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IHSM Library Procedures

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1. General Provisions

1.1. The Library Procedures are developed in accordance with the Regulations on the Library of the International Higher School of Medicine (hereinafter referred to as IHSM).

1.2. The Library Procedures regulate the rights, duties and liabilities of users and the library, as well as the Users' Registration Procedures, Loan Procedures and In-Reading Room and In-Computer Room Procedures.

2. Users' Rights, Duties and Liability

2.1. Users of the library include students, residents, undergraduates, graduate students, teachers, employees of the IHSM, and other user categories.

2.2. Users have the right to:

- access the library collection, library reference and retrieval apparatus (printed card indexes and electronic catalogue), and other library and bibliographic information resources;
- access educational, scientific, academic, reference, and periodical literature, as well as other types of documents;
- access and view electronic documents in the reading and computer rooms;
- receive lent books both for borrowing and for use in the reading room;
- receive advice and assistance in searching and selecting literature in printed card files and electronic catalogs;

2.3. Users are prohibited from:

- transferring a library card to another person or using someone else's library card;
- talking loudly and disturbing other users;
- entering the library's office premises and main book depositories without permission;
- hanging posters, announcements, and other materials of an advertising and commercial nature in the library without permission from the management of the IHSM.

2.4. Users must:

- treat books and other printed publications, as well as library property and equipment, with care;
- upon receipt of a book, check its condition and inform the librarian about any defects (torn or missing pages, inscriptions, or marks on the pages, etc.);
- return books on time, and at the end of each academic semester;

2.5. Users are liable in accordance with:

- legislation of the Kyrgyz Republic;
- these Procedures (clause 5.5).

Rights, Duties and Responsibilities of the Library

3.1. The library serves users in accordance with the Regulations on the IHSM Library and the IHSM Library Procedures.

3.2. The library must:

- provide users with access to library funds;
- issue literature available in the library collections upon users' requests;
- inform users about library and information resources;
- provide consulting and reference assistance in searching for printed and electronic documents;
- exercise constant control over the safety and timely return of books and other documents;

- study the requests and needs of users to improve library and information services;
 - maintain a high standard of service and comfortable conditions for library users;
- 3.3. The library is bears responsibility in accordance with:
- legislation of the Kyrgyz Republic;
 - these Procedures (clause 5.5).

4. Users Registration Procedures

- 4.1. For registering and filling out a reader's form, the IHSM library users must provide:
- student Enrollment or passport ID;
 - certificate of employment for employees.

4.2. After registration, users must familiarize themselves with the Library Procedures and confirm their obligation to comply with them by signing the reader's form.

4.3. Other categories of users can be registered on the basis of the user's identity document, with the permission of the IHSM management.

5. Lending Procedures

5.1. To order books, the user must provide a reader or student card.

5.2. When receiving books, the user must put his signature and the date of receipt of the books in the book form.

5.3. When receiving literature, the user must check the condition of the books and notify the librarian about any defects (torn or missing pages, inscriptions or marks on the pages, etc.).

5.4. Books lent are issued for a period of one academic semester.

5.5. Not issued at home:

- publications available in a single copy;
- rare, valuable and handwritten publications;
- dissertations and abstracts;
- journals and newspapers.

5.6. For loss, non-return, or damage to one copy of a book, users are obliged, in agreement with library staff, to replace the book as follows: with an equivalent in content, for general education books; or with two copies of books of unequal content, in the medical field.

6. In-Reading Room Procedures

6.1. To order a book, the user must provide a reader or student card.

6.2. When receiving books, the user must put his signature and the date of receipt of the books in the book form.

6.3. When receiving literature, the user must check the condition of the books and notify the librarian about any defects (torn or missing pages, inscriptions or marks on the pages, etc.).

6.4. When leaving the reading room for an extended period, the user must return the books borrowed to the librarian.

6.5. Books and other documents from the reading room and the open access fund are not available for borrowing for home use.

6.6. Forbidden:

- remove books and other documents from the reading room and open access fund;
- talk loudly in the reading room and disturb other users;
- use mobile phones in the reading room;
- draw and write inscriptions on the tables of the reading room and on books;
- eat and drink at the table in the reading room.

6.7. For violation of the Procedures, responsibility is established by the IHSM management.

7. In-Computer Room Procedures

7.1. The library provides access to:

- to the resources of the Electronic Library on the IHSM website;
- access to the Internet and Wi-Fi in the reading and computer rooms.

7.2. Access to the resources of the Electronic Library for IHSM users is provided through a login and password.

7.3. A login and password are issued upon presentation of reader card or ID document of the user.

7.4. Forbidden:

- increase the volume of audio and video on computers;
- upload audio and video that does not correspond to educational, academic and scientific content;
- play computer games.

7.5. For violation of the rules for using the Electronic Library and In-Computer Room Procedures, responsibility is established by the IHSM management.