Regulations on the structural unit

Quality Management System

**Approved by**

Head of the Board Apparatus

\_\_\_\_\_\_\_\_\_ N. Sakhanov

\_\_\_ \_\_\_\_\_\_\_ 20\_\_\_

**Regulations on the Beisembayev Library**

Non-profit joint-stock company "Toraighyrov University"

Pavlodar

2023

**Introduction**

**1 Developed** by the Working Group.

**2 Creators**

2.1 Head of the working group: Amanova G.K. - head of the Beisembayev Library.

2.2 Amantaeva B.K. – librarian of the Beisembayev Library.

2.3 Bondar G.G. - librarian of the Beisembayev Library.

2.4 Gavrilenko I.A. - librarian of the Beisembayev Library.

**3 Contributed** by HR-service.

**4 Approved** by Order No 9-26/34 dated August 2, 2023

**5 Implemented** in August 2, 2023

**6 Expert group**

6.1 Head of the expert group: Sabitova R.A. - Acting Head of the Department of Legal Support and Public Procurement.

7.2 Zhakisheva A. E. - Head of HR-service

7.3 Regulatory Document Control: Bayakhmetova G.S. - quality engineer of the Strategy and Quality Management System Office.

**7 Frequency of regulations checks**: 1 time in 3 years

**1. General Provisions**

1.1 Beisembayev Library is a structural subdivision of NJSC "Toraighyrov University" and is directly accountable to the Member of the Board for Research and International Cooperation - Vice-Rector (hereinafter referred to as the Member of the Board for Scientific Research and International Cooperation - Vice-Rector).

1.2 Beisembayev Library is created and reorganized by order of the Chairman of the Board-Rector upon submission Member of the Board for Research and International Cooperation - Vice-Rector.

1.3 Structure and staff of Beisembayev Library is approved by the rector of NJSC “Toraighyrov University”.

1.4 Scheme of administrative and functional subordination of Beisembayev Library is given in Appendix A.

1.5 Beisembayev Library is headed by a director, who is appointed and dismissed from his position by order of the Chairman of the Board - Rector on the recommendation of the Member of the Board for Research and International Cooperation - Vice-Rector.

1.6 The methodological management of the scientific library is carried out by the Republican Scientific and Pedagogical Library.

1.7 Beisembayev Library is guided in its activities by:

- The Constitution of the Republic of Kazakhstan (hereinafter - the RK), adopted in a republican referendum on August 30, 1995;

- Labor Code of the Republic of Kazakhstan dated November 23, 2015;

- Law of the Republic of Kazakhstan “On Education” dated July 27, 2007 No. 319- II ;

- Law of the Republic of Kazakhstan “On languages in the Republic of Kazakhstan” dated July 1, 1997 No. 151-1;

- Law of the Republic of Kazakhstan “On Combating Corruption” dated November 18, 2015, No. 410- V ;

- Law of the Republic of Kazakhstan “On Culture” dated December 15, 2006 No. 207;

- Methodological recommendations to the order of the Minister of Education and Science of the Republic of Kazakhstan “On approval of the Rules for the formation, use and preservation of the collection of libraries of state educational organizations, approved by order of the Ministry of Education and Science of the Republic of Kazakhstan dated January 19, 2016 No. 44;

-Qualification reference book for positions of managers, specialists and other employees, approved by order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated December 30, 2020 No. 553;

- Qualification requirements for educational activities and a list of documents confirming compliance

them, approved by order of the Ministry of Education and Science of the Republic of Kazakhstan dated June 17, 2015 No. 391;

- Interstate standard GOST 7.1-2003 Bibliographic record. Bibliographic description. MS protocol

on standardization, metrology and certification No. 12 dated July 2, 2003;

- other regulatory legal acts of the Republic of Kazakhstan in the field of librarianship;

- Charter of NJSC “Toraighyrov University”;

- Code of Corporate Ethics;

- Internal regulations of NJSC “Toraighyrov University”;

- Mission, Policy and Goals of NJSC “Toraighyrov University”;

- Development program of NJSC “Toraighyrov University” for 2023 - 2029;

- organizational and administrative documents of NJSC “Toraighyrov University”;

- international standards in the field of quality management systems;

- goals Beisembayev Library ;

- documents ensuring the functioning of the quality management system of NJSC “Toraighyrov University”;

- hierarchy of structure and areas of activity of NJSC “Toraighyrov University”;

- advanced domestic and foreign experience in the field of librarianship;

- rules and standards of safety and labor protection.

- these Regulations.

1.8 Beisembayev The Library plans its activities for the academic year on the basis of the Development Program of NJSC "Toraighyrov University" for 2023 - 2029 and the Work Plan of NJSC "Toraighyrov University" for the academic year, decisions of collegial governing bodies, orders of the rector. Beisembayev plan Library is approved by the Member of the Board for HP and MS - the Vice-Rector.

1.9 At the end of the school year Beisembayev The Library provides the Member of the Board for Research and International Cooperation - Vice-Rector with a report on the work done for the academic year.

1.10 Beisembayev The Library maintains documentation in the state and Russian languages in accordance with the nomenclature of cases and the procedure for office work established at NJSC "Toraighyrov University".

1.11 Beisembayev Library provides reports in the prescribed manner to the Republican Scientific and Pedagogical Library.

1.12 The requirements of this provision are mandatory for all Beisembayev employees Library .

**2 Main tasks of Beisembayev Library**

The main tasks of Beisembayev Library are:

1. organization and planning of library activities;
2. collection of funds and organization of catalogues;
3. service to library users;
4. automation of library and information processes

**3 Functions Beisembayev Library**

3.1 Organization and planning of Beisembayev’s activities Library :

- planning and development of the Beisembayev work plan Library ;

- preparation• of current and annual reports on the results of work in Beisembayev’s areas of activity Library ;

- coordination of activities of Beisembayev Library with departments, scientific organizations, libraries of the Republic of Kazakhstan;

- compliance with generally accepted moral and ethical standards and rules when servicing users and when interacting with employees;

- creating conditions for a favorable moral and psychological climate in the team;

- development, updating (according to established deadlines) of the Regulations • Beisembayev Library , job descriptions for Beisembayev employees Library .

- timely execution of applications for the formation of a development plan for NJSC “Toraighyrov University”, public procurement of goods and services;

- compliance by employees with labor safety and health requirements, fire safety and industrial sanitation in the workplace;

- monitoring the prevention of corruption risks;

- timely preparation and coordination with the HR service of the vacation schedule for Beisembayev employees Library ;

- compliance by Beisembayev employees Library of requirements of regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan, internal regulatory documents of NJSC "Goraigyrov University" and the current Legislation of the Republic of Kazakhstan;

- compliance with established deadlines when fulfilling tasks and instructions of the university management.

3.2 Collection of funds and organization of catalogues:

- organization of the current acquisition and replenishment of the library collection together with departments in accordance with the profile of NJSC “Toraighyrov University” and the needs of users;

- drawing up, based on requests from departments and libraries, a consolidated application based on price lists of bookselling companies and bookstores;

- adjustment of orders of departments based on the card index of book supply and data on the student population;

- acquisition of documents using various acquisition sources; Subscription to periodic and subscription publications;

- reception, accounting and registration of incoming and outgoing documents: summary accounting of incoming and outgoing documents, individual accounting of documents, non-inventory accounting of multi-copy publications; exclusion of written publications from accounting documents: inventory books, card indexes of non-inventory accounting, summary accounting books;

- analysis of the book supply of the educational process in order to

achieving compliance of the library collection with curricula and specialist training programs at the university. Maintaining the “Book Supply” database;

- organizing the main, auxiliary, insurance funds of publications and ensuring their accounting, placement of funds, security, storage regime, restoration and conservation;

- formation of a complete memorial collection of university publications, ensuring their accounting and inventory, creation of reference and bibliographic databases in electronic and card form, organization their storage;

- organization of a reference and retrieval apparatus (hereinafter - SPA) of the library: maintaining and editing bibliographic records in the databases “Books”, “Articles”, “Dissertations” of the electronic catalogue;

- printing, arranging cards for the general alphabet catalogue;

- prompt introduction of new bibliographic records into the databases “Books”, “Articles”, “Dissertations” of the electronic catalogue; editing bibliographic records in library catalogs on traditional and electronic media;

- updating the library collection in accordance with the Rules for the formation, use and preservation of the collection of libraries of state educational organizations;

- replenishing the fund with electronic resources, organizing subscriptions to electronic databases;

- ensuring the safety of printed documents, rare and valuable documents through digitization;

- implementation of operational technical processing of documents;

- study of the information needs of readers, the efficiency of using library funds and catalogs, analysis of the provision of students with textbooks and teaching aids.

3.3 Service to library users:

- operational library, information and bibliographic services for teaching staff, researchers, doctoral students, undergraduates, students and other categories of users in accordance with information needs and requests;

- satisfying the requests of all groups of users of scientific, methodological, reference, educational and periodical literature in reading rooms, Beisembayev subscriptions Library ;

- organizing reader services at subscriptions, electronic resource rooms and other distribution points;

- registering readers for the library, issuing library cards, introducing them to the rules use and capabilities of Beisembayev Library ;

- providing readers with basic library services, as well as providing additional services in accordance with the current lists and price lists approved by the rector;

- providing students and employees of NJSC “Toraighyrov University” with literature, electronic publications, periodicals to assist educational, educational and scientific processes;

- design and demonstration of book exhibitions for readers, conducting bibliographic reviews of literature, readers' conferences, book presentations, meetings with creative personalities, round tables and library competitions, organizing Department Days;

- organization of mutual use of library collections through electronic delivery of documents, the Internet;

- carrying out a set of information events with the participation of university departments in order to promptly communicate information about the library collection to readers, including new acquisitions;

- compiling an electronic catalog and bibliographic indexes to assist scientific and educational activities, lists, carrying out inquiries, conducting bibliographic reviews;

- identifying and studying the information needs of students, teaching staff, and university staff in order to optimally satisfy them;

- nurturing the information culture of users, developing skills in skillfully using information and working with documents;

- studying the efficiency of using library funds and analyzing the provision of students with textbooks and teaching aids;

- organizational and methodological management, coordination and conduct of scientific research in the field of library science and bibliography;

- providing methodological assistance to libraries of vocational education institutions in the Pavlodar region;

- organization of research work to improve the main activities of the library;

- introduction of innovative working methods, library technology;

- advanced training of library workers in order to improve professional competence on seminars and trainings at various levels.

3.4 Automation of library and information processes:

- introduction of new technologies, best practices in computerization of information and bibliographic processes;

- ensuring automated workstations for users and Beisembayev specialists are in working order Library ;

- organization of work to provide services for library users to provide access to domestic and foreign scientific full-text databases, integration of information resources Beisembayev Library in the republican information space;

- identifying and studying the information needs of students, teaching staff, and university staff in order to optimally satisfy them;

- providing access to the full-text database “Student Electronic Library”, RIEL, to the electronic catalogue;

- compilation of bibliographic aids in order to disclose the contents of the Beisembayev document collection Library ;

- implementation of reference and information user services in traditional and virtual mode (electronic document delivery, virtual help desk);

- training users in the skills of searching for information and applying it in the educational process and scientific work;

- ensuring the development of library process automation programs; - providing library users with access to domestic and foreign scientific full-text databases.

**4 Relationships Beisembayev Library**

4.1 Beisembayev Library directly interacts with the Member of the Board for Research and International Cooperation - Vice-Rector.

4.2 Interaction with structural units is carried out with the participation of the heads of the relevant units.

**5 Responsibility of Beisembayev Library**

5.1Responsibility for the proper implementation of the provisions assigned by this provision is on Beisembayev Library tasks and functions are borne by the library director, including:

- organization of work libraries, timely and high-quality implementation of orders, instructions, instructions of the university rector, in accordance with the current regulatory legal acts of the Republic of Kazakhstan;

- rational and effective use of material and human resources entrusted to the library;

- the state of labor and performance discipline, the performance by employees of their official duties;

- observance by library staff of internal regulations, sanitary and anti-epidemic regime, fire safety and safety precautions;

- maintaining documentation provided for by current regulatory legal acts, documentation of the quality management system;

- presentation in the prescribed manner of reliable statistical and other information on Beisembayev’s activities Library ;

- provision of reliable and high-quality information at the request of management;

- timely execution of applications for the formation of a plan for public procurement of goods and services.

5.2 Beisembayev employees Library bear personal responsibility for offenses committed in the course of implementation

their activities, for failure to perform or improper performance of their official duties, violation of labor discipline in accordance with the current legislation of the Republic of Kazakhstan.

5.3 Degree of responsibility of employees

Beisembayev Library established by their job descriptions.

54. For causing material damage to NJSC "Toraighyrov University" employees of Beisembayev Library bear responsibility under the current legislation of the Republic of Kazakhstan.

**Appendix A**

(reference)

**Scheme of administrative subordination of the Beisembayev Library**

 Chairman of the Board - Rector

Member of the Board for Research and International Cooperation - Vice-Rector

Beisembayev Library

**Appendix B**

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| **APPROVAL SHEET** |
| Position, full name | Date of approval | Signature |
| Member of the Board for Research and International Cooperation - Vice-RectorYerzhanov N.T. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_ |  |
| - Acting Head of the Department of Legal Support and Public Procurement Sabitova R.A. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_ |  |
| Head of HRZhakisheva A.E. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_ |  |
| Standard control: quality engineer, Office of Strategy and Quality Management SystemBayakhmetova G.S. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_ |  |

**Appendix С**

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| **ACKNOWLEDGEMENT FORM** |
| Full name of the person who has read the document | Date of acquaintance with the document | Signature |
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**Appendix D**

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| **PERIODIC INSPECTION SHEET** |
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**Appendix E**

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| **REGISTRATION SHEET OF CHANGES AND ADDITIONS** |
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