



## The International and Comparative Law Research Center Library Visiting Rules

### I. General provisions

1. The Library is a structural division of the autonomous non-profit organization "International and Comparative Law Research Center" (hereinafter referred to as the "Library" and "Center" respectively).

### II. Access to the Library

1. Access to the Library is gained by registering as a reader with the receipt of the library card number online on the Center's website [http://library.iclrc.ru/jirbis2/index.php?option=com\\_irbis&view=irbis&Itemid=461](http://library.iclrc.ru/jirbis2/index.php?option=com_irbis&view=irbis&Itemid=461) and/or offline upon the first visit to the Library.
2. Registering as a reader is available to the following persons:
  - 2.1. those engaged in the Center's projects;
  - 2.2. law students and postgraduate students;
  - 2.3. non-law students and postgraduate students upon a written request or recommendation of a professor of a higher education institution;
  - 2.4. law professors, researchers, practitioners, employees of state bodies;
  - 2.5. other persons at the discretion of the Administration of the Center.
3. No more than 8 readers can stay in the Library premises at the same time.
4. Library space is not provided as a co-working space.

### III. Working hours

1. The library is open to the public from Monday to Thursday and on Sunday. Opening hours are listed on <https://iclrc.ru/ru/library>. Friday and Saturday are days off.
2. The opening hours of the Library during holidays should be enquired via email [library@iclrc.ru](mailto:library@iclrc.ru).



3. The reader who wishes to visit the Library shall notify the staff of the Center in advance (at least two hours before arrival) about their intention to visit the Library by e-mail [library@iclrc.ru](mailto:library@iclrc.ru) and/or by phone +7 915 328 24 83.
4. The Reader can also pre-book the visit time on the Center's website and come to the Library after receiving a confirmation from the Center employee.
5. Visitors are not allowed to enter the Library without a confirmation of the visit received from the staff of the Center.

#### IV. General rules for visiting and using the Library

1. A list of printed publications and electronic resources of the Library is available by request.
2. Printed publications belonging to the Library must not be taken out of the Library premises.
3. The reader is obliged to:
  - 3.1. use the property of the Center carefully;
  - 3.2. wear a mask in the Library, disinfect their hands when entering the reading room, and observe the rules of social distancing (stay at least 1.5 m away from other visitors) **during the period of spread of coronavirus infection;**
  - 3.3. refrain from visiting the Library in case of having respiratory tract infection symptoms.
4. The reader is prohibited to:
  - 4.1. speak loudly, including through technical means, in the premises of the Center;
  - 4.2. bring and eat any food in the Library premises;
  - 4.3. consume any beverages, except for still drinking water, in the Library premises;
  - 4.4. pass logins and/or passwords to information databases to third parties.
5. Failure to comply with the requirements outlined in paras. 2–4 of Section IV of these Rules may lead to the revocation of the library card.



6. The service of scanning and electronic delivery of documents is available to professors, practicing lawyers, and non-resident students. The volume of the requested book fragment should not exceed 15% of the book volume.

## **V. Responsibility**

1. The staff of the Center is not responsible for any personal belongings left unattended by the reader.

2. In order to control the safety of the Library's property, video surveillance is conducted in its premises.

