

COORDINATED WITH:

IHSM Dean

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Regulations

“On the Scientific Library of the International Higher School of Medicine”

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1. General Provisions

1.1. The Scientific Library (hereinafter referred to as the Library) is one of the important structural units of the International Higher School of Medicine (hereinafter referred to as the IHSM), providing information support for the educational, academic and research activities of the university.

1.2. The founder of the Library is the International Higher School of Medicine, which finances and controls the activities of the Library in accordance with the established procedure.

1.3. Full name of the library:

- in Kyrgyz language – Эл Аралык Жогорку Медициналык Мектебинин Китепканасы;
- in Russian language – Библиотека Международной Высшей Школы Медицины;
- in English language – Library of the International Higher School of Medicine.

1.4. The Library operates in accordance with the legislation of the Kyrgyz Republic, the Ministry of Education and Science of the Kyrgyz Republic, the Ministry of Health of the Kyrgyz Republic, the Charter and other local documents of the IHSM, and these Provisions.

1.5. The Library provides access to stocks and services on the basis of the Regulations on the Library and the IHSM Library Procedures.

1.6. The Library is located in the Main Campus, the Clinical-Simulation Center, the Educational Morphological Center and the Issyk-Kul Campus.

The structure of the Library includes book stock, card charging system, reading and computer rooms.

1.7. The Library interacts with libraries of other universities and departments to better meet the information needs of its users on the basis of concluded contracts and agreements.

2. Tasks and Functions

2.1. The Library tasks include the following:

- creation of a modern Library space, combining the functions of a Library and information and educational center, traditional and innovative forms of service with the provision of electronic information resources and digital services;

- acquisition and formation of the Library collection in accordance with academic and educational disciplines, topics of scientific research and the needs of IHSM users;

- organization and maintenance of a reference and bibliographic search apparatus: printed card indexes and an electronic catalog to facilitate effective information search and improve the independent competencies of IHSM users;

- expansion of Library services and improvement of the services quality based on modern material and technical equipment of the library, automation and digitalization of Library processes;

- formation of Library and information culture of users, skills of independent search and rational use of printed and electronic Library resources.

2.2 The Library performs the following functions:

- ensures the acquisition of the library collection in accordance with the academic and educational disciplines, as well as the topics of scientific research of the IHSM;

- determines the sources of collections for the purpose of replenishing and adjusting the composition of the library collection;

- carries out accounting, placement and redistribution of the library collection;

- ensures the security of the library collection (restoration, conservation, digitization, etc.);

- withdraws documents from the library collection in accordance with the Instruction “On the withdraw (write-off) of documents from the library stock” and other regulations of the IHSM;

- forms a reference and retrieval system (printed file cabinets and an electronic catalogue);

- serves users and provides access to the library collection in accordance with the IHSM

Library Provisions and the IHSM Library Procedures;

- performs bibliographic consultations and references;
- conducts information and mass events in order to increase attendance and book distribution at the subscription and in reading rooms in order to teach users on independent search for information in the reference search engine and library databases;
- interacts with the Dean's Office and other structural divisions in order to facilitate information support for the educational and scientific processes of the IHSM;
- carries out activities to improve the qualifications of the IHSM library staff;
- interacts with libraries of universities and other departments for interlibrary exchange of information and participation in public library associations of Kyrgyzstan.

3. Rights, Duties and Liability

3.1. The Library has the right to:

- determine the content, specific forms and prospects for the development of its activities in accordance with the goals and objectives of these Provisions and other internal documents of the IHSM;
- develop normative and regulatory documents for the Library;
- manage consumables provided to the Library;
- determine sources of acquisition of funds;
- determine the procedure for access to the library's stocks, the list of additional services and the procedure for providing them to users in agreement with the IHSM management;
- determine the types and amounts of compensation for damage caused by Library users in accordance with the IHSM Library Procedures;
- withdraw and sell documents from the Library stocks in accordance with the Regulations "On the withdrawing (write-off) of documents from the Library stocks" and other internal documents of the IHSM;
- get acquainted with curricula, programs and research topics, receive information from the structural divisions of the IHSM to solve the issues assigned to the Library;
- represent the IHSM in various institutions and organizations, take part in conferences, meetings and seminars on issues of library and information and bibliographic activities;
- conduct correspondence in the prescribed manner with international libraries and organizations, as well as libraries of Kyrgyzstan, within the framework of their competence and rights;
- participate on a competitive or other basis in the implementation of international and

national programs for the development of Library and educational affairs;

- receive international and national grants from various foundations for the development of the Library as a whole and certain types of its activities;

- participate in activities and be a member of international and national public and (or) professional Library associations;

- carry out other activities aimed at achieving the goals of the Library, improving information and Library services to users.

3.2. The Library must:

- provide users with high quality services;

- rationally use the material and human resources;

- report in accordance with the established procedure to the IHSM management.

3.3. The Library is liable for:

- security of Library stocks, material and technical equipment;

- failure to perform functions within its competence;

- library employees bear material, administrative and other responsibility for the organization and results of the Library's work in accordance with the legislation of the Kyrgyz Republic, internal IHSM documents and Job Descriptions.

4. Management, Structure, Staff and Logistic Supply

4.1. The management of the Library is carried out by the Head of the Library, who is appointed and approved by order by the IHSM Rector.

4.2. The activities of the Library are supervised by the IHSM Vice-Rector for Educational Work and the Dean.

4.3. The Library keeps management, organizational, methodological and technological documentation in the prescribed manner.

4.4. The structure of the Library, staffing table, official salaries, bonuses and additional payments to official salaries, the procedure and amount of bonuses for Library employees are determined by local regulations and approved by the IHSM rector.

4.5. Work relations of Library employees are regulated by the Labor Code of the Kyrgyz Republic.

4.6. The IHSM management stimulates the continuous professional education of Library staff and the improvement of their professional knowledge and skills, and creates healthy and favorable conditions for the work of librarians.

4.7. The IHSM management provides guaranteed funding for acquisitions, provides the

Library with the necessary office and production premises, consumables, material and technical equipment in accordance with the standards of the organization of library economy, as well as safety procedures and precautions.

5. Amendments and Additions

5.1. Amendments and additions to these Provisions are made as the goals and content of the Library's activities change, in agreement with the Vice-Rector for Educational Work and the Dean, upon approval by the IHSM Rector and are registered in the prescribed manner.