

"APPROVED"
Decision of the Academic Council
NJSC Narxoz University
Minutes No. 5 dated October 19, 2021

LIBRARY COMMITTEE POLICY

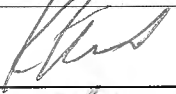

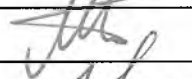
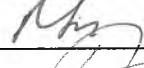


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Name of the document:	Provision
Brief description:	The Library Committee contributes to the effective participation of the Scientific and Information Center "Scientific Library" in the educational, methodological, educational and scientific activities of NJSC "Narxoz University"
Theme:	Library committee
Status:	Ongoing
Date of approval:	
Date of completion:	Till it will be completed
Date of audit:	If it is necessary
Responsible for audit:	Murzabaeva Zh.M.

Approval sheet

Provost		Kozhakhmet K.T.
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Vice Provost for Science		Moldashev K.B.
Vice Provost for Academic Affairs		Umirzakov S.Y.
Director of the Department of Legal and Human Resources		Bisengali L.
Head of Procurement		Shakenov D.S.

1. Provision

1.1. The Library Committee of NJSC "Narxoz University" (hereinafter referred to as the "Committee") is a permanent collegial body that promotes the effective participation of the Scientific Information Center "Scientific Library" (hereinafter referred to as "SIC SL") in the educational, methodological, educational and scientific activities of the NJSC "Narxoz University" (hereinafter referred to as the "University") in accordance with the development strategy of the University, the goals and objectives of the SIC SL, which decides on the choice of suppliers of educational materials and electronic resources.

1.2. The Committee operates on the basis of the Academic Council of the University and is a collegial body reporting to it, carrying out activities on the basis of these Regulations.

1.3. The Committee ensures effective interaction of the SIC SL with other structural divisions of the University in order to organize the prompt and complete provision of the educational, methodological, educational process and scientific research with printed publications, electronic resources and information about them.

1.4. The Regulation regulates the activities of the Committee and is binding on all members of the Committee.

1.5. The Committee in its activities is guided by the legislation of the Republic of Kazakhstan, internal documents of the University, organizational and methodological documentation of the SIC SL and these Regulations.

1.6. Decisions and recommendations of the Committee are brought to the attention of the heads of structural divisions of the University, in respect of whose activities they are taken.

1.7. The composition of the Committee is approved by the decision of the Academic Council for the corresponding academic year.

1.8. The members of the Committee are:

Chairman of the Committee: Vice Provost for Science.

Deputy Chairman of the Committee: Director of SIC SL

1.9. Members of the Committee:

The Presidential Advisor on Academic Quality, representatives of the Higher Schools and structural divisions of the University are nominated to the Committee.

Secretary: employee of SIC SL.

1.10. The Chairman of the Committee has the right to invite other employees, as well as students of the University, to participate in the work of the Committee, without the right to vote.

1.11. Members of the Committee may be excluded from the Committee on the following grounds:

- violation of the requirements of the Regulations, committing actions that undermine the authority of the Committee, damaging the activities of the Committee and/or the University;
- filing an application for voluntary withdrawal from the Committee;
- in case of dismissal, expulsion from the University or liquidation of the Committee;
- in case of non-fulfillment or poor-quality fulfillment of the duties assigned to the members of the Committee.

The decision on exclusion from the Committee is made at a meeting of the Committee, recorded in the minutes of the meeting and sent to the Academic Secretary for submission to the Academic Council of the issue of changing the composition of the Committee.

2. Main tasks

2.1. Qualitative formation of information resources of the SIC SL of the University in accordance with the profile of the University and its safety as the main information base of the University.

2.2. Ensuring the efficient and rational use of funds allocated for the purchase of textbooks, teaching aids, educational literature, periodicals (hereinafter referred to as "educational materials") and electronic resources.

2.3. Promoting the improvement of library and information services for students, faculty, and raising the level of their information culture.

2.4. Identification and selection of educational materials for exclusion from the funds of the SIC SL in accordance with the regulations of the Ministry of Education and Science of the Republic of Kazakhstan.

2.5. Selection of providers of educational materials and electronic resources.

3. RIGHTS AND OBLIGATIONS

3.1. The members of the Committee in carrying out their activities are guided by the following documents:

- regulatory legal acts of the Ministry of Education and Science of the Republic of Kazakhstan;
- internal documents of the University;
- by this Regulation.

3.2. In order to implement the tasks assigned to the Committee, members of the Committee have the right to:

- make proposals on the acquisition of educational materials, on the development of the necessary internal documents of the University;
- make a decision on the need to purchase educational materials, electronic resources offered by the heads of structural divisions of the University and employees of the SIC SL;
- make a decision on the choice of suppliers of educational materials, electronic resources for the University;
- to make proposals to the Budget Committee of the University on the necessary funding for the qualitative and rational formation of the library fund for the corresponding academic year;
- make proposals on writing off educational materials;
- make a decision on the expediency and necessity of writing off educational materials, guided by the regulatory legal acts of the Ministry of Education and Science of the Republic of Kazakhstan and internal documents of the University;
- to make proposals for the improvement of library and information services at the University;
- speak on the agenda items of the Committee meeting;
- state in writing their comments, which are reflected in the minutes of the meeting of the Committee, and are subject to consideration at subsequent meetings of the Committee.

3.3. Members of the Committee are required to:

- to consider received applications for the purchase of educational materials, electronic resources from the heads of structural divisions of the University and employees of the SIC SL;
- make decisions on the expediency (or in expediency) of acquiring educational materials, electronic resources, in accordance with the regulations of the Ministry of Education and Science of the Republic of Kazakhstan, internal documents of the University, the needs of educational programs;
- comply with the requirements of these Regulations, other internal documents of the University;
- actively participate in the work of the Committee, attend meetings, consider the submitted materials in a timely and qualitative manner, prepare and provide recommendations and proposals in a timely manner;
- fulfill the decisions of the Committee in a quality and timely manner.

3.4. The members of the Committee are guided by the following principles when making decisions on the purchase of educational materials and electronic resources:

- statistics of visits and use of electronic resources;
- demand (frequency of use);
- the relevance of the content (a book in content that meets the requirements of the educational programs of the University);
- availability of other copies of this publication and its reissues in the SIC SL;
- availability of the relevant topic, educational program with newer publications, etc.;

- comply with the principles of legality, objectivity, efficient use of budgetary funds, declare affiliation with potential suppliers and recuse themselves in case of affiliation when making appropriate decisions.

Members of the Committee have the right to invite experts to assess the physical condition of each publication (dilapidation, defects) and the relevance of the content of the publication.

4. PROCEDURES AND METHODS OF CARRYING OUT PROCUREMENT OF TRAINING MATERIALS AND ELECTRONIC RESOURCES

4.1. SIC SL provides for study by the heads of academic structural units price lists of printed educational and scientific literature, catalogs of periodicals and information on access to electronic resources as they become available from the following sources:

- bookstores;
- websites of book publishers;
- individuals (authors of works);
- subscription agencies for periodicals;
- companies providing access to licensed electronic resources;
- other sources not prohibited by the legislation of the Republic of Kazakhstan.

4.2. SIC SL submits to the Committee:

- an application for the purchase of educational, scientific, educational and methodological literature, periodicals and electronic resources, agreed with the heads of structural divisions (Appendices No. 1-3 to this Regulation);

- an extract from the protocol of the Higher School Quality Assurance Commission;

- copies of the results of the electronic auction conducted by the Procurement Department of the University;

- copies of commercial offers (provided by the Procurement Department of the University);

- a competitive map (compiled and provided by the Procurement Department of the University);

- opinion from the SIC SL on the compliance of the suppliers' commercial proposals with the terms of reference or technical specification;

- conclusions on the reliability of potential suppliers (provided by the Department of Legal and Human Resources of the University);

- List of books to write off.

4.3. The decision on the choice of a supplier is made by the Committee with the execution of an appropriate protocol containing the rationale for choosing a particular supplier

4.4. The supplier is selected in the following ways:

- holding a competition, if the cost of educational materials and / or electronic resources purchased by the University exceeds 1000 (one thousand) monthly calculation index established for the corresponding year, in this case, according to the decision of the Committee on the competition, the application is sent by the secretary of the Committee to the Procurement Department for organizing the competition in the manner prescribed by the internal documents of the University. Based on the results of the work carried out, the Procurement Department provides the Committee with the results of the auction, a competitive map, a conclusion from the SIC SL on compliance with the application of suppliers' commercial proposals to the Committee for making a decision on the

choice of a supplier; conclusion on the reliability of potential suppliers;

- on the basis of a comparative analysis of commercial proposals of at least three potential suppliers - in this case, the employees of SIC SL together with the Procurement Department provide the Committee for decision-making with an application, commercial proposals of suppliers, a competitive card, a conclusion from SIC SL on compliance with the application of commercial proposals of suppliers, a conclusion on reliability of potential suppliers;

- from a single source - in this case, the employees of the SIC SL provide the Committee for decision-making with an application, a Proof of Procurement from a Single Source (the basis for justification according to the list of cases specified in the Rules for the Procurement of Goods, Works, Services of the University), the supplier's commercial offer, conclusion from SIC SL for compliance with the application of the supplier's commercial offer, a conclusion on the reliability of the potential supplier.

4.5. An opinion on the reliability of potential suppliers is provided to Committee members by the Department of Legal and Human Resources of the University on the basis of a request sent by the Procurement Department for each potential supplier. The conclusion reflects the positive or negative characteristics of a potential supplier of a legal nature, the existing risks in choosing a potential supplier.

4.6. The Committee studies, discusses the submitted documents and makes a decision on the choice of a supplier by voting members of the Committee.

4.7. The supplier is selected based on the following main criteria:

- Competitive cost of purchased goods, works, services;
- Favorable terms of payment (postulate, minimum prepayment);
- Terms of delivery (delivery is included in the payment);
- The quality of goods, works / services must comply with the qualification requirements for educational activities, and the list of documents approved by the Committee for Quality Assurance in Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan in accordance with the legislation of the Republic of Kazakhstan.

5. PROCEDURE FOR WRITE-OFF OF PUBLICATIONS AND MATERIALS EXCLUDED FROM THE GENERAL FUND OF SIC SL

5.1. SIC SL identifies the need to exclude educational materials from the SIC SL fund for the following reasons:

- irrelevance of the content (frequency and duration of its use by readers);
- physical condition (dilapidation, presence of defects);
- doublet (multiple copies).

5.2. SIC SL submits documents for the decision of the Committee after determining the selection of educational materials for the need to exclude them from the SIC SL fund.

5.3. The members of the Committee establish the validity of the selection for the exclusion of certain educational materials in accordance with the above reasons. Members of the Committee may decide to keep one or more copies of an outdated publication containing factual, historical, local history and other information necessary for educational and scientific work in the SIC SL fund.

5.4. The exclusion of educational materials from the library fund is formalized by acts. In each individual act, educational materials are included that are excluded for one reason only.

5.5. An act for the write-off of lost books is drawn up simultaneously with an act for the acceptance of educational materials received in exchange for the lost ones.

5.6. In case of exclusion from the funds of educational materials that are on the balance sheet, the acts are drawn up in two copies, one of them is accompanied by a list of excluded educational materials. The first copy of the approved act, together with the list, is stored in the library, the second copy is transferred to the accounting department.

5.7. In case of exclusion from the funds of educational materials that are not on the balance sheet, the act and the list are compiled in one copy, their price is not indicated in the list. The total cost of written-off educational materials is not calculated, and is not indicated in the act. The act is not transferred to the accounting department.

5.8. Acts for the exclusion of educational materials from the collections of libraries are approved by the vice president for administrative work. The inscription on the approval of the act and the seal of the university must be affixed to each copy of the act.

6. WORKING REGULATIONS OF THE COMMITTEE

6.1. Committee meetings are held as needed.

6.2. The meeting of the Committee is chaired by the Chairman of the Committee, in case of his absence, the meeting is chaired by the Deputy Chairman of the Committee.

6.3. The Secretary of the Committee no later than 3 (three) business days before the date of the meeting of the Committee shall submit to the Chairman of the Committee for approval the agenda of the next meeting of the Committee.

6.4. The Secretary of the Committee no later than 2 (two) working days before the date of the Committee meeting sends out invitations to the Committee members to take part in the Committee meeting and the agenda with the necessary documents listed in clause 4.2 attached. of this Regulation. If a member of the Committee cannot take part in the meeting, he shall notify the secretary of the Committee in writing.

6.5. Invited participants and the secretary do not have the right to vote at the meetings of the Committee.

6.6. The decision is made by a majority vote of the members of the Committee. In case of equality of votes, the Chairman's vote is decisive.

6.7. The meeting of the Committee is legitimate if at least 50% of the members of the Committee are present at the meeting.

6.8. Each Minutes of the meeting of the Committee on approval of the choice of a supplier notes the statement of invited participants and members of the Committee about the absence of affiliation to suppliers (I have or do not have) and about the presence / absence of a conflict of interest.

6.9. All invited members of the Committee must declare their affiliation and/or conflict of interest prior to the meeting.

If there is an affiliation or a conflict of interest, the corresponding participant is removed from participation in the meeting of the Committee.

6.10. Members and invited participants of the Committee are obliged to maintain confidentiality in respect of all information relating to the selection of a supplier.

6.11. The decision on the choice of the supplier is documented in the Minutes of the meeting of the Committee, which is signed by the members, the secretary and the chairman.

6.12. The Secretary is obliged to transfer the original minutes of the meetings of the Committee and related documents to the Department of Records Management and Archives of the University within 30 (thirty) working days after the completion of the procurement procedures.

7. RESPONSIBILITY

7.1. Members of the Committee for improper and untimely performance of their duties are liable under the legislation of the Republic of Kazakhstan and internal documents of the University.

8. FINAL PROVISIONS

8.1. This Regulation is approved by the Academic Council of the University.

8.2. The term of this Regulation is not limited.

8.3. Date of the next audit - as needed.

Developed by:



Murzabaeva Zh.M.

Director of the Scientific Information Center
"Scientific Library"

Department of record keeping and archive:

Bolatbek B.B.

Check of monitoring

Head of Document Management and Archive
Department

8.4. Responsible for the audit of the document is the Director of the SIC NB.

APPLICATION
to purchase literature
for the library fund of NJSC Narxoz University

<i>Name of the structural unit, educational program and discipline</i>	
<i>Cycle of disciplines</i>	
<i>Form of education: full-time, full-time with the use of DOT</i>	Tick applicable
<i>Number of students (bachelor's, master's, doctoral studies):</i>	Tick applicable
<i>(c/o)</i>	
<i>(r/o)</i>	
<i>(a/o)</i>	
<i>Author (full name)</i>	
Title (textbook, study guide, teaching aid, collection, monograph, etc.)	Tick applicable
Data (city, publisher, printing house, year of publication, etc.)	
This edition is; basic, additional literature	Tick applicable
Justification of the order	
Number of copies:	
- this edition of the author is available in the library fund, in copy.	<i>Information provided by the department monitoring and acquisition</i>
- There are similar editions of other authors in the library fund, for the last 10 years, in copies.	<i>Information provided by the department monitoring and acquisition</i>
- must be purchased, in copy.	
The price of one copy, in tenge	
Total cost, in tenge	

<i>High School Director</i>		
<i>Head of SED</i>		
<i>Head of structural unit</i>		
<i>EP coordinator</i>		
<i>Director of SIC SL</i>		
<i>Head of Department for Monitoring and Acquisition of the Fund</i>		

**APPLICATION
for the purchase of periodicals**

I ask you to accept an order for the subscription of printed and electronic versions of periodicals for the 20____ academic year to the library fund to ensure the educational and scientific activities of the teaching staff, students, employees, according to the attached list:

№	Name	Index	Period	Amount
1	2	3	4	5
	Newspapers			
	Journals			

<i>High School Director</i>		
<i>Head of SED</i>		
<i>SED coordinator</i>		
<i>Head of structural unit</i>		
<i>Director of SIC SL</i>		

APPLICATION
for the purchase of databases

Name of publishers or database agencies	
Discipline EP	
Justification for the need to purchase	
Total cost	

High School Director		
Head of SED		
SED coordinator		
Head of structural unit		
Director of SIC SL		