

Order № 687/P

On measures to ensure students by educational literature and training materials (extracts).

In order to ensure the educational process with necessary educational literature:

1. To oblige the students of the University:

- to return to the Fundamental academic library (hereinafter the library) all the textbooks for the autumn semester until February, 10th; for the spring semester – till July 20th (including cases of academic pending for the pat semester);
- students of 4-6 courses, undergoing training on a cyclic system - to return textbooks to the library no later than 5 days after the end of the next cycle;
- when going on academic leave, vacation and maternity leave, leave to care for a child under the age of three years - not later than 5 days from the date of granting of leave specified in the order, to return books to the library;
- with the dismissal of the University to return textbooks to the library no later than 5 days prior to the date of expulsion specified in the order.

2. Students, who did not return academic literature in a timely manner to the University library will not be given by new academic literature for the next semester:

- up to return educational literature;
- to replace it with the same publications recognized by the library equivalent in case of the loss or damage;
- reimbursement of the cost of textbooks, if you cannot replace it. The cost of lost or damaged educational literature is determined by the prices indicated in the records of the University, with coefficients on revaluation of library collections.

3. For students who do not fulfill the obligation for the timely return of textbooks to the library, disciplinary measures in accordance with University procedure will be applied.

Students that fail to return textbooks to the library in indicated terms without good reason are subjected to suspend with the use of any books and methodical materials for one month from the date of completion of all educational literature.

Repeated violation in terms of return of textbooks is subjected to suspend students for the right to use library's resources for one semester.

5. The Director of the University library O. A. Abramova:

- to provide control over the timing of the return of textbooks by students;
- not later than 30 days from the date of the start of the holidays in the applicable semester to provide the vice-rector for academic affairs T. M. Litvinov information on students who do not return academic literature, for application of disciplinary measures in accordance with University procedure.