

**AUTONOMOUS ORGANIZATION OF EDUCATION
“NAZARBAYEV UNIVERSITY”**

**LIBRARY COMMITTEE
BYLAWS**

Approved by the resolution of the Academic Council of
the autonomous organization of education “Nazarbayev University”
Minutes # 33 of 06.05. 2015



Astana
2015

1. General Provisions

1. The Library Committee of the Academic Council of the autonomous organization of education “Nazarbayev University” (hereinafter – the “Committee”) is an advisory body to Academic Council that oversees the strategy of the autonomous organization of education “Nazarbayev University” (hereinafter – the University) for the effective provision of information resources requirements for academic and research activities.

2. The Committee activities shall be in compliance with the Charter of the University, these bylaws and internal documents of the University.

2. Mission

3. The Committee has the mission of enhancing the library and information services for the University and its organizations’ activities.

3. Objectives

4. The Committee has the following objectives:

- 1) make recommendations about library issues;
- 2) prepare proposals for the University Academic Council on the improvement of library and its services.

4. Functions

5. The Committee functions are to provide recommendations to Academic Council on:

- 1) the development and effective participation of the library in the academic process and research of the University and its organizations;
- 2) the development of library collections with different types of publications in accordance with the University’s mission;
- 3) the improvement of library and information services for students, teachers, and employees to increase the level of their information literacy;
- 4) budget distribution decisions for acquisition of materials for schools of the University and University organizations;
- 5) the coordination of strategic plans and library reports, and generate recommendations for library development;
- 6) monographs, electronic collections, and online databases in accordance with the approved budget;
- 7) the introduction of a University repository;

8) using library staff as participants in research groups conducting scientific research, with information services support;

9) other tasks and actions as instructed by the Academic Council of the University;

6. The Committee will provide an annual report on its activities or at any time at the request of the Academic Council.

5. Governance Principles

7. The Committee is established by the decision of the Academic Council.

8. The Chair of the Committee is a Vice-Provost for Academic Affairs.

9. The Secretary of the Committee is appointed from the members of the Committee.

6. Membership

10. Members of the Committee serve in an *ex officio* capacity.

Voting members of the Committee are as following:

1) Vice Provost for Academic Affairs;

2) Deputy General Director of “Nazarbayev University Library and IT Services” PE / the University Library Director;

3) General Expert for Library of “Nazarbayev University Library and IT Services” PE;

4) Senior Expert Librarian, the “Nazarbayev University Library and IT Services” PE;

5) General Director of the Centre for Preparatory Studies;

6) Faculty from the Graduate School of Business;

7) Faculty from the “Nazarbayev University Graduate School of Education” PE ;

8) Faculty from the School of Engineering;

9) Faculty from the School of Humanities and Social Sciences;

10) Faculty from the School of Medicine;

11) Faculty from the Graduate School of Public Policy;

12) Faculty from the School of Science and Technology;

13) Staff from the “Nazarbayev University Research and Innovation System” PE;

14) Deputy General Director, “National Laboratory Astana” PE;

15) Faculty Senate representative;

- 16) a University Graduate Student representative;
- 17) a University Undergraduate Student representative.
11. the Deputy Chair shall be the Library Director.
12. An appointed or delegated member can be replaced at any time.

7. Rights and Responsibilities of the Committee Members

13. The Committee members are required to fulfill their duties, assignments and responsibilities as assigned to them in order to carry forward the work of the Committee.

14. The Committee members are to serve as a liaison and to disseminate information between the Committee and their schools and other University structural units.

15. Members of the Committee have a right to suggest items for the Committee's consideration and have access to materials of the Committee.

8. Procedures

16. The Committee will meet at the call of the Chair or pursuant to the schedule established by the Committee.

17. Meetings will normally be open to all members of the University community. Closed sessions may only be attended by Members of the Committee.

18. The quorum of the Committee is fifty percent of the votes of voting members that are present at the meeting.

19. The Chair may vote in case of a tie vote.

20. The Chair may appoint ad hoc committees and/or call for special interest groups, as appropriate.

21. In case of the Chair's absence, the Chair's functions are carried out by the Committee's Deputy Chair.

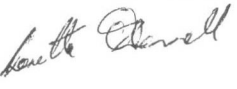
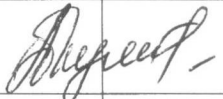
9. Records

22. The Secretary of the Committee will prepare and maintain written records of the Committee's activities, including minutes and agendas of all Committee meetings. This record will be stored as a hard copy within the Office of the Provost.



APPROVAL SHEET/ КЕЛІСУ ПАРАҒЫ/ЛИСТ СОГЛАСОВАНИЯ

Library Committee bylaws
 Кітапхана комитеті комитеті туралы ереже
 Положение о Библиотечном Комитете

Item/ Атауы/ Наименование	Structural subdivision/ Құрылымдық бөлімшенің атауы/ Наименование структурного подразделения	Name and signature of a responsible person, date of approval/ Т.А.Ж., жауапты тұлғаның қолы, визаның қойылған күні Ф.И.О., подпись ответственного лица, дата визирования	Position, name and signature of a resp., date of approval / Лауазымы, Т.А.Ж., нақты орындаушының қолы, визаның қойылған күні/ Должность, Ф.И.О., подпись конкретного исполнителя, дата визирования
DEVELOPMENT/ ӘЗІРЛЕУ/ РАЗРАБОТКА	Vice-Provost for Academic Affairs/ Академиялық істер жөніндегі Вице-привост/ Вице-привост по Академическим делам		
Review/ Келісу/ Согласование	Legal department/ Заң департаменті/ Юридический департамент		
	Department of Documentation Support/ Құжаттармен қамтамасыз ету Департаменті/ Департамент документационного обеспечения		