

## Frequently Asked Questions

Written by Administrator

Friday, 03 July 2015 08:02 - Last Updated Monday, 02 December 2024 07:26

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### How do I join the Library?

Registration is required at the Borrowing Services and it lasts for one academic year for students, and one year for other readers.

The students are required to produce their student's books and a completed registration form;

Doctor's degree students are required to bring their identification and order for registration for doctor's degree students;

- All other readers are required to produce their staff card issued by Technical University of Varna;

- All course attendants and students pursuing specialization in certain areas at TU-Varna, students and other readers.

### What are the opening hours of the Library?

Reading rooms are open Monday to Friday from 09:00 to 16:00.

Borrowing is open from 09:00 to 12:00 and from 13:00 to 16:00.

### How do I find books in the Library?

Search for the class mark



Can I access the library catalogues from my PC?

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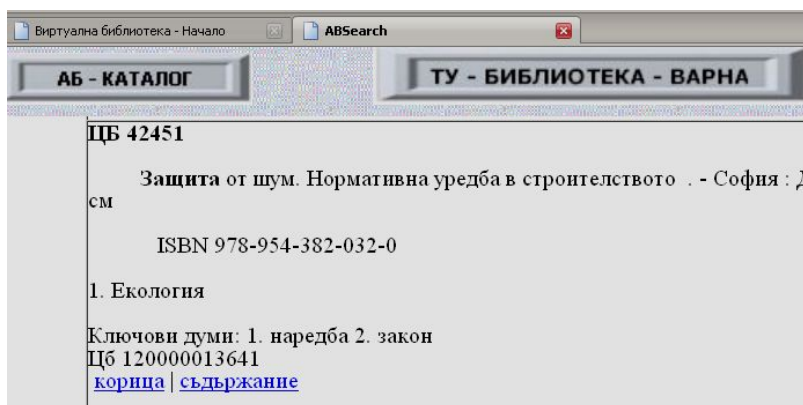
The Library's e-catalogue can be directly accessed at:

<http://lib.tu-varna.bg/absw.htm>

Detailed information about how to use the catalogue is available at

[http://lib.tu-varna.bg/absw/ABS\\_HELP.HTM](http://lib.tu-varna.bg/absw/ABS_HELP.HTM)

You may ask the duty librarian for assistance.



The e-catalogue shows the attached scanned covers and lists of contents of the new books and materials.

### How long can I borrow the books for?

All students borrowing books from the University Library are required to return them within the academic year.

### What should I do if I lose or damage a book?

You should have to replace it on the recommendation of the librarian on duty, with either

- An identical copy or other issues of the same title; or
- A book issued within the current year, of the same volume;

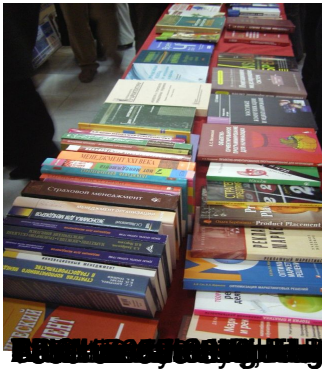


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Bookkeeping is a systematic way of recording and summarizing financial transactions, and it is a key part of the accounting process. It involves recording all the financial transactions of a business in a systematic and organized manner. The process of bookkeeping is essential for the proper management of a business's finances. It helps in keeping track of the business's income and expenses, and it provides a clear picture of the business's financial health. Bookkeeping is also important for the preparation of financial statements, which are used by management and other stakeholders to make informed decisions about the business. The process of bookkeeping is a continuous one, and it requires a high level of accuracy and attention to detail. It is a skill that is essential for anyone involved in the management of a business's finances.