Specialized reference documents: maximum 5 books per loan, there is no due date for documents related to the department that the user belongs to.

- Specialized journals: maximum 14 days per journal and renewal is not allowed.

- Reference books: maximum 03 books per loan, 15 days per book and renewal is not allowed.

- Documents with a red seal (endogenous documents, singular documents, ...), other newspapers - magazines: read only at the library.

#### **3. Researchers:**



- Textbooks: maximum 05 books per loan, 150 days per book and renewal is not allowed.

- Specialized reference documents: maximum 05 books per loan, 90 days per book, 02 renewals and 03 days per renewal.

- Specialized Journals: maximum 14 days per journal and renewal is not allowed.

- Reference books: maximum 03 books per loan, 15 days per book and renewal is not allowed.

- Documents with a red seal (endogenous documents, singular documents, ...), other newspapers - magazines: read only at the library.

#### 4. External users:

- Follow the specified regulations on the Library Management Software:

+ Maximum number of loanable documents (except documents with a red seal): 03

+ Maximum loan term is 15 days, renewal is not allowed.

#### **Article 4. Reading rooms/spaces:**

The Library and Information Center has reading rooms/spaces for users to read documents.

Users take documents on the bookshelves following instructions without changing the position of documents. Users can take only 02 documents per use.

Users bring documents to the library counter to register for using documents (on-site reading and borrowing).

After reading, users take note of returning documents at the library counter and put documents back to the right positions

#### **Article 5. Search for information**

- Users can use the library's database and computer to search for information.

- Users cannot exploit library computers for personal purposes except searching for information.

- All acts of personal interference in computer settings which cause damage to the library's information system and database are strictly prohibited.

#### **Article 6. Reading newspapers and magazines**

Users look for newspapers and magazines on the self and can only get up to 03 newspapers or magazines per use.



Users must register with the librarian to copy documents in compliance with the Intellectual Property Law.

#### **Article 7. Copying documents**

Do not use computers, phones or cameras to copy or take photos of documents without permission.

Users must register with the librarian to copy documents in compliance with the Intellectual Property Law.

#### **Article 8. Internet and Electronic Data access**

Computers are only used to search for information for academic and scientific research purposes. It is prohibited to visit inappropriate websites .

Users should contact librarians for copying service.

#### **Article 9. Borrowing books**

- Users must present library card/account to the Librarian before borrowing documents.

- Direct borrowing: users select documents and proceed to borrow with the Librarian at the counter.

- Online borrowing: users register and borrow documents online, then go to the Library and Information Center to receive books as soon as receiving the confirmation sent to their account.

- Users check the quantity and quality of documents carefully before leaving the Library and Information Center.

#### **Article 10. Penalties for violations of regulations**

These following actions will be taken to users who violate this regulations depending on specific cases:

- Block the library card/ account temporarily or suspend the right to use products and services of the Library and Information Center.

- Administrative sanctions.

- Compensation for damage, in-kind or in cash.

- The compensation for specific cases shall comply with the University regulations

- In case of serious violations, violators may be disciplined and examined for penal liability in accordance with current law.



## **Article 11. Preservation of documents, property, reward and discipline**

- Do not bring documents out of the reading room without the permission of the librarian.

- Do not swap, crop, mark, tear or damage documents

- Do not write or take notes on books, newspapers, magazines and other documents.

- Do not make unauthorized copies of documents.

- Follow the instructions properly when using library computers to access the information system. All acts that cause damage to the library's resources, assets and facilities are strictly prohibited.

- Users must strictly follow the above regulations. All violations, depending on the severity, will be under the following disciplinary forms:

### Warning

+ Suspension of library use in 10 days or permanently.

+ Compensation which is decided by the University.

+ Disciplinary which is decided by the University.

+ Legal prosecution.

- Users who follow the regulations of the Library and Information Center and detect violations are prioritized to serve.

- User's comments on the documents or the performance of librarians should be sent to: "Suggestion box" at the Library and Information Center, or via email: [library@phenikaa-uni.edu.vn](mailto:library@phenikaa-uni.edu.vn) (Note: comments should specify full name, department/class. All anonymous letters are considered invalid).

- Reward:

+ Users with the highest number of visits to the Library.

+ Users actively participate in Library activities.

+ Forms of reward: commendation, gift giving.

  
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