

Almaty Humanitarian-Economic University



Considered at the meeting of
The Academic Council of the Department
Protocol # ____ dated " ____ " ____ 2022
Director of the institute

B.S.Praliev
" ____ " _____ 2022

"APPROVED"
AHEU Rector

Korvyakov V.A.
" ____ " _____ 2022

LIBRARY TERMS OF USE

Almaty 2022

LIBRARY TERMS OF USE

1.1. The procedure for registering readers in the Library

When registering in the Library, the reader gets acquainted in the prescribed manner with these rules:

- faculty, undergraduate, graduate and doctoral students are registered in the Library on the basis of enrolment orders;
- teachers and employees for registration in the Library present an identity card and a certificate from the personnel service of the university .

1.2. Rules for using the membership:

On the membership, publications are issued at home for the following periods:

- educational publications - for undergraduates, graduates - for a semester or academic year in accordance with curricula and programs; teachers, doctoral students - for the academic year (no more than 15 copies);
- teachers can take educational literature for work in the summer, but no more than 7 copies ;
- educational publications that have insufficient copies are issued for a “short-term membership” (from 10 to 30 days);
- scientific publications are issued for 20 days up to 5 copies. - all categories of readers;
- art publications are issued for up to 10 days;
- from multi-volume publications, no more than 2 volumes are issued at the same time;
- the period of use of scientific and artistic publications can be extended if there is no demand for them from other readers (or reduced if the publication is in high demand);
- upon receipt of publications, the reader is obliged to: put a date and sign for each copy on book forms;
- distance learning students are provided with membership editions only for the duration of the examination session;
- teachers, graduates and doctoral students can use any membership of the Library (when leaving the university, they sign a bypass sheet on all academic memberships).
- teachers and university staff are required at the end of the academic year, i.e. before July 1, hand over or extend the period of use (but not more than 5 copies) of all Library publications, receive a control sheet on the absence of debt and hand it over to the accounting department before going on the next vacation;
- after passing the control sheet, teachers and staff can take the necessary literature during the summer holidays.

1.3. Rules for using the Library's reading room:

- the number of publications issued at the same time in the reading room should not exceed 7 copies;
- 2 hours before the closing of the reading room, readers can issue publications for a “night membership” (encyclopaedias and other reference publications, rare, valuable, single copies, magazines, single copies of documents from the main book storage, but no more than 3 copies .) ;
- Internet access via the Wi -Fi wireless communication system is provided in the Library's reading rooms.

1.4. Rules for using the electronic resources hall:

- service in the halls is carried out on student cards;
- at the first visit to the hall, the user is registered and instructed by the hall employee on the rules for using the hall and safety regulations;
- when booking for work on the Internet, the topic of information search must be indicated;
- to work on the Internet, undergraduates are given 1 hour a day, teachers, doctoral students and graduates - 2 hours;
- users are obliged to take care of the equipment, in case of detection of a malfunction of

computer equipment, immediately inform the hall staff about it;

- users have the right to conduct e-mail correspondence for educational and scientific purposes within 15 minutes. Private correspondence is not allowed;
- in the halls it is allowed to use your own audio, video cassettes, CD-ROM with educational and scientific materials.

1.5. Responsibility of readers for violations of the rules for using the Library:

- readers who systematically or grossly violate these rules may be deprived of the right to use the Library for a period of 1 month or more.
- upon receipt of books and other materials from the Library's collection, the reader is obliged to carefully examine the publications and, if any defects are found, inform the Librarian about it, otherwise the reader who used the edition the last is responsible for damage to the publications.
- the user receives literature for one semester or one academic year.
- encyclopaedias, reference books, dissertations, rare and valuable books are issued only in the reading rooms.
- literature available in a single copy is not issued at home, but the user can make a scanned copy, photocopies of the necessary pages through photocopiers or take pictures on mobile phones.

1.6. Rules for using the periodicals hall:

- to use the library's periodicals hall, the user only needs to present a student ID card to the Librarian (first-year students present an identity card before receiving a student ID card);
- the periodicals hall provides access to domestic and foreign newspapers and magazines, newsletters, and bulletins, etc. over the last 3 years. Previously published editions can be ordered from the Library's collection by contacting the Librarian of the Reading Room;
- for the convenience of users, folders with frequently requested periodicals have been prepared in the hall.

2. RULES OF THE ELECTRONIC COLLECTION OF THE LIBRARY

2.1. The formation of the electronic fund of the Library is carried out by:

- selection of documents and printed materials submitted by the participants;
- replenishment and deletion of documents and printed materials.
- receipt of documents and printed materials in electronic form.
- transfer of documents and printed materials on paper into electronic form.
- creation of documents and printed products in electronic form.

2.2. Translation into electronic form of documents and printed products, which are subject to copyright, is carried out on the basis of an author's agreement with the author and (or) other right holder on the transfer of non-exclusive rights to use intellectual property in accordance with the Law of the Republic of Kazakhstan dated on June 10, 1996 "On Copyright and Related Rights".

2.3. Exclusion of documents and printed materials from the Library is allowed in the following cases:

- upon withdrawal by the author and (or) the copyright holder;
- in case of duplication (the same publications are in the Library).

Annex 1

Approval Sheet

Job title	Full name	Signature	Date
Approved:			

Annex 2

Acknowledgement Form

No.	FULL NAME.	Signature	Date

