

APPROVED
by order of the rector
of VSMU named after N.N. Burdenko
of Ministry of Health of Russia
dated 31.08.2021 No. 580

**THE REGULATION
ON ECONOMIC SANCTIONS
FOR VIOLATION OF THE TERMS OF USE
OF THE LIBRARY OF VSMU NAMED AFTER N.N. BURDENKO
OF MINISTRY OF HEALTH OF RUSSIA**

I. General provisions

1.1. These Regulations on economic sanctions for violation of the Terms of Use of the Joint Scientific Medical Library (hereinafter JSML, library) of the federal state budgetary educational institution of higher education "Voronezh State Medical University named after N.N. Burdenko" of Ministry of Health of the Russian Federation (hereinafter VSMU, university) are designed for preservation and efficient use of the library fund, the fullest satisfaction of user requests and reduction of readers' debts.

1.2. Based on articles 12, 15, and 330 parts of the Civil Code of the Russian Federation, Federal Law of 29.12.1994 № 78-FZ "On Librarianship", the Regulations on the Joint Scientific Medical Library of VSMU named after N.N. Burdenko, the Terms of Use of the Joint Scientific Medical Library of VSMU named after N.N. Burdenko, this Regulation, the university library applies a system of economic sanctions, determining the material responsibility of users (students, university staff, employees of practical health care and other).

1.3. These Regulations in accordance with the current legislation of the Russian Federation establishes a uniform order and requirements for the application of economic sanctions for violation of the Terms of Use of the library.

1.4. When registering with the library in person, users are acquainted with the Terms of Use of the library, which stipulate the possibility of imposing economic sanctions for non-compliance with the Terms of Use of the library of VSMU named after N.N. Burdenko of the Ministry of Health of Russia, and undertake to obey them, confirming this fact by a personal signature in the contract.

When registering the users via the "Online Registration" service on the official website of the library the users get acquainted with the Terms of Use of the library posted on the official website of VSMU on the Internet.

1.5. The amount of monetary penalties for each detected violation of the Terms of Use of the library is determined in accordance with the types of sanctions (Appendix No.1).

II. Types of economic sanctions

2.1. The following types of economic sanctions may be applied in the library against users who have violated the Terms of Use, related to compensatory payments (Art. 1064 of the Civil Code of the Russian Federation):

- for causing damage to the library's document collection (cutting, tearing out pages; removal of cards from catalogues and card catalogues; violation of processing of printed and electronic documents (spoiling of barcodes);
- for transferring the library card to another person and using someone else's card;
- removal of documents from the reading room;
- for damaging library property;
- for violating the time limit for returning printed materials;
- for losing the library card.

III. Order of charging money

3.1. The reader should pay the amount set by the library to the cash office of the university on the prescribed form of receipt. The receipt of payment must be brought to the library for marking.

3.2. A fee will be charged to readers who hold library items longer than the time limit set by the library rules:

3.2.1. The due date for return of a printed textbook is determined by the days of the end of cycle classes, fall semester (no later than February 1); the current academic year (no later than July 15).

3.2.2. Interest is calculated from the day following the date set for returning the literature. Days of the day do not include weekends and public holidays, or days when the library was not operating.

3.2.3. No fee will be charged if the borrower makes a reasonable request to the library for an extension within the prescribed period or presents a document proving that he/she is absent for a valid reason.

3.2.4. A fine will be levied simultaneously with the return of the detained document. In the event of refusal to pay the fine voluntarily, it shall be collected before court and in court.

3.3. The amount of monetary penalties for each of the detected facts of violation of the Terms of Use of the Library is determined on the basis of 1 edition per day, in accordance with the types of sanctions and the established tariffs.

IV. Responsibilities of the parties.

4.1. The heads of library departments are personally responsible for compliance with these regulations and the organization of work.

4.2. Readers are responsible according to the regulation on economic sanctions.

4.3. Supervision and responsibility for compliance with this regulation is the responsibility of the library director.

V. Retention and transfer of copies of the Regulation

5.1. The Regulation come into effect upon approval by the Rector's order.

5.2. The draft of the Regulation with the approval sheet shall be kept in the Academic Council, the approved copy of the Regulation shall be kept in the Administrative and Legal Department, the scanned copy shall be kept on the official website.

5.3. Decisions on matters not provided for in this Regulation shall be taken by the Academic Council of the University.

Adopted by the resolution of the Academic Council on 30.08.2021 (Minutes No. 1).

List of violations and economic sanctions

№	Sanction name	Unit of account	Cost (RUB)
1.	Loss of a printed publication, an electronic document on a machine-readable carrier	1 document	replacement with an identical or equivalent
2.	Removing cards from catalogues and files	1 item	50
3.	Printed/electronic document corruption (barcode corruption)	1 item	100
4.	Loss of library card	1 item	200
5.	Disruption of the integrity of a printed document:		
5.1.	Editions costing up to 500 RUB.:		
	– small stains of various etiologies, wet pages (no more than 20 pages)	1 document	100
	– scratches, tears in sheets, covers, bindings; other damage	1 document	100 + restoration a damaged fragment; (if it cannot be restored, replace the edition with an identical or equivalent)
	– wet pages (more than 20 pages) or muddy spots (if the next reader cannot use this edition)	1 document	replacement with an identical or equivalent
	– torn out or cut pages (no more than 10 pages)	1 document	100 + restoration of the pages
5.2	Editions costing between 500 and 1000 RUB:		
	– small stains of various etiologies, wet pages (no more than 20 pages)	1 document	300
	– scratches, tears in sheets, covers, bindings; other damage	1 document	300 + restoration a damaged fragment; (if it cannot be restored, replace the edition with an identical or equivalent)
	– wet pages (more than 20 pages) or muddy spots (if the next reader cannot use this edition)	1 document	replacement with an identical or equivalent
	– torn out or cut pages (no more than 10 pages)	1 document	300 + restoration of the pages
5.3.	Editions costing 1000 RUB and more:		

	<ul style="list-style-type: none"> – small stains of various etiologies, wet pages (no more than 20 pages) – scratches, tears in sheets, covers, bindings; other damage – wet pages (more than 20 pages) or muddy spots (<u>if the next reader cannot use this edition</u>) – torn out or cut pages (no more than 10 pages) 	<p>1 document</p> <p>1 document</p> <p>1 document</p> <p>1 document</p>	<p>500</p> <p>500 + restoration a damaged fragment; (if it cannot be restored, replace the edition with an identical or equivalent)</p> <p>replacement with an identical or equivalent</p> <p>500 + restoration of the pages</p>
6.	Violation of the deadline for returning printed literature	1 document	10 per day
7.	Taking documents from the reading room	1 document	200
8.	Transferring the library card to another person and using someone else's library card		200
9.	Damage to library property	1 unit	Compensation for damaged property