

**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE REPUBLIC  
OF KAZAKHSTAN  
NP JSC «KORKYT ATA KYZYLORDA UNIVERSITY»**



**RULES FOR FORMATION, USE, AND PRESERVATION OF THE  
SCIENTIFIC LIBRARY FUND**

Kyzylorda, 2025

## **Preface**

1. **DEVELOPED** by the director of the scientific library

2. **DOPTED AND IMPLEMENTED** by the decision of the Board, protocol  
№ \_\_\_\_ from \_\_\_\_\_.

## **Content**

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## 1. Scope of Application

These Rules define the content of the work of the scientific library of the Non profit joint stock company «Korkyt Ata Kyzylorda University» in the field of formation of information resources and library collections, with the aim of providing the most complete information support for the educational and research process.

## 2. Normative References

These Rules are developed based on:

The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007, No. 319-III (with amendments and additions);

The Rules for the Formation, Use, and Preservation of Library Funds of State Educational Organizations, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated January 19, 2016, No. 44.

## 3. Definitions and Abbreviations

The following definitions are used in these Rules:

**Exchange Fund** – a fund intended for the exchange of documents, gratuitous transfer to libraries, information centers, and sale to organizations and individuals;

**Individual (Differentiated) Accounting** – the process of registering each individual document copy or each document title that enters or leaves the fund in the accounting form;

**Summary (Integrated) Accounting** – a type of library fund accounting by groups or batches of documents entering or leaving the library fund, based on a single supporting document: invoice, delivery note, act;

**Fund** – an organized collection of documents, corresponding to the tasks and profile of the library or information center, and intended for use and storage;

**Formation of the Fund** – the collection of processes for acquisition, accounting, organization of the fund, document exclusion, and fund management;

**Organization of the Fund** – a set of processes for receiving, accounting, technical processing, placement, and storage of documents;

**Acquisition of the Fund** – the collection of processes for identifying, selecting, ordering, purchasing, receiving, and registering documents that meet the tasks of the library or information center;

**Use of the Fund** – a general characteristic of the extent to which users access documents available in the library fund;

**Preservation of the Fund** – ensuring the integrity and normative physical condition of the documents stored in the fund;

**Auxiliary Fund** – a fund consisting of the most frequently requested documents, located near the library or information center service departments, for quick response to user requests;

**Document (Literature)** – a material object with fixed information in the form of text, audio recording, or image, intended for transmission through time and space for storage and public use;

**Main Fund** – the fund that includes the main collection of documents related to the library's or information center's profile and is intended for use and storage;

**Educational Fund** – a specialized auxiliary fund that includes publications, regardless of type and edition, recommended for supporting the educational process.

The following abbreviation is used in these Rules:

- **EP** – Educational Program

#### **4. Formation of the Library Fund**

4.1. The formation of the university library fund is determined by the profile of the implemented educational programs (EP) and the research directions of the structural subdivisions.

4.2. The library fund is an integral part of the information resources and includes educational, instructional-methodical, scientific, reference, production-practical literature, legislative and regulatory legal acts, as well as additional literature dedicated to personal self-development.

4.3. The library fund includes textbooks, study guides, monographs, scientific and research publications that cover the area of research corresponding to the directions of the EP. It also includes encyclopedias, dictionaries, reference books, literary works, industry-specific periodicals relevant to the training profile of specialists, including university newsletters, scientific works, and proceedings of international conferences.

4.4. The formation of the library fund is also carried out through online resources, which include access to electronic libraries, scientific databases, educational platforms, and other digital information sources. This significantly expands the informational opportunities for users and ensures the relevance of the materials provided.

4.5. To form the fund, publication orders are made throughout the year by reviewing and selecting price lists from publishers, informational letters from book-selling organizations, bibliographic sources, as well as other information. Orders are made based on written requests from EP heads. The library adjusts the number of copies ordered based on the discipline's resource needs.

4.6. The acquisition of publications for the library fund is carried out based on the state procurement plan for all subjects within the EP, donations from authors, individuals, publications from other institutions and organizations (Appendix No. 1), books to replace those lost by readers, and other sources not prohibited by law.

4.7. Annual subscriptions to periodicals are made taking into account the informational needs of the studied disciplines in accordance with the university's EP.

The number and titles of publications intended for students correspond to their academic and scientific needs.

4.8. All publications released by the university's editorial and publishing department (textbooks, teaching-methodical complexes by professors, scientific works, the journal "Vestnik," etc.) are obligatorily provided in a certain quantity to the library fund free of charge.

## **5. Accounting for Publications Received in the Library Fund**

5.1. All publications for permanent, long-term, or temporary storage that enter or leave the library fund are subject to accounting, regardless of the type of information carrier or storage period.

5.2. All publications entering the library are included in the library fund through purchase, subscription, exchange, or donation.

5.3. The accounting for incoming documents in the library fund is carried out in a differentiated manner by classifying them into documents for permanent, long-term, or temporary storage.

5.4. When accounting publications in the library fund, they are assessed based on their scientific, historical, and artistic value in accordance with the thematic and typological profile of the library fund.

5.5. Accounting for publications accepted into the library fund in both traditional and electronic formats (acquired publications, books published as part of scientific projects, books donated by individuals and organizations, literature received as replacements for lost books, periodicals, etc.) is carried out under the following conditions:

- Educational and instructional-methodical publications (published within the last 5 years);
- Scientific and popular science publications (published within the last 5 years);
- Domestic and foreign literary works (by content);
- Art albums, jubilee, and commemorative publications;
- Manuscripts, publications classified as rare, unique, and valuable;
- Subscription is done semi-annually, and registration of periodicals is maintained in the "Subscription" module of the MegaPro program and other similar programs.

5.6. The consolidated accounting of all types of publications entering the library fund is done in batches based on a single accompanying document, such as an invoice, cover letter, delivery note, act, or other documents.

5.7. Regardless of the type of material carrier, the information on the movement of the fund is recorded in three parts of the "Book of Summarized Accounting of the Library Fund":

- Part one – "Receipt into the Fund" (Appendix No. 1);
- Part two – "Withdrawal from the Fund";
- Part three – "Fund Movement Summary."

5.8. Entries in the Book of Summarized Accounting of the Library Fund are made from the moment the first batch of documents arrives at the library.

5.9. The decision to include donated books in the fund is made by the leading staff of the acquisition department, depending on the availability of a similar edition in the fund, its number of copies, its scientific, historical, and artistic value, as well as the likelihood of receiving the same materials from other sources. Duplicate donated editions are sent to the library's exchange-reserve fund.

5.10. Publications with autographs from prominent figures in science, culture, and art are accepted regardless of whether they are already available in the library.

5.11. If any defects are found in the publications received into the fund, the document will not be accounted for and will not be accepted.

5.12. The value of literature donated to the library fund and accepted as replacements for books lost by readers is established based on:

- The prices set by the publishers as indicated in the invoices and delivery notes;
- If prices are not listed in the acceptance acts, they are agreed upon with the donor;
- The decision of the commission.

5.13. Both summarized and individual accounting of the library fund is conducted by the acquisition and scientific processing department.

## **6. Withdrawal of Publications from the Library Fund**

6.1. The library withdraws (write-offs) publications and materials from the library funds in accordance with the procedures established by law.

6.2. Documents are withdrawn from the library fund due to physical loss or partial or complete loss of their consumer properties.

6.3. The identification and selection of documents for exclusion from the library fund are carried out at least once a year, based on a systematic study of the composition and usage of the fund.

6.4. Withdrawn documents are excluded from the library fund and written off, with the possibility of subsequent gratuitous transfer to other libraries.

6.5. Exclusion of documents from the library fund is allowed for the following reasons:

- Non-relevance to the library's profile;
- Excessive duplication;
- Deterioration;
- Defects;
- Loss;
- Obsolescence in content.

6.6. Textbooks that have become unusable are written off based on an act (Appendix No. 2) by a commission, which includes:

- A Board member – Vice-Rector for Scientific Work and International Relations;
- Director of the Department of Economics and Finance;
- Chief or material accountant;
- Director of the institute and heads of EPs;
- Director of the Scientific Library;
- Employees of the university's scientific library.

6.7. The written-off publications are removed from the balance of the library fund, and the possibility of gratuitous transfer to other libraries or institutions is considered, depending on their content. If the written-off publications are worn out, they are transferred on a contractual basis to special institutions (LLC, individual entrepreneurs) for recycling, and the funds are transferred to the university's account (Appendix No. 3).

6.8. Periodicals, regardless of the material carrier, must be written off once a year (Appendix No. 4). If the information in periodicals does not lose its relevance within a specified period, then the print publication should be written off as it reaches the end of its term.

## **7. Fund Inventory**

7.1. All types of publications, including audiovisual and electronic publications assigned an inventory number, are subject to mandatory scheduled checks.

7.2. The inventory of library fund publications is required under the following circumstances:

- When the person responsible for the safekeeping of the funds changes;
- When theft, abuse, or damage of documents is detected;
- In the event of a natural disaster, fire, or other emergency situations caused by extreme conditions;
- During the reorganization or liquidation of the library.

7.3. To carry out the inventory checks, a commission is appointed by the university management, which includes a representative from the accounting department.

7.4. The frequency of inventory checks:

- Rare collections – once every three years;
- Libraries with more than one million accounting units – phased and selective checks, with the entire fund to be checked within fifteen years.

7.5. The inventory check is concluded with the preparation of an act documenting the results of the check, the presence of publications in the library fund, and a list of missing documents for which the reason for the absence has not been established (Appendix No. 5).

7.6. If missing publications are found during the fund inventory and it is impossible to determine the responsible individuals, the losses for the shortages are written off in accordance with the current legislation of the Republic of Kazakhstan.

## **8. Use of the Fund**

8.1. The library ensures free access for each student to library resources and informational educational materials.

8.2. Educational literature from the library fund is issued for the duration of the corresponding course – for one academic period or academic year. Other literature is provided for the period established by the library administration.

8.3. It is forbidden to remove literature from the library service departments without the permission of the librarian.



8.4. In the event of loss or damage to literature borrowed from the library fund, the student must fulfill the following conditions:

- Replace the book with one of the same title, edition year, and publisher;
- Replace instructional materials in accordance with the profile of the educational program (EP);
- Replace with modern literature.

8.5. Upon completion of studies at the university, expulsion, transfer to a different form of education, transfer to a different EP, or academic leave, the student must return all literature borrowed from the library. The responsible library staff member removes the student's personal data from the electronic database and marks the corresponding note in the clearance form.

## **9. Preservation of the Fund**

9.1. In order to ensure the preservation of the library fund, both summarized and individual accounting of publications and materials is carried out.

9.2. Access to the fund departments is not allowed for unauthorized persons. Readers are only allowed into the library during service hours and in the presence of a librarian.

9.3. The library organizes work related to the restoration and ongoing repair of publications.

9.4. The alteration or correction of inventory numbers assigned to publications and materials is prohibited.

9.5. Continuous monitoring of the correct arrangement and physical condition of the fund is carried out during internal work hours and on sanitary days (sanitary day – the last Friday of each month).

**DEVELOPED BY:**

Director of the library

\_\_\_\_\_ G.A. Satbaeva  
signature

**APPROVED BY:**

Member of the Board – Vice-Rector  
for Science and International relations

\_\_\_\_\_ M.A.Buribayeva  
signature

Director of the Department  
of Economics and Finance

\_\_\_\_\_ N.Zh.Urazbayev  
signature

Head of the Legal Support  
and State Procurement Department

\_\_\_\_\_ S.M.Ilyasova  
signature

Act № \_\_\_\_

This act is drawn up on " \_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_

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*(full names, positions, and titles of individuals involved in the preparation of the act)*

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regarding the acceptance of the following into the  
library \_\_\_\_\_

*(type of document and from whom it was received)*

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In the quantity of \_\_\_\_\_ copies, with a total value of \_\_\_\_\_

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*(amount in words)*

A list of books (or other documents) is attached.

Signature \_\_\_\_\_

*(head)*

«Approved by»  
Chairman of the Board-Rector

«\_\_\_» \_\_\_\_\_ 20 \_\_\_\_

ACT № \_\_\_\_\_

We, the undersigned, \_\_\_\_\_

\_\_\_\_\_  
*(full names, positions, and titles of individuals involved in the preparation of the act)*

\_\_\_\_\_  
In with the "Rules for the Formation, Use, and Storage of Library Funds in State Educational Organizations," approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated January 19, 2016, No. 44, we have prepared this act for the write-off of \_\_\_\_\_ copies of books from the library fund, with a total value of \_\_\_\_\_ tenge 00 tiyn

\_\_\_\_\_  
*(Amount in words)*

A list of books is attached.

Members of the Commission:

_____ (position)	_____ (signature)	_____ (signature interpretation)
_____ (position)	_____ (signature)	_____ (signature interpretation)
_____ (position)	_____ (signature)	_____ (signature interpretation)
_____ (position)	_____ (signature)	_____ (signature interpretation)

*Reverse side of the act*

## List of write-off books

[illegible]

Director of the library: \_\_\_\_\_

CONTRACT №\_\_\_\_\_

Sale of recyclable waste

City of Kyzylorda

«\_\_»\_\_\_\_\_2025.

Individual Entrepreneur (IE) «\_\_\_\_\_», represented by\_\_\_\_\_, acting on the basis of the certificate of state registration of the individual entrepreneur, hereinafter referred to as the "Buyer," on the one side, and \_\_\_\_\_ represented by \_\_\_\_\_, hereinafter referred to as the "Seller," have concluded this contract on the following terms:

**1. Subject of the Contract**

- 1.1. The Seller agrees to transfer the goods and the related documents to the ownership of the Buyer, and the Buyer agrees to inspect, accept, and pay for the goods based on the original invoices, waybills, and the terms set forth in this contract.
- 1.2. Information about the sold goods: waste products generated during the Seller's business operations, used as recyclable materials.

**2. Price of the Goods and Payment Procedure**

- 2.1. The price of the goods is determined by the Specification (Appendix No. 1), which is an integral part of this contract.
- 2.2. In case of a price change, an updated specification will be drawn up (Appendix No. 1), which will be an integral part of this contract.
- 2.3. The Seller will, within 3 (three) business days from the date of delivery, send the Buyer the waybills for the supplied goods and issue the invoice.
- 2.4. Payment for the supplied goods will be made within 30 (thirty) banking days from the receipt of the invoice by transferring funds to the Seller's bank account.

**3. Procedure for Acceptance and Transfer of Goods**

- 3.1. The Buyer will accept the sorted waste suitable for recycling and will make payment for it under the terms specified in this contract. At the time of the conclusion of this contract, the following materials are suitable for recycling:

Waste paper (cardboard separately, paper separately).

- 3.2. The Buyer is responsible for the delivery of the waste.
- 3.3. The Buyer will independently collect the goods from the addresses specified by the Seller in the city of Kyzylorda. Weighing of the supplied materials is mandatory at the Buyer's weighing scales during the acceptance process. A Transfer Act will be drawn up during the transfer of goods (Appendix No. 2). The sample of the Transfer Act (Appendix No. 2) is an integral part of this contract.

**4. Responsibilities of the Parties**

- 4.1. The Buyer shall:

- 4.1.1. Determine the number and types of vehicles for transporting the cargo in accordance with the requirements of Section 2 of this contract.
- 4.1.2. Provide the Seller with serviceable vehicles that are suitable for transporting the cargo and ensure the delivery of the cargo to the destination.
- 4.1.3. The Buyer guarantees that the cargo will be delivered to the destination.
- 4.1.4. The Buyer shall provide the Seller with a certificate guaranteeing the destruction of the received cargo and the full confidentiality of the process.
- 4.1.5. The Buyer is responsible for handling the necessary documentation related to the transportation of the cargo.
- 4.1.6. Pay for and accept the goods within the timeframes specified in this contract.

#### 4.2. The Seller shall:

- 4.2.1. By the date specified in Section 3 of this contract, prepare the cargo for transfer to the Buyer.
- 4.2.2. The Seller shall be present during the loading process and participate in the weighing and counting of the cargo.
- 4.2.3. Inspect the goods upon acceptance.

### 5. Liability of the Parties

**5.1.** In case of non-performance or improper performance of obligations under this contract, the parties shall be liable in accordance with the current legislation of the Republic of Kazakhstan.

**5.2.** In case of late payment, the Seller shall withhold (recover) a penalty (fine, charge) from the Buyer in the amount of 0.1% of the total contract sum for each day of delay, in case of full payment by the Buyer of its obligations. Alternatively, the Seller shall withhold (recover) a penalty (fine, charge) from the Buyer in the amount of 0.1% of the total contract sum as specified in Appendix No.1 for each day of delay in case of improper payment. In this case, the total penalty (fine, charge) shall not exceed 10% of the total amount of the Contract.

### 6. Duration of the Contract and Conditions for Termination

6.1. Настоящий Договор вступает в силу и становится обязательным для Сторон с момента подписания.

6.2. Договор действует со дня его подписания до 2025 года.

6.3. В случае существенных нарушений условий настоящего договора, Сторона, право которой нарушено, вправе в одностороннем порядке расторгнуть Договор, письменно уведомив другую Сторону о предстоящем расторжении за 30 календарных дней.

### 7. Force Majeure

7.1 The Parties shall not be held responsible for failure to fulfill the terms of the Agreement if such failure is a result of force majeure circumstances.

7.2 For the purposes of this Agreement, "force majeure" means an event that is beyond the control of the Parties and is unforeseen in nature. Such events may include, but are not limited to: military actions, natural or man-made disasters, and others.

7.3 If, in the opinion of the Parties, the work can be continued under the conditions that were in place according to this Agreement prior to the onset of force majeure circumstances, the term for fulfilling obligations under the Agreement shall be extended in proportion to the duration of the force majeure event and its consequences.

## 8. Dispute Resolution

8.1 All disputes and disagreements between the Parties arising in connection with this Agreement shall, if possible, be resolved through direct negotiations between the Parties.

8.2 In the event that disputes and disagreements cannot be resolved through negotiations between the Parties, either Party may request the resolution of the matter in accordance with the legislation of the Republic of Kazakhstan.

8.3 The place of performance of the Agreement is the city of Kyzylorda. All disputes and disagreements arising from the terms of this Agreement shall be resolved at the place of performance of the Agreement.

## 9. Miscellaneous

9.1 All notifications between the Parties related to the performance of this Agreement shall be made in writing by registered mail to the actual address of the Party specified in this Agreement or via email. In case the notification is sent by mail, it is considered received by the Party on the day of actual receipt, as confirmed by the postmark. In case the notification is sent via email, it is considered received by the Party on the day of sending.

9.2 In all matters not covered by this Agreement, the Parties shall be governed by the current legislation of the Republic of Kazakhstan.

9.3 Neither Party has the right to assign its rights and obligations under this Agreement to third parties without the written consent of the other Party.

9.4 This Agreement is made in two identical copies, each having equal legal force, with one copy for each Party.

## Legal Addresses and Details of the Parties

«BUYER»

«SELLER»

IE «\_\_\_\_\_»

NP JSC «\_\_\_\_\_»

Kyzylorda Region, Kyzylorda City  
Address \_\_\_\_\_

IIN

IBA

BIC

Phone:

Director

\_\_\_\_\_

Kyzylorda Region, Kyzylorda City, Address

\_\_\_\_\_

IIN

IBA

BIC

Phone:

Chairman

\_\_\_\_\_



**Attachment №4**

«Approved by»  
Chairman of the Board-Rector

«\_\_\_\_» \_\_\_\_\_ 20 \_\_\_\_

ACT № \_\_\_\_

on the disposal of periodicals excluded from the library

The Commission, consisting of

\_\_\_\_\_  
(position, full name)

conducted an inspection of the periodicals excluded from the library and determined that the periodicals listed in the attached list are subject to disposal.

Attachment: List of periodicals to be excluded from the library

Commission Members:

\_\_\_\_\_  
(position)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

\_\_\_\_\_  
(position)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

\_\_\_\_\_  
(position)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

\_\_\_\_\_  
(position)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(full name)

LIST  
for disposal of periodicals from the library

[illegible]

Director of the library: \_\_\_\_\_

Act № \_\_\_\_

This act is made on " \_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_ . \_\_\_\_\_

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*( names, surnames, patronymics, and positions of the persons involved in the preparation of the act )*

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on the results of the inspection of the library \_\_\_\_\_

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in the amount of \_\_\_\_\_ copies, with a total value of \_\_\_\_\_

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*(amount in words)*

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A list of books (or other documents) is attached.

Signature \_\_\_\_\_  
*(director of the library)*

## Перечень литературы

[illegible]

Director of the library: \_\_\_\_\_