



IRC RULES AND REGULATIONS

The Information Resource Center (IRC) offers to its users a wide range of resources and services. Our primary mission is to provide up-to-date, reliable and comprehensive information on the United States and promote better understanding of American culture, history and values. Our core resources are concentrated in the areas of American Studies, English as a Foreign Language, Educational Advising, American Fiction, Legislation and Foreign Affairs. Besides, we have a large video collection of American movies and documentaries, as well as language audiotapes and CD-ROMs on a variety of issues. The IRC also subscribes to some popular American periodicals, such as weeklies the *Time Magazine* and *Newsweek*, monthly publications *Foreign Policy Magazine*, *National Geographic* and *Smart Computing*, and quarterlies, such as *Foreign Affairs* and *Harvard International Review*, and others.

Membership

Membership in the IRC is free and open to anyone 14 years of age or older. In order to become an IRC member, visitors should fill out the application form and present it along with their passport (ages 16 and older) or birth certificate at the Circulation Desk.

Book circulation

IRC **fiction** books are available for loan. DVD/CDs, audio/videos tapes, periodicals and reference books cannot be checked out and must be used only in the IRC. Registered members may borrow one fiction book at a time for a period of two weeks.

If you want to borrow a book, bring it to the Circulation Desk and provide your IRC ID number. The librarian will print a special pass for you, which you must present to security guards before exiting the Embassy with the book. To return the book, bring it back to the Circulation Desk on or before the due date. The librarian will remove your name from the book's circulation list.

If the book you have borrowed is not in demand, it can be renewed for an additional two weeks upon request by telephone, email, or in person. Requests for renewals must be received on or before the due date. If the book you need is out, you can ask the librarian to reserve it for you. You will receive a written notice by email when the book becomes available. Please note that your reservation will remain valid for up to three days.

IRC member cards are not transferable, and members are responsible for everything borrowed on their cards. If your card is lost, you should report this to the IRC immediately. Books drawn on lost cards will continue to be the responsibility of the borrower in whose name the card was issued.

Writing, highlighting or annotating in library materials; cutting, tearing or removing pages or parts of pages from library materials is absolutely unacceptable. IRC members charged with any of the above or similar offences may lose their borrowing privileges and/or be denied access to the IRC.

Photocopying

The Information Resource Center offers a limited free photocopying service for academic or research purposes. Members are allowed to make copies of **five** book pages per day. In the long run, copying cannot exceed **30%** of any one book. For information on how to use the copying machine, please, ask the librarian at the IRC Circulation Desk.

B/W Printing

Every IRC member can print up to five pages per day. In order to have your document printed, save it in the "**Print Job**" folder on the desktop of your computer and ask the IRC staff to print it out for you.

Computer use

IRC computers and Internet access are provided to meet informational and educational needs and interests of all members. In order to make these resources available to as many customers as possible and to make sure that the equipment is used in a manner consistent with the IRC regulations, the following rules apply:

IRC computers and Internet may not be used for any illegal activity including, but not limited to:

- Damaging or altering computer equipment, systems or software
- Displaying, printing or sending any material that is obscene, libelous, threatening or harassing
- Downloading or installing **any** software or harmful program defined as, but not limited to, spyware, viruses, Trojans, malware, or any other illegal utility on any computer
- Violating copyright or trademark laws, software licensing agreements or intellectual property rights

Everyone who wants to use a computer must write down their name and the time on the computer sign-up sheet available at the Circulation Desk. Generally, computer use is limited to **60 minutes** per visit. IRC members scheduled to take an ETS test within the next 14 days are allowed to take **one full simulation test** (up to three hours), with prior permission from the IRC staff.

Use of telephone

Visitors are allowed to use the IRC telephone for local calls. To call a number in Tashkent, press “**9**” followed by the actual phone number. Please, keep your phone conversations as brief as possible to avoid distracting other IRC users.

You can also use the phone to talk with the Educational Advising Center at “**2447.**” You must get a prior permission from IRC staff before dialing any other number within the Embassy.

Use of the TV

IRC members can watch American movies and documentaries in the IRC any day except Fridays. The IRC staff will turn on the TV, the DVD player, adjust the volume and any other settings for you. Ask for the staff's help again if you want to change any of the settings, play another disk or have finished watching it. Please do not try to do any of these by yourself.

General behavior rules

The actions listed below are examples of conduct not allowed on the IRC premises:

- Verbally or physically threatening or harassing other patrons or staff;
- Using vulgar or abusive language with library staff or other patrons;
- Creating disruptive noises such as loud talking or laughing;
- Soliciting or conducting surveys not authorized by the IRC staff;
- Using audible devices without headphones or with headphones set at a volume that disturbs others;
- Stealing, damaging, altering, or inappropriate use of IRC property;
- Littering;
- Sleeping or putting your head on a table;
- Moving IRC furniture (i.e. chairs, tables, etc) from where it is placed by IRC staff without the staff knowledge or permission;
- Trespassing in STAFF ONLY areas, being in the IRC without permission of an authorized IRC employee before or after IRC work hours;

NOTE: The Information Resource Center reserves the right to restrict admission and/or to cancel the membership of any person who does not comply with the above rules and regulations.