Қазақстан Республикасы
Мәдениет және ақпарат министрлігі

"Құрманғазы атындағы Қазақ ұлттық консерваториясы" РММ

Құрманғазы атындағы Қазақ ұлттық КОНСЕРВАТОРИЯСЫ

Republican State Institution Kurmangazy Kazakh National Conservatory of the Ministry of Culture and information of the Republic of Kazakhstan

ҚҰРЫЛЫМ ТУРАЛЫ ЕРЕЖЕ

RTGULATION OF THE DIVISION

26 February, 2025
дата

№ ОП-21-2025

Алматы қ.

c. Almaty

APPROVED
By the decision of the Academic Council
RSI «Kurmangazy Kazakh National Conservatory»
Ministry of Culture and Information of the Republic of Kazakhstan
Chairperson
_____ G. Tasbergenova
Protocol No. 07 «26» 02 2025

DEPARTMENT OF READERS SERVICE, FUNDS ACQUISITION AND STORAGE DEPARTMENT

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I. GENERAL PROVISIONS

1. This Regulation defines and establishes the requirements for the activities of the Readers Service, Funds Acquisition and Storage Department which is a structural division of the Republican State Institution Kurmangazy Kazakh National Conservatory, the Ministry of Culture and Sports of the Republic of Kazakhstan (hereinafter referred to as the Conservatory).

2. Readers Service, Funds Acquisition and Storage Department is established and liquidated by order of the Rector of the Conservatory.

3. Employees of the Department are appointed and dismissed based on the order of the Rector of the Conservatory on the proposal of the Head of the Department.

4. Readers Service, Funds Acquisition and Storage Department in their work is guided by:

1) external regulatory documentation that has the status of legislative and regulatory legal acts of the Republic of Kazakhstan, national, departmental and industry standards, the requirements of higher authorities;
2) ISO international standards (International Organization for Standardization) in the field of quality management, anti-corruption management system and other systems implemented in the Conservatory;
3) internal regulations governing the activities of the Conservatory as a whole;
4) by this Regulation.

5. Development and improvement of the work of the department determine modern information technologies for working with readers and the fund, communication means software and office equipment, the possibility of introducing advanced domestic and foreign experience in working with readers and the fund.

II. TASKS

6. Formation of readers' skills in using a book, reference apparatus, electronic catalog;

7. Expanding the range of library services, improving their quality by improving the structure and technical equipment of the library.

8. Monitoring and analysis of the management system within the competence of their processes in accordance with the requirements of ISO management standards, and providing this data to the management of the Conservatory;

9. Implementation of management policy in the field of quality management, anti-corruption and other effective management systems;

10. Achieving the goals of improving the department work in the field of management quality management systems, anti-corruption management systems and other systems implemented at the Conservatory.

11. Accomplishment of the library fund with documents that provide the educational process, research and innovation activities of the Conservatory.

12. Registration of documents incoming to and withdrawn out of the library collection.

13. Introducing innovative library and computer technologies.

14. Rational formation of the library fund in accordance with the profile of the Conservatory, academic programs and information needs of readers.

15. Organization and maintenance of reference and search apparatus: catalogues, file cabinets and databases.

16. Expanding the range of library services, improving their quality by upgrading the structure and technical equipment of the library. Creation of comfortable conditions for library readers.

17. Formation of an electronic library that provides a high quality of the educational process, scientific activities of the university, electronic access tools, display of own resources and borrowed from the Internet.

18. Coordination and cooperation of activities with libraries, scientific and technical information bodies and other institutions to better meet the needs of readers in documents and information.

19. The structure and staff of the department is approved by the Rector of the Conservatory in agreement with the Ministry of Culture and Sports of the Republic of Kazakhstan in accordance with the structure of the management apparatus and the standards for the number of specialists and employees, considering the work scope and the specifics of the Conservatory's activities.

20. The Department is managed by the Head of the Department.

21. The department includes: senior librarian and librarian.

22. The number of staff units of the department is determined by the staffing list of the Conservatory.

III. FUNCTIONS

23. Registration of readers, familiarizing them with the library using rules.

24. Library and information-bibliographic services for readers with educational, scientific and other literature, periodicals, electronic documents.

25. Teaching users modern methods of searching for information, its application in the educational process and scientific work, the ability to navigate in the reference and bibliographic tools of the library and information resources.

26. Control over the timing of the return of documents and activities to prevent and eliminate reader debt.

27. Carrying out a systematic analysis of unsatisfied demand for the purpose of restocking.

28. Formation of funds for reading rooms and subscriptions: accepts, considers the documents of the department, places them on shelves (racks) in accordance with classification indices.

29. Ensuring the safety of the fund, its sanitary and hygienic processing, repair and binding of dilapidated publications.

30. And the exclusion of documents from the library fund in accordance with the procedure agreed with the administration of the Conservatory, in accordance with the current regulatory and legal acts.

31. Redistribution of non-core and excessive duplicate publications in the prescribed manner.

32. Organization and holding of thematic books exhibition about and mass cultural activities in various forms.

33. Coordination of the work with departments, faculties, other structural divisions of the Conservatory.

34. To control the observance of public order and fire safety rules in the library.

35. Organization of the employees advanced training system to deepen their professional competence.

36. Current and retrospective acquisition of the Conservatory library fund.

37. Introduction of an automatic book sufficiency card-based system for the educational process.

38. Drawing up consolidated orders for purchase documents based on requests from departments.

39. Carrying out book exchange in the prescribed manner.

40. Monitoring the fulfillment and completeness of receipt of orders.

41. Organization of the reference tools of the department.

42. The scientific library fund accounting system.

43. Acceptance of incoming documents.

44. Keeping a total account of the library fund.

45. Maintaining individual records of documents: making an inventory of incoming publications, also maintaining non-inventory records of literature.

46. Distribution of new literature receipts to the relevant structural subdivisions of the Conservatory Library.

47. Exclusion of written-off literature from accounting documents.

48. The study of the experience of the work of libraries in the acquisition of funds, analysis of the activities of the department.

49. Conducting scientific and methodological developments on the acquisition and accounting of funds.

50. Introduction of advanced library methods, information technology and computer technology.

51. Accounting, placement and verification of stocks, ensuring safety, storage regime, repair / restoration of documents.

52. Participation in scientific research: studying the information needs of readers, the efficiency of using library funds and analyzing the provision of students with textbooks and teaching aids (together with other departments of the library and the relevant departments of the Conservatory).

53. Compilation of instructive and methodological materials that regulate the production processes in the library.

IV. RIGHTS

54. To solve the tasks assigned to it the department has the right to:

1) get familiarized with the academic programs and topics of scientific research of the Conservatory, receive from its structural divisions the materials and information necessary to solve the tasks assigned to the department;
2) use computer, copying and other office equipment, communication tools as well as other material resources available at the Conservatory, necessary to ensure the activities of the department;
3) determine the types and amounts of compensation for damage caused by users of the library in accordance with the Library Rules.

V. RESPONSIBILITY

55. The Head of the department bears full responsibility for the quality and timeliness of the tasks and functions assigned by this Regulation to the department.

56. The degree of responsibility of other employees of the department is established by job descriptions.

57. Employees of the department are responsible for compliance with obligations in the field of quality management, the anti-corruption management system and the requirements of internal regulatory documentation, insofar as they relate to the responsibility for the processes assigned to the department;

58. The Head and other employees of the department are personally responsible for the correctness of the documents drawn up by them, their compliance with the legislation of the Republic of Kazakhstan;

59. In case of production necessity, performs on behalf of the head of the department the work that is not included in the scope of their job duties.

60. All employees of the department must comply with the rules and regulations of professional safety and health.

VI. INTERACTION

61. Readers Service, Funds Acquisition and Storage Department interacts with the structural divisions of the Conservatory:

1) the public procurement, financial and economic service department in the procurement of goods for the needs of the library in accordance with the procedure established by the Conservatory;
2) faculties and departments of the Conservatory on the formation of the library fund and the organization of library and reference and information services;
3) information and technical department for the acquisition, support and repair of automation equipment of the department;
4) other structural divisions of the Conservatory - on the implementation of the functions assigned to the department in accordance with this Regulation.

62. With the public anti-corruption council within the framework of the anti-corruption management system according to the criteria established by this system at the Conservatory.

VII. PROCEDURE FOR MAKING CHANGES

63. Proposals to amend these Regulations at the meeting of the Academic Council are adopted or cancelled by a majority of votes (at least 2/3 of the votes of the members of the Scientific Council present at the meeting).;
64. Amendments to the Regulations are made only by decision of the Academic Council of the Conservatory on the basis of an official letter from the head of the Department of reader services, acquisition and storage of funds, agreed by the rector.;
65. Job descriptions of employees of the department of reader service, acquisition and storage of funds are subject to revision in case of amendments and additions to this Regulation regarding the functions of the department.;
66. Changes to the Guidance are made in accordance with the requirements of the OCIHF department with a mandatory mark in the "Change Registration Sheet".;
67. Notices of changes to the present Regulations are sent to all departments and responsible structural units of the Conservatory.;
68. A copy of the Regulations is kept in the OCCIF department. The distribution of copies of the Regulations to the structural divisions of the Conservatory is carried out by the OCCiHF department, if necessary).

VIII. FINAL PROVISIONS

69.Given position is put into effect after approval by the leadership of the Conservatory, from the date of approval.
70.This Regulation is an internal regulatory document of the Conservatory. Copying, reproduction and transfer in whole or in part of this document without the written permission of the management of the Conservatory is not allowed.
71.An electronic version of this document may only be made available to external parties or regulatory authorities in a copy-protected format.

CHANGES SHEET

Registration No.	Registration date	Changes	Signature
1	2	3	4

FAMILIARIZATION SHEET

Item No.	Full name of the person familiarized with the document	Position	Signature	Date
1	2	3	4	5