

External Visitors' Policy and Procedures

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Paragraph 1. Services to ADA University community.

ADA University Library is responsible for providing library and information services, and is prioritized to serve to ADA University community.

The ADA University community user categories are as follows:

- Faculty
- Students / Alumni
- Staff

Paragraph 2. Services to External Visitors.

According to ADA University Library strategy, ADA University Library is responsible for providing library and information services; reserves the right to serve to external visitors (out of ADA University Community) and is entitled to develop "External Visitors' Policy and Procedures".

The external visitor categories are as follows:

- Employees of the Ministry of Foreign Affairs;
- ADA University Executive Education Students;
- Partners of ADA University;
- IDD (Institute for Development and Diplomacy) partners;
- Visiting Professors;
- Research scholars;
- PhD candidates;
- Master students.

Paragraph 3. Policies Overview for External Visitors

According to current policy and procedures, selected external visitors are granted access to ADA University Library for a stipulated period of time. All selected applications are approved by the ADA University Library Director through interview. This access includes on campus use of all ADA University physical and electronic collections, technical facilities and inventory.

Paragraph 4. ADA University Library rights and termination conditions

- ADA University Library guarantees the confidentiality of the users' personal data;
- ADA University Library is responsible and reserves an exclusive right to selection procedures;
- ADA University Library reserves the right for confidentiality of the rejection reason;
- ADA University Library reserves the right to make changes and amendments to the External Visitors Policy and Procedures in response to ADA University Institutional Policy and Regulations;
- All users are required to follow the [ADA University Library Code of Conduct \(DOC. No. LPPC 410\)](#) and [External Visitors' Policy and Procedures \(current document\)](#);
- In case of violation of the current regulations, the membership will be terminated.

Paragraph 5. Copyright and Intellectual Property.

ADA University Library provides only licensed and legitimate materials for ADA University community. For external visitors, which are considered as "third parties", some specific electronic/digital libraries might be unavailable on-campus, as well as, all electronic/digital information resources will be inaccessible off-campus, because of copyright issues. Unauthorized sharing of copyrighted material is not allowed due to licensing agreement.

Violation of the present paragraph will lead to the immediate termination of the external visitor's membership.

Main Procedures

Clause 1. Membership and Applying Regulations.

- Interested individuals can apply only once in an academic year and may renew their memberships twice. (see clause 2)
- The memberships are active during the current academic year (see clause 2).
- The membership registrations and renewals, as well as library services will be unavailable between 1st of July – 30th of September each year.

Clause 2. Application Dates and Deadlines.

There is not any deadline for application submission. It is open during the academic year.

Clause 3. Requirements and Request form.

- For online requests, the users are required to fill out the "[External Visitors' Request and Agreement Form](#)" and send its signed, scanned version along with the e-copy of their national ID cards/passports to circulationdesk@ada.edu.az e-mail address;
- All above-mentioned documents should be submitted, and all required fields of the "**External Visitors' Request and Agreement Form**" must be filled out carefully.
Important Note: *Incomplete applications will not be accepted.*

Clause 4. Selection Regulations of Applicants.

- Selection will be processed according to the criteria indicated below:
 - Completeness of information in "External Visitors' Request and Agreement Form"
 - Research and academic significance;
 - Applicants' academic status;
 - Appropriateness with the library profile and collections;
 - ADA University Library information resources usefulness and usage ratio.
- **Clause 4.1:** *ADA University Library does not render only study space services.*
- Confirmation emails will be sent to applicants within 3 (three) business days. The dates and time of the interviews will be informed through the email correspondence;
- Only selected applicants will be contacted and invited to interview;
- For interview, it is required to provide the filled out / printed version of the application form (External Visitors' Request and Agreement Form) and the original and 2 (two) photocopies of the national ID Card/Passport.

Visitors' Privileges

- Access to Library building and Student Center;
- On campus access to library physical collections (print books, serials, journals, newspapers, audiovisual materials);
- On campus access to online databases that include full-text e-book and e-periodical collections;
- Reference and instructional support for academic research and writing, information literacy courses;
- Borrowing and in-Library use of headphones, pens, pencils, markers, rulers, flash drives, converters, USB drives and other stationery;
- Access to Library's facilities, as well as computer workstations, Internet access, group study rooms etc.

NOTE: Fines for the lost and damaged, as well as misused library resources are regulated according to the [ADA University Library Penalties](#) (DOC. No. LP CS 17-2) policy.