

The Museum of LEPL – Ivane Javakhishvili Tbilisi State University

Provisions

(Codified)

Article 1. General Provisions

1. The Museum (hereinafter – “the Museum”) of LEPL - Ivane Javakhishvili Tbilisi State University (hereinafter – “the University”) is a structural unit of the University.
2. The Museum is guided by the legislation of Georgia, by-law normative acts of the University and the present Provisions.
3. The Museum, within its competence, is accountable to the Rector of the University and the Head of the Administration, fulfills the duties provided by the law, assigned by the Rector and the Head of the Administration.

Article 2. The Scope, objectives and functions of the Museum

1. The scope of the Museum is - finding, acquiring, protecting, storing, restoring, conserving, exhibiting and popularizing museum exhibits related to the educational and scientific-research field.
2. The goals of the Museum are:
 - a. search and acquisition of museum materials related to the history of the University and other scientific fields;
 - b. listing of the Museum objects in compliance with established rules and their storage and protection under appropriate conditions;
 - c. conducting restoration and conservation of museum items in the Museum;
 - d. exhibiting the materials kept in the Museum and promoting them;
 - e. ensuring access to the use of the Museum materials in accordance with the law;
 - f. design catalogs, albums, scientific works and other products with museum materials, both in printed form and electronically;
 - g. carrying out research within the scope of its goals;

- h. joining the international museum organization and participating in international museum programs;
- i. facilitating and participating in educational and research processes at the University.

3. The functions of the Museum are:

- a. supporting the ongoing scientific-research and educational process in the University, participating in the mentioned activities within the scope of its competence;
- b. arranging meetings, debates, conferences, exhibitions and other cultural and educational activities;
- c. preparing and presenting a proposal for the protection, transfer or acquisition of the historical heritage of the University to the Administration of the University;
- d. editing the first publication of exhibits kept in the Museum;
- e. recommending the Administration of the University regarding the granting of consent for the use of Museum exhibits as symbols on various printed products, souvenirs and consumer items;
- f. with the permission of the Rector of the University, cooperation with educational, cultural and tourist agencies in accordance with the law;
- g. excursion services for visitors;
- h. arranging permanent and temporary exhibitions;
- i. timely warning the Administration of the University about the violation of Museum norms or imminent danger.

Article 3. The Structure and Management of the Museum

The Museum is a structural unit of the University Administration and consists of the administration of the Museum and several museums.

1. The Administration of the Museum consists of the following departments:
 - a. department of staffing and primary registration of the museum exhibits;
 - b. department of educational programs;

2. The University Museum includes separate museums of a scientific profile:
 - a. History Museum of the University;
 - b. Museum of Archaeology;
 - c. Museum of Geography;
 - d. Museum of Zoology;

- e. Paleontology Museum;
- f. Vazha-Pshavela Memorial Museum.

3. Separate museums of scientific profile and administrative departments represent structural units of the Museum of the University;

4. Positions defined for the Museum according to the staff schedule of the University are: Museum Director, Deputy Museum Director, department curator, leading specialist, senior specialist, museum manager and specialist. Depending on the specifics and needs of the activities of the museum, a leading specialist, specialist, manager may be invited to the freelance positions for a specified period of time.

5. The Museum is guided by the Director of the Museum, appointed and dismissed by the Head of Administration.

6. The Director of the Museum:

- a. directs activities of the Museum;
- b. delegates the responsibilities among the staff of the Department, instructs and guides them according to the job instructions approved by the Head of the Administration;
- c. represents the Museum of the University and is a responsible person for the strategies of the Museum;
- d. supervises the proper performance of their official duties by the staff of the University Museum;
- e. signs the documents drafted in the Museum and within the scope of his/her competence approves the documents designed in the Museum;
- f. submits the report on the activities conducted in the Museum to the Head of the Administration;
- g. submits the projects on arranging and solving separate issues at the Museum to the Rector and the Head of Administration of the University;
- h. submits proposals to the Head of the administration regarding the encouraging the employees of the Museum or assigning disciplinary responsibilities;
- i. mediates to the Head of the Administration of the University for raising the qualifications and retraining of the Museum employees;
- j. submits to the Head of the University Administration the candidates for the staff to be appointed in the Museum;

- k. Mediates on allocation of resources for the equipment and appliances necessary for the fulfilment of the functions and aims of the Museum;
- l. approves the working plans of the structural units of the Museum;
- m. Performs the responsibilities defined by these provisions, legislative acts of the University and the Georgian Legislation;

7. The Head of the University Administration appoints and dismisses the Deputy Director of the University Museum on the recommendation of the Museum Director.

8. The Deputy Director of the Museum:

- a. in the absence of the Director of the University Museum (vacation, business trip, illness, etc.), performs the duties of the Director of the Museum;
- b. supervises the staffing and primary accounting department of the Museum and personally directs the process of accounting of museum units (exhibits) according to the established procedure;
- c. controls compliance with the rules of protection and storage of museum valuables in structural units of the museum;
- d. develops proposals and submits them to the Director of the Museum on providing optimal conditions for the protection of museum valuables;
- e. consults museum employees and other interested persons regarding the use of museum items;
- f. guides the disposal of museum objects in the electronic search system.

9. The structural units of the University Museum are headed by the Curator of the department and the manager of the Museum, who are appointed and dismissed by the Head of the University Administration on the recommendation of the Director of the Museum.

10. The Curator of the University Museum Department:

- a. directs the Museum activity according to a specific museum direction (recruitment, accounting, protection-storage, exhibition, promotion, publication, etc.) and is responsible for the organized operation of the Museum in this direction;
- b. establishes personalized action plan in the museum and submits it to the Director with appropriate proposals;
- c. prepares personalized annual report on the activities completed under his/her supervision and submits it to the Director of the Museum.

11. The Manager of the University Museum:

- a. directs the activities of the structural unit of the University Museum and is responsible for the legality and effectiveness of its activities;

- b. according to the established museum rules, records the exhibits assigned to him/her and ensures their safe storage and protection;
- c. prepares and signs the documents of exhibition, restoration and conservation of exhibits personalized to him/her;
- d. prepares the annual report of the structural unit of the University Museum and submits it to the Director of the Museum;
- e. submits proposals to the Director of the University Museum on the arrangement and solution of individual issues.

Article 4. Reorganization and Liquidation

The reorganization and liquidation of the Department is performed according to the rule established under the Georgian Legislation;

Article 5. Rules of Amendments and Additions to the Regulations

Any Amendment or addition is made according to the rule established under the Georgian Legislation.

The Provisions were approved by:

Minutes N 2 of the Representative Council from March 26, 2021;