

Library regulations

1. Registration rules in the library

1.1. The right to use and other employees of the Academy.

1.2. The user fills the registration card and gets to know the rules of use.

2. User rights

2.1. Free use of important parts of the library's information services and visit according to opening hours.

2.2. Receiving of full information on contents of library fund by means of catalogue system and use of modern information system.

2.3. Free obtaining of Consultative help in researching the necessary documents and selection of the source of information.

2.4. Obtaining information about new documentation of the library.

2.5. Obtaining specialist literature from the fund of the library for using in the reading room.

2.6. To extend the period of using, if is not a high request from other users.

2.7. To get access to electronic information resources according to the Instruction about using of computer technology.

3. Duties of users

3.1. Careful handling with books, other editions and similar materials coming from library's fund, return in fixed terms, none to take along without mentioning this on forms or others, none to make any notice in the books, none to tear out the pages, none to damage the books et none to bend any pages.

3.2. Upon receipt of books or other editions and similar materials, carefully check for damage and upon their discovery notify to the responsible librarian.

3.3. To have the re-registration carried out annually, the users who do not do this will be not served.

3.4. When deregistering (leaving, end of education) all editions must be handed in as well as the bypass Form must be signed by library.

3.5. To keep order and cleanliness. During the stay in the library hall the mobile phone to mute switch. To respect the rights of other users.

3.6. To return the borrowing editions for using in the library 15 minutes before closing.

4. Liability of users

Readers, who violate the general rules of the library, will not be allowed to use the library for a certain period of time.

4.1.1. Readers, who violate the rules for the first time, will receive detention or will not be allowed to use the library during two weeks, readers, who violate the rules once more, will not allowed to use the library during 1 month, in worst case until discharge from the library.

4.2. Readers, who intentionally cause damages must answer for according to the Law of the Republic Of Kazakhstan.

4.3. In case of loss or damage of the books the readers must either provide appropriate replacement or pay the actual market price

