

## **Main laws, Regulations, and Instructions that Fall within the Scope of The Formation:**

University Libraries Instructions (Number 92 for the year 1995)

**Article 1:** University libraries refer to the central libraries in universities, college libraries, libraries of technical institutes, libraries of scientific research centers, and the library of the National Center for Electronic Computers.

**Article 2:** a. A central library shall be established in each university, affiliated with the university president. b. Each college and institute under the Technical Institutes Authority shall establish a library affiliated with the dean of the college or institute. c. A library shall be established in the National Center for Electronic Computers, affiliated with the center's general manager.

**Article 3:** University libraries aim to serve higher education programs and policies, contribute to scientific and cultural advancement in society.

**Article 4:** Responsibilities of Central Libraries:

Firstly- Providing information resources in their various forms, types, and subjects, according to approved standards and specifications to ensure meeting the beneficiaries' needs.

Secondly- Organizing information resources scientifically and storing them in a manner that ensures rapid, accurate, and easy access while guaranteeing their safety and preservation.

Thirdly- Providing library and information services to beneficiaries according to scientific methods.

Fourthly- Promoting the utilization of library resources and services by familiarizing users with them and facilitating access.

Fifthly- Training and guiding users on how to use the library and benefit from its information resources and services through the preparation of suitable training and guidance programs.

Sixthly- Providing technical supervision of college libraries, institute libraries affiliated with the university, and center libraries to ensure the centralization of technical procedures while decentralizing management and services.

Seventhly- Providing technical consultations in the field of libraries and information to individuals and entities in need.

Eighthly- Organizing training courses in the field of libraries and information within the framework of continuous education programs.

Ninthly- Cooperating and coordinating with libraries, information centers, and other related institutions inside and outside Iraq to achieve mutual benefits in library procedures and services.

Tenthly- Organizing seminars, conferences, workshops, and participating in similar activities organized by other entities.

Eleventhly- Preparation of studies and research in the field of libraries and information, issuing bulletins, indexes, abstracts, guides, author lists, and other forms that serve the library and its users.

Twelfth: Organizing public and specialized book exhibitions and participating in exhibitions organized by other entities.

**b- Libraries of colleges, institutes, and centers undertake the following:**

1. Building a library collection relevant to the scientific specialties of the college, institute, or center to meet the needs of its users.
2. Providing regulated library and information services to its users.
3. Storing and organizing information sources according to the rules and standards adopted in university libraries to ensure accuracy of organization and speed of retrieval.
4. Collaborating with other libraries.
5. Training and guiding users on how to use the library and benefit from its information sources and services.

**Article 5:** The central library of the university is managed by a specialized employee in the field of information and libraries holding a master's or doctoral degree from the faculty members with at least an assistant professor rank, and is referred to as the "General Secretary of the Central Library".

They are assisted by a number of library officers, administrators, and technicians, and are responsible for the following:

- a- Managing the library and preparing policies, instructions, and rules to ensure optimal use of the library.
- b- Selecting and nominating employees to perform work in the libraries.
- c- Recommending to the university president the promotion of members of the central library from the faculty.
- d- Supervising the development of technical procedures and services in all university-affiliated libraries.
- e- Representing the central library before relevant authorities.
- e- Preparing reports on the activities and achievements of the library and presenting them to the university president.
- f- Preparing the annual budget for the library and monitoring its implementation.
- g- Implementing the instructions and directives of the ministry and the university related to the library's activities.
- h- Distributing tasks among the library departments and units and supervising their execution.
  - i- Issuing orders regarding the organization of administrative, financial, and technical affairs of the library.
- j- Dispatching library staff for official purposes within Iraq and recommending to the university president their dispatch abroad.
- k- Recommending the nomination of library staff for missions, fellowships, and study leaves within Iraq and abroad.
- l- Evaluating the performance of library staff.

**Article 6: The central library consists of the following departments:**

a- Technical Procedures Department: It specializes in the technical preparation of information sources, including selection, acquisition, technical processing, storage, and is headed by a staff member holding a master's degree in library and information science at minimum. It includes the following units:

First: Supply Unit.

Second: Indexing and Classification Unit.

Third: Exchange and Donation Unit.

Fourth: Library Collections Maintenance Unit.

b- User Services Department: It specializes in providing library and information services that ensure optimal utilization of information sources and meet the information needs of users. It is headed by a staff member holding a master's degree in library and information science at minimum. It includes the following units:

First: Interlibrary Loan Unit.

Second: Periodicals Unit.

Third: Reference Unit.

Fourth: Audiovisual Materials Unit.

Fifth: Special Collections Unit.

Sixth: Printing and Reproduction Unit.

Seventh: Information Unit.

c- Automated Systems Department: It specializes in everything related to the use of information technology and communication in library procedures and services. It is headed by a staff member holding a master's degree in library and information science at minimum. It includes the following units:

d- Continuous Education Department: It specializes in preparing and implementing training programs for employees in libraries and information centers during service. It is headed by a staff member holding a master's degree in library and information science.

e- Administrative Affairs Department: It specializes in managing employee affairs, accounts, administrative services, public relations, and media. It is headed by a staff member graduated from the College of Law or Administration and Economics at minimum. It includes the following unit:

First: Personnel Unit.

Second: Accounts Unit.

Third: Public Relations and Media Unit.

Fourth: Services Unit.

**Article 7:** Responsibility for each unit specified in Article (6) of these regulations shall be assigned to an employee holding at least a Bachelor's degree in library and information science, except for the units of the Administrative and Financial Affairs Department, where each shall be assigned to an employee graduated from the College of Law or Administration and Economics.

**Article 8:** The management of the college, institute, or center library shall be entrusted to a specialized employee in library and information science from the faculty members with a rank of at least Assistant Professor, referred to as the "Library Director." They shall be assisted by a number of library officers, administrators, and technicians and shall undertake the following responsibilities:

- a- Managing the library to ensure smooth operation.
- b- Preparing reports on the library's work and submitting them to the dean of the college, the director of the institute, or the center director.
- c- Distributing tasks among the library unit employees and supervising their execution.
- d- Presenting proposals for the development of library work.
- e- Representing the library before relevant authorities.
- f- Implementing decisions related to library operations.
- g- Recommending the nomination of library staff for missions, fellowships, and study leaves within Iraq and abroad.
- h- Recommending the dispatch of library staff for official purposes.
- i- Evaluating the performance of library staff.

**Article 9:** The college, institute, or center library shall consist of the following units:

a- Administrative Unit.

b- Technical Procedures Unit.

c - Circulation Unit.

d- Reference Unit.

e- Periodicals Unit.

f- Automated Systems Unit.

g- Printing and Reproduction Unit.

b- Responsibility for each unit specified in (A) of this article shall be assigned to an employee holding at least a Bachelor's degree in library and information science, except for paragraph (First) (A) of this article, where it shall be assigned to an employee holding at least a Technical Diploma.

**Article 10:**

a- Each university library shall be allocated a building equipped with the necessary facilities for storing information sources in their various forms and types, as well as for reading, studying, and conducting research. The building shall meet health and educational standards in terms of ventilation, lighting, heating, cooling, and providing spaces to facilitate the movement of staff and users.

b- The university library shall be furnished with the required furniture, office supplies, and information and communication technologies that ensure its operation at the required level.

c- Each university library shall have a budget within the university's, college's, institute's, or center's budget.

**Article 11:** Plans for the development of university libraries shall be integrated into the ministry's plans, outlining the objectives and methods of development to ensure the effectiveness of their operations in achieving their goals.

**Article 12:** A committee for libraries shall be established at the ministry headquarters to oversee the affairs of university libraries and to monitor their progress.

**Article 13:** These instructions shall be implemented as of their publication date in the Official Journal.

- Al-Waqa'i Al-Iraqiya - Issue 3571 on 10/7/1995, pages 206-209.