

Appendix N3



Changes and additions to the Rules of the library of autonomous organization of education “Nazarbayev University”

Version*	Authorized by decision of Managing Council*		Date of entering into force
	Decision #	Approval date	
	22.12.15	22.12.2015	22.12.15.
Status	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved subject to amendments (please, see the Abstract of the Minutes) <input type="checkbox"/> Rejected <input type="checkbox"/> Other		
Reference to the main documents (higher level), which served as the basis for development of the document	Statute of PE "Nazarbayev University Library and IT Services"		
Responsible Officer	Anne Lonsdale, Interim Provost		
Contact Officer – initiator of the document	Gaukhar Upusheva, General director, PE "Nazarbayev University Library and IT Services"; +7(7172) 70 65 78; administration_nulits@nu.edu.kz		
Previous/overage documents			
Related documents	-		
Document language	Kazakh 22.12.15; Russian 22.12.15; English -22.12.15		

The Rules of the library of autonomous organization of education “Nazarbayev University” approved by the decision of the Managing Council dated June 23, 2014, No.23.06.14., shall be added by the following changes and additions:

1) subclauses 7), 8) and 9) shall be added to clause 5 as follows:

“7) Electronic resources (e-resources) – resources that include electronic journals, electronic books, audio and visual materials available through Internet;

8) University – the autonomous organization of education “Nazarbayev University”;

9) University Alumni - students who have completed program in undergraduate, graduate, “Doctor of Medicine” and PhD of the University.”;

2) Clause 6 of the Rules shall read as follows:

“6. Library Patrons (hereinafter – Patron_ include:

1) the University faculty;

2) students;

3) employees of the University and its organizations located on the University campus;

- 4) staff and students of educational institutions and organizations that signed a corresponding contract;
 - 5) the University Alumni;
 - 6) persons not listed in points 1) – 5) of this clause only with permission of the Directorate of the Library, including: short-term visitors attending the University for seminars, conferencies, and meetings; former University employees (including faculty) who worked at the University for not less then 1 (one) academic year; other persons visiting the Library individually.”;
3. In clause 9 of the Rules, words and numbers “in subclause 4) and 5) of clause 6 of the Rules” shall be substituted with words and numbers “4), 5), and 6) of clause 6 of the Rules”;
4. Clause 10 of the Rules shall read as follows:
“10. Temporary Patrons can get consultations of librarians, use library materials without the right to use library account.
Library Patrons, listed in subclause 5) of clause 6 of the Rules, will have access to Electronic resources within one calendar year from the graduation date, using logins and passwords at the library portal.
Permanent Patrons have the right:
1) to borrow library materials on library account;
2) to receive remote electronic services of the Library after logging on the portal <http://library.nu.edu.kz>.
5. In clause 12 of the Rules, words and numbers “in subclause 5) of clause 6” shall be substituted with words and numbers “in subclause 6) of clause 6”;
6. Clause 12 of the Rules shall be added with the following sentence:
“Temporary Patrons indicated in subclause 5) of clause 6 of the Rules, should present their ID card.”.

Review and history*

Version №	Amended (annulled) chapters (items, subitems, etc.) of the internal regulatory document	Date and № of the Minutes of MC	Implementer (initiator of amendments)	Developer (initiator of the amendments and/or additions) of the internal regulatory document
1.0.	Clause 5, supplemented by subclauses 7, 8, 9.			Yermekpayeva T.G., Head of Patron Services, NULITS Sarsembinova A.N., Deputy General Director for Library, NULITS
1.0.	In Clause 6, in subclause 5) words have been deleted; supplemented by subclause 6).			Yermekpayeva T.G., Head of Patron Services, NULITS Sarsembinova A.N., Deputy General Director for Library, NULITS
1.0.	Clause 10, supplemented by the second paragraph.			Yermekpayeva T.G., Head of Patron Services, NULITS Sarsembinova A.N., Deputy General Director for Library, NULITS
1.0.	Clause 12, supplemented by sentence.			Yermekpayeva T.G., Head of Patron Services, NULITS Sarsembinova A.N., Deputy General Director for Library, NULITS

* this section is filled in by the Initiator



