

Rules for using the library

1. General Provisions

1.1. The library performs the functions of a scientific, informational, cultural and educational nature, provides educational, educational, scientific and innovative activities at the university.

1.2. These Rules are developed in accordance with the Standard Regulations "On the library of the organization of higher professional education", approved by order of the Ministry of Education and Science of the Republic of Kazakhstan dated August 17, 2000 No. 827; Regulations on the Library and normative documents of the University.

1.3. The rules govern the general procedure for organizing user service.

1.4. Using the services of the Library, the user agrees to these Rules and confirms that he is familiar with the Rights and obligations of users and the library.

2. The order of registration of users in the Library

2.1. To sign up, the user needs to contact the librarians of the information services and services department. To subscribe to the library, the reader needs a document confirming that he studies or works at a university: for students - a student card or an identity card - two 3x4 photos, for teachers and staff - an identity card and a personnel certificate and one 3x4 photo.

2.2. First-year students, before receiving a library card when visiting the Library, register with an identity card. Upon receipt, it is necessary to register through the librarian and then use the library card throughout the entire period of study.

2.3. After registration, the user is obliged to familiarize himself with these Rules for the use of the Library and strictly observe them.

3. Rules for using the subscription

3.1. Subscriptions provide home delivery of literature.

3.2. When ordering literature, the user presents a library card and fills in the form.

3.3. When receiving books and other materials from the library collection, the user is obliged to carefully examine the publications and, if any defects are found, inform the librarian about it, otherwise the user who used the last edition is responsible for damage to the publications.

3.4. The user receives educational and educational literature for one semester or one academic year; scientific and artistic for a period of 15 days.

3.5. Encyclopedias, reference books, dissertations are issued only in the reading rooms. In case the necessary literature is not on the subscription, access to the materials can be obtained through the library website [www:http://rmebrk.kz](http://rmebrk.kz). <http://platonus.kazetu.kz>. library. kazetu.kz in the "Electronic catalog" section.

3.6. The user is obliged to hand over the literature before July 31 and re-register or sign a bypass sheet

4. Rules for using the reading room

4.1. To use the reading room, it is enough to present a library card to register a visit.

4.2. In the reading rooms of the hall, visitors are given the opportunity to work in the open access mode in the reading room fund, which allows them to independently find the necessary literature, view the publications available in the fund on topics of interest

4.3. If the necessary literature was not in the reading room, the user can find it on the library website

4.4. Books from the reading room can be issued at home and issued through the "Night subscription" for up to three days.

4.5. 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.

4.6. The reading room provides access to domestic and foreign newspapers, magazines, newsletters, etc. over the last 3 years. Previously published publications can be ordered from the Library's collection.

5. Rules for using the electronic room of the Library

5.1. To use the electronic room of the Library, the user only needs to present a library card to the librarian.

5.2. The electronic hall provides access to Internet resources, subscription databases and electronic information resources of its own generation, as well as the ability to work using the software for educational and scientific activities installed on computers.

6. Rights and obligations of users and the library

6.1. Library users have the right to:

- use the main types of library and information services provided free of charge;
- receive books and any other sources of information for temporary use on all library subscriptions;
- receive complete information about the composition of the library funds through the electronic catalog and other forms of library information;
- receive consultative assistance in finding and choosing sources of information.

6.2. Users are required to:

- get acquainted with and observe the rights and obligations of the user of the Library.
- leave outerwear in the cloakroom, and leave large bags and backpacks in the storage room;
- in the halls and subscriptions of the Library to obtain literature present a library card;
- when using personal