

KAZAKH NATIONAL WOMEN'S TEACHER TRAINING UNIVERSITY

«Approved»
Director of the Seraly Kaniev
Scientific Library
A.M. Otegenova
«_____» _____ 2025

GENERAL RULES of the Seraly Kaniev Scientific Library

General rules of use

The right to use the library is granted to faculty members, students, undergraduates, doctoral students, and other university employees.

The library provides temporary use of literature and other documents from its collection.

The main types of library services are provided free of charge.

Paid services, as well as fines, are charged according to the price list approved by the Rector of the University (market price).

Modern technologies are introduced in our library for readers. Self-service stations and anti-theft gates are installed in the reading rooms. These measures are implemented to improve the efficiency of the library and ensure the safety of readers. The system monitors the preservation of books and prevents their unauthorized removal.

Self-service stations allow readers to borrow and return books quickly and conveniently.

Literature available in a single copy is not lent out but can be copied using the photocopiers installed in the reading room.

Encyclopedias, reference books, doctoral dissertations, periodicals, as well as rare and valuable books may only be used in the reading rooms.

It is strictly forbidden to remove books and journals from the reading room.

Books for home use are issued through the lending department (circulation desk).

Registration in the library is carried out with a university ID card.

First-year students are registered with their national ID card, and after receiving a university ID card, they must complete permanent registration. The card is then used as a library card.

After registration, the reader must become acquainted with the **Library Rules**.

Students of other universities in the city and the country may use the library services with a university ID card upon conclusion of a memorandum between university libraries.

Rules for using the lending department (Circulation desk)

Literature is issued for home use from the circulation desk.

When ordering textbooks, the reader presents a university ID card (first-year students register with a national ID card, and after receiving the ID card must complete permanent registration), fills out a request form listing the required textbooks, and submits it to the librarian.

Upon receiving books, the reader must carefully inspect the publications. In case of missing pages or any defects, this must be shown to the librarian; otherwise, the responsibility for damage rests with the last user.

The loan periods are as follows:

Textbooks on social sciences are issued without restriction on quantity;

Textbooks and methodological literature are issued for a specified period (one semester or academic year) depending on the subject, with mandatory re-registration;

Scientific and specialized literature – 2-3 copies for no more than 10-20 days;

Fiction – 1-2 copies for up to 10 days;

Periodicals of previous years – up to 5 titles for 10 days.

The loan period for certain publications may be extended if there is no demand from other readers, or shortened if the item is in a single copy and in high demand.

***For violation of the library rules,
readers are deprived of the right to use all library services
(from 10 days to 6 months).***

Rules for using the reading rooms

Visitors to the reading rooms are provided free access to the collection. Readers can independently find the necessary literature on the shelves, review it, and register their chosen books at the «Self-Service» station using their ID card.

Educational and scientific literature – up to 2-3 days;

Fiction – up to 5 days;

Literature in a single copy is not issued for home use, but necessary pages may be copied with the photocopier in the hall.

The reading room provides access to periodicals from the last three years: domestic newspapers, domestic and foreign journals, bulletins, etc.

Encyclopedias, reference books, doctoral dissertations, periodicals, rare and valuable books are available only for in-library use.

It is strictly prohibited to remove books and journals from the reading room without permission and registration.

In the Eastern reading room, a special BookCrossing Corner is organized for readers.

BookCrossing rules:

1. You may place your favorite or already-read book on the shelf to share with friends;
2. You may freely take any book you like for reading – no registration with the library is required;
3. Treat the book with care: do not tear, mark, or write on its pages; if desired, you may cover it with a protective cover;
4. After reading, you may recommend the book to a friend or return it to the shelf;
5. You may also place books from your personal library on the BookCrossing shelf.

If the necessary literature is not available in the reading room, the reader may use the electronic library at: «tlibrary.Qyzpu.edu.kz»

Readers are prohibited from:

- entering the library in outerwear, with bags or backpacks;
- bringing food and drinks into the reading room;
- damaging library equipment, furniture, or other facilities;
- damaging library materials (making notes, underlining, tearing, or folding pages);
- making excessive noise, talking loudly on the phone, sleeping, or bringing unauthorized persons into the reading room;
- using another person's documents to obtain literature;
- entering staff areas without permission.

Readers are obliged to:

- maintain silence, cleanliness, and order in the reading room;
- handle books, other printed works, and materials from the library collection with care;
- return library materials within the established deadlines.

Rules for using the Computer laboratory

All readers of the university library may use the computers.

- Users must sign the logbook before and after using the computer;
- According to prior registration in the application form, computer use may not exceed 45 minutes;
- Students must delete temporarily used information from the computer after use;
- It is forbidden to use computers for gaming;
- It is forbidden to change computer settings or install new programs.

Rules for using the rest room
In the rest room, it is prohibited to:

- make noise, hold conversations, or engage in actions disturbing others' rest;
- use smartphones;
- litter or disturb the cleanliness and order of the room;
- bring food, sweets, or drinks;
- damage equipment, furniture, or electrical appliances;
- sit on furniture in shoes;
- damage books issued for use.

Rights and obligations of readers

Readers have the right to:

- use the main library services free of charge;
- receive consultation when selecting and searching for information;
- in libraries equipped with electronic technology, use the electronic catalog and other information services;
- borrow literature and other information materials from the circulation desk.

Upon registration, the reader becomes acquainted with the library rules.

Readers are obliged to treat library materials with care: not to make marks, underline, tear, or fold pages. Upon receiving materials, the reader must carefully check them and report any defects to the librarian. Otherwise, the responsibility lies with the last user.

Attention! For loss or accidental damage of a textbook, the reader is responsible. The reader must replace the publication with one equivalent in content and value or acquire a highly demanded title missing from the library fund.

A reader who causes damage to the library is subject to administrative liability under the legislation of the Republic of Kazakhstan.

Rights and obligations of the library

The library serves readers in accordance with the University Library Regulations and the **Library rules**.

The library has the right to:

- constantly monitor the return of borrowed literature;
- impose fines on readers who violate the Library rules;
- require readers to replace damaged or lost publications with identical ones or other textbooks/literature suggested by the librarian and necessary for the collection.

The library is obliged to:

- provide readers with access to all library collections, and in the absence of required literature, offer a copy;
- strive for a high level of service culture, assist readers in selecting literature, provide oral consultations, organize book exhibitions, bibliographic reviews, Information Days, Department Days, and other events;
- create the most favorable conditions for full use of the library;
- study and meet readers' demands as fully as possible;
- improve information services through computerization and modern technologies;
- guide students in reading, foster a love of books, and encourage self-education;
- raise reading culture and promote library-bibliographic literacy through oral consultations and educational sessions;
- maintain records, storage, and usage of publications in the collection according to established rules;
- carefully preserve the library collection as part of the national cultural heritage, ensure the timely return of borrowed materials, and lend new materials only if previous ones are returned;
- work constantly to prevent and eliminate readers' arrears, applying measures to those who fail to return materials on time;
- not restrict independent use of documents stored in the library.