

MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC
Jalal-Abad State University named after B. Osmonova

Adopted at the meeting of the
Academic Council of JASU,
protocol №. 5
" 31 " 01 2025г.



Regulations

On the educational and scientific library and information center (scientific library) JASU named after B. Osmonova

1.General Provisions

1.1. These regulations govern the activities of the Educational and Scientific Library and Information Center (scientific library) of the Jalal-Abad State University named after B. Osmonova (hereinafter referred to as the - ESLIC (SL) - scientific library) and define its structure, goals and objectives, functions, rights and responsibilities.

1.2. The scientific library is the main structural subdivision of the university, providing documents and information for the educational process, scientific research and socio-cultural activities of the university, as well as a center for the dissemination of culture, spiritual and intellectual society.

1.3. The founder of the Scientific Library is the Jalal-Abad State University named after B. Osmonova, which finances and controls the activities of the scientific library in accordance with the established procedure.

1.4. The full name of the university in kyrgyz is B. Osmonov atyndagy Jalal-Abad mamlekettik universitinin Okuu-ilimiy kitepkana-maalymat borboru (ilimiy kitepkana) – Ilimiy kitepkana
The abbreviated name of the university in kyrgyz language - ОИКМБ (ИК) ЖАМУ- Илимий китепкана

Full name of the library in russian - Educational and Scientific Library and Information Center (Scientific Library) of Jalal-Abad State University named after B. Osmonova

Abbreviated name of the library in russian - УНБИЦ (НБ) ЖАГУ Научная библиотека

Full name of the university library in english – Educational and scientific library and information center (scientific library) of Jalal-Abad State University named after. B. Osmonova

Abbreviated name of the university library in english-ESLIC (SL) JASU – Scientific Library

1.5. The library carries out its activities in accordance with the legislation of the Kyrgyz Republic, regulatory legal acts of the President and the Government of the Kyrgyz Republic, the

Ministry of Education and Science of the Kyrgyz Republic, the Charter of Jalal-Abad State University, other local regulatory acts of the university, and this Regulation.

1.6. The library is subordinate to the rector of JASU, and its activities are supervised by the vice-rector for academic work.

1.7 The library carries out its activities according to a plan approved by the rector of the university and agreed upon by the vice-rector for academic affairs.

1.8. The procedure for access to funds, the list of basic services and the conditions for their provision by the library are determined in the Rules for the use of information resources of the library of the ESLIC (NL) JASU

1.9. The library in its activities reflects the ideological and political diversity that has developed in society; state or other censorship that restricts the right of users to free access to library collections is not permitted.

1.20. The library operates in coordination and cooperation with libraries of other systems and departments, scientific and technical information institutions and other organizations to more fully satisfy the information needs of its users. The main directions and forms of cooperation are fixed in contracts and agreements.

2. Main tasks

2.1. Satisfying the information needs of students, teachers, researchers and other university staff by providing a variety of library and information services based on free access to information.

2.2. Formation of the library's information resource fund in accordance with the university's profile and the information needs of users. Organization and maintenance of the library's reference and bibliographic apparatus and databases.

2.3. Expansion of the repertoire of library services, improvement of their quality based on modern technical equipment of the library and computerization of library and information processes.

2.4. Formation of information culture of users, skills of searching and rational use of information resources.

2.5. Scientific and scientific-methodological activities in the field of library and information sciences and book science. Providing methodological assistance to branches of the corporate library network.

2.6. Development of the library as a center of intellectual and cultural life of the university. Advertising and marketing activities that do not contradict the goals of the library.

2.7. Carrying out, in addition to the main activities, other activities in accordance with the Charter of the JASU, generating income, aimed at achieving the goals of the library, improving information and library services to users.

3. Main functions

3.1 Organizes differentiated services for users in the structural divisions of the library using a single reader's ticket.

3.2. Provides users with basic library services free of charge:

- provision of information on the composition of the library collection through a system of catalogues, card indexes, databases and other means of information retrieval;
- providing advisory assistance in finding and selecting necessary documents;
- issuing documents from library collections for temporary use;
- providing access to electronic information resources;
- obtaining documents from other libraries through interlibrary loan;
- preparation and publication of information and bibliographic products on the university's profile;
- preparation of bibliographic references; conducting bibliographic reviews;
- organization of exhibitions of documents from the library collection;

3.3. Provides readers with other types of services, including paid ones, the list of which is determined by the Rules for using the library.

3.4. Organizes library services for enterprises, associations and other organizations created at the ESLIC (SL) JASU.

3.5. Instills skills in searching for information and its application in the educational process and scientific work, the ability to navigate the reference and bibliographic apparatus of the library, information systems and databases. Organizes classes for students and postgraduates on the basics of information culture.

3.6. Ensures the acquisition of the collection in accordance with the curricula and programs, the topics of scientific research based on the thematic and typological acquisition plan, agreed with the Department Advisory Board and approved by the Library Council. Acquires educational, scientific, periodical, reference, fiction and other types of documents, provides access to electronic information resources in the university's profile.

3.7. Independently determines sources of acquisitions for collections. Carries out intra-republican and international book exchange with libraries and other institutions and organizations.

3.8. Studies the degree of satisfaction of user requests in order to adjust the collection of funds, the university's publication plan, and to bring the composition of funds into line with the information needs of users.

Conducts an analysis of the availability of books in the educational process.

3.9. Carries out accounting and placement of funds, ensures their safety. Conducts research to study the efficiency of using funds.

3.10. Removes and sells documents from the library collection in accordance with the procedure for excluding documents agreed upon with the Write-off Commission, in accordance with current regulatory and legal acts.

3.11. Carries out the redistribution of non-core and excessively duplicate literature.

3.12. Ensures the preservation of particularly significant publications and collections classified as historical and cultural monuments, and is responsible for their timely registration in the consolidated catalogues, for their registration as part of the cultural heritage of the Kyrgyz Republic, as well as for their inclusion in databases within the framework of national programs for the preservation and development of culture.

Depending on the physical condition of individual documents, it carries out their conservation and restoration.

3.13. Maintains a system of library traditional and electronic catalogues and bibliographic databases for the purpose of multi-aspect bibliographic disclosure of the collection and information services to users. Participates in the creation of union catalogues.

3.14. Conducts scientific and methodological work (analytical, organizational, advisory) to improve all areas of activity of the scientific library.

3.15. Implements advanced library technology and the results of scientific research.

3.16. Conducts sociological research, study and monitoring of information needs of users in order to improve library services.

3.17. Ensures that users are aware of the library's activities and helps maintain the status of JASU as a benevolent partner. Conducts a study of public opinion on the activities of the Library. Strives to expand the circle of friends of the library. Organizes advertising of services and information resources provided by the library.

3.18. Organizes a system for improving the qualifications of library workers of the corporate library network.

3.19. Coordinates work with departments, scientific societies, and public organizations of the university.

3.20. Interacts with libraries, scientific and technical information institutions, archives, other enterprises and organizations within the framework of republican programs, as well as in accordance with agreements concluded on the basis of current legislation.

3.21. Develops and submits proposals on library policy to higher authorities and at the interlibrary level, participates in the creation and implementation of projects in the field of education and librarianship.

3.22. In addition to its main activities, it carries out other activities in order to expand the list of services provided to users and the social and creative development of the library in accordance with the Charter of the JASU and current legislation. Manages the allocated funds, concludes contracts with enterprises and organizations for the provision of library and information services on a contractual basis. Other activities of the library, in accordance with current legislation and this Regulation, include: provision of paid services, the list of which is determined by the Regulation on paid services, the Rules for the use of information resources of the Scientific Library, approved by order of the university rector's office; participation in educational activities; implementation of editorial and publishing activities; implementation of distribution activities. Income from other library activities is directed towards the development of the Library and material incentives for employees in accordance with the established procedure.

4. Management. Structure and staff. Logistics.

- 4.1. The structure of the library, staffing schedule, official salaries, allowances and supplements to official salaries, the procedure and amount of bonuses for library employees are determined by local regulations in force at the university and approved by the rector.
- 4.2. The library is managed by a director who is appointed by the rector university. The director bears full responsibility for the results of work within the limits of his competence, issues orders and instructions that are mandatory for all library employees.
- 4.3. Labor relations of library employees are regulated by the labor legislation of the Kyrgyz Republic.
- 4.4. Library employees are subject to periodic certification, the procedure for which is established by the Labor Law and the Regulation on the certification of employees of the JASU, approved by the rector of the university.
- 4.5. The library involves users in the management and evaluation of its work. The University shall establish a Library Council, an Expert Council for the acquisition of educational literature, for the acquisition of the book collection, Write-off Commission for coordinating the library's work with other scientific and educational units. The composition of the councils and the Commission is approved by the rector upon the recommendation of the library director.
- 4.6. The library encourages continuous professional education of staff and improvement of their professional knowledge and skills, creates healthy and favorable conditions for the work of librarians.
- 4.7. The management of the JASU ensures guaranteed financing of acquisitions, provides the library with the necessary office and production premises in accordance with current regulations, electronic computing, copying and duplicating, communication equipment and consumables.
- 4.8 The library maintains management, organizational, methodological and technological documentation in accordance with the established procedure.

5. Rights, duties and responsibilities

5.1 The Library has the right:

- 5.1.1. Independently determine the content, specific forms and prospects for the development of its activities in accordance with the goals and objectives specified in the Regulation;
- 5.1.2. Develop the structure, staffing schedule and rules for using the information resources of the scientific library;
- 5.1.3. Manage the funds provided to the library;
- 5.1.4. Independently determine the sources of acquisition of funds;
- 5.1.5. Submit for approval to the rector proposals for determining official salaries based on a single tariff scale within the limits of the wage fund; allowances and supplements to official salaries; the procedure and amounts of bonuses for employees;
- 5.1.6. Determine the procedure for access to the library collections, the list of additional paid services and the procedure for providing them to users; approve, in agreement with the Academic Council of the University, the Rules for using the Library;
- 5.1.7. Determine, in accordance with the Library Use Rules, the types and amounts of compensation for damage caused to the library by users

- 5.1.8. Determine the conditions for the use of the library collection on the basis of agreements with legal entities and individuals;
- 5.1.9. Remove and sell documents from the library collection in accordance with the procedure for excluding documents agreed upon with the Academic Council, in accordance with current regulatory legal acts;
- 5.1.10. Attract, in the manner established by law, additional financial resources, including foreign currency, through the provision of paid services, as well as through voluntary donations and targeted contributions from legal entities and individuals, including foreign ones;
- 5.1.11. To become familiar with the university's curricula, programs, and research topics. To receive from its structural divisions the materials and information necessary for solving the tasks set before the library;
- 5.1.12. Represent the university in various institutions and organizations, take direct part in the work of scientific conferences, meetings and seminars on issues of library and information-bibliographic activities;
- 5.1.13. Conduct correspondence with other libraries and organizations in accordance with the established procedure;
- 5.1.14. Participate on a competitive or other basis in the implementation of federal and regional programs for the development of library science;
- 5.1.15. Receive grants from various funds for the development of the library as a whole and individual types of its activities;
- 5.1.16. Carry out cooperation with libraries and other institutions on a contractual basis in accordance with the established procedure;
- 5.1.17. To form, in the manner established by the legislation of the Kyrgyz Republic, boards of trustees and other councils at the library, library associations, to be a member of public and/or professional unions, associations, unions, funds;
- 5.1.18. Carry out, in accordance with the established procedure, cooperation with libraries and other institutions and organizations of foreign countries, including conducting international book exchange, joining international organizations in accordance with the established procedure, participating in the implementation of international library and other programs;
- 5.1.19. Also carry out other activities aimed at achieving the library's goals and improving information and library services for users. (See paragraph 3.22 of these Regulations).

5.2. The library is obliged to:

- 5.2.1. Provide users with high quality service and maintenance;
- 5.2.2. Rationally use material and human resources;
- 5.2.3. Report to the university and higher authorities in accordance with the established procedure.

5.3. The library bears responsibility in accordance with the procedure established by law;

- 5.3.1. For the safety of library collections, premises and equipment;
- 5.3.2. For failure to perform functions assigned to its competence.
- 5.3.3. Library employees guilty of causing damage bear financial, administrative and other liability in accordance with current legislation.

6. Amendments and additions to this regulation.

Changes and additions to this Regulation are made as the goals and content of the library's activities change, are considered by the academic council of the university, approved by the rector and registered in accordance with the established procedure.

Vice-rector for Academic Affairs of JASU

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