

Approved

General director
Federal State Educational Institution of Culture «M. I. Rudomino All-Russia State
Library for Foreign Literature»

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Regulation on the Academic Board of M. I. Rudomino All-Russia State Library for Foreign Literature

1. General provisions

1.1. Activities of the Academic Board of M. I. Rudomino All-Russia State Library for Foreign Literature (hereinafter – Library) and the members of the Academic Board of the Library are updated in accordance with the order of the General Director № ----- of 00.00.0000.

1.2. The Academic Board of the Library is a collegial advisory board under the General director of the Library, which reviews and coordinates the main directions of scientific activities of the Library in the field of librarianship, books, history, country studies, cultural studies and secondary disciplines. Resolutions of the Academic Board come into effect after their approval by the General Director of the Library.

1.3. The Academic Board of the Library is guided in its activities:

- Current legislative acts and other regulatory documents;
- The Articles of Association of M. I. Rudomino All-Russia State Library for Foreign Literature,
- This Regulation.

1.4. This Regulation on the Academic Board of the Library is adopted at the meeting of the Academic Board. This Regulation is considered adopted if more than half of the listed members of the Board voted for it. After this Regulation is adopted by the Academic Board of the Library, it is approved by the General Director of the Library.

1.5. The main functions of the Academic Board of the Library are:

- Elaboration of the main directions of development of M. I. Rudomino All-Russia State Library for Foreign Literature,
- Promotion of scientific, bibliographic and methodological activities of the Library,
- Interaction between Library and scientific institutions in the field of information support for the humanities, librarianship, bibliography, books, history, country studies, cultural studies, and secondary disciplines.

1.6. By decision of the Academic Board of the Library, sections on specific areas of the Library and the Board activities, or working groups on issues requiring operational decisions, may be created within it.

2. The members of the Academic Board

2.1. The members of the Academic Board of the Library are elected from among of the leading experts of the Library, as well as representatives of relevant scientific and educational institutions and organizations.

2.2. The Chairman of the Academic Board is the General Director of the Library, and his Deputy is the Advisor to the General Director.

2.3. The Chairman of the Academic Board of the Library directly manages the Academic Board's activities:

- Manages the drafting of the Board's work plans;
- Approves the agenda of the Board meetings;
- Convenes, opens, chairs, and closes the meetings of the Board;
- Puts to the vote the proposals of the members of the Board;
- Signs the resolutions of the Board;
- Supervises the keeping of minutes and transcripts of Board meetings;
- Convenes unscheduled meetings of the Board at his/her own initiative or at the initiative of the Board members;
- Resolves other issues of the organization of the activities of the Academic Board of the Library in accordance with this Regulation, the Articles of Association of the Library and other legal acts.

2.4. In the absence of the Chairman of the Academic Board of the Library, the Deputy Chairman of the Academic Board of the Library shall convene meetings on behalf of the Chairman.

2.5. The functions of the Academic Secretary of the Board are carried out by the Academic Secretary of the Library.

2.6. The Academic Secretary of the Academic Board of the Library:

- Informs members of the Board of the date and agenda of the meeting;
- Keeps records of the Board, including minutes of its meetings;
- Supervises the execution of the Board's decisions;
- Prepares and issues of excerpts from minutes of meetings and decisions of the Board;
- Prepares draft orders on the decisions of the Academic Board of the Library, and prepares other required documents;
- Other types of work arising from the responsibilities of the Academic Secretary of the Board.

2.7. The list of files and documents required to be maintained and archived by the Academic Secretary of the Academic Board of the Library:

- Minutes of the Board's meetings;
- Decisions of the Board;
- Originals of documents adopted by the Board's decisions.

2.8. The members of the Academic Board are approved by the General director of the Library for a term of five years. Personal changes in the members of the current Board are made by the Order of the Library.

2.9. Experts who are not members of the Academic Board of the Library may participate as experts by invitation.

3. The areas of work of the Academic Board of the Library

The Academic Board of the Library at its meetings:

3.1. Conceders questions of improvement of activities of the Library and strategy of its development.

3.2. Discusses programmatic and normative documents related to the activities of the Library.

3.3. Conceders and discusses:

- Programs of scientific research, scientific bibliographic and other projects focused on informational support of the humanities;
- Reports on the progress of scientific research and the results of research work and on the results of the most important and relevant projects;

– Directions of publishing activities of the Library, its plans for the publication of scientific works;

3.4. Concedes the Library's Publications Program, recommends for publication the scientific works of the Library and the planned works of the Library's employees.

3.5. Approves reviews of dissertations for which the Library serves as the lead institution.

3.6. Considers plans for joint activities of the Library with partner organizations, with which agreements or contracts of cooperation have been concluded, as well as reports on such activities.

3.7. Considers nominating employees of the Library and other institutions for awards, scholarships, honorary titles, etc.

4. Organization of work of the Academic Board of the Library

4.1. The work of the Academic Board of the Library is organized in accordance with an annual plan, which is reviewed and adjusted by the Board and approved by the General Director of the Library in the third quarter of the calendar year.

4.2. The meetings of the Academic Board of the Library are convened at least once every six months.

4.3. The meetings of the Academic Board of the Library are valid if more than half of the members of the Board are present.

4.4. During the meetings of the Academic Board modern means of communication can be used (on-line, Skype, etc.).

4.5. Resolutions of the Academic Board of the Library are adopted by a simple majority vote of the members participating in the meeting, by open ballot; the e-mail voting procedure may also be used at the discretion of the chair of the Board.

4.6. Resolutions of the Academic Board of the Library come into force after their approval by the General Director of the Library, are formalized by his orders or extracts from the minutes of the meetings of the Board (if necessary) and are communicated to the members of the Board, employees of the Library and other interested entities.

4.7. The meetings of the Academic Board of the Library shall be recorded in minutes, which shall be signed by the Chairman of the Board and the Academic Secretary of the Board. The minutes must contain: the main points of the speeches; the questions put to the vote; the results of voting on them; the decisions made by the Board.

4.8. Working groups and commissions, usually headed by members of the Academic Board of the Library with the involvement of non-members of the Board, may be formed to prepare for the consideration of items on the agenda.

4.9. The meetings of the Academic Board of the Library are open to the public. Information about the meeting of the Board with the agenda shall be announced at least 10 days before the meeting.