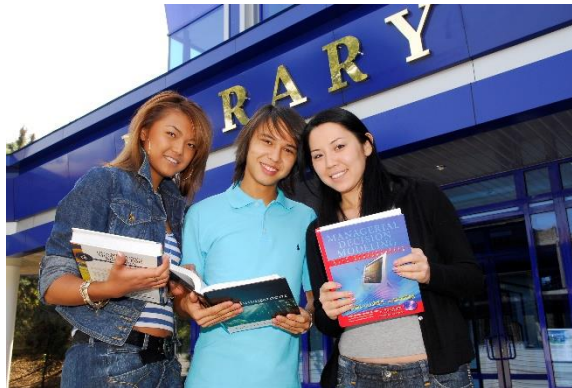


# WELCOME TO THE KIMEP UNIVERSITY LIBRARY



**Monday - Friday 8:30 - 20:00**

**Saturday 10:00 - 19:00**

**Sunday CLOSED**

The Olivier Giscard d'Estaing library staff congratulates you and warmly welcomes you to KIMEP University. We are sure that your time here will be challenging and rewarding.

## GENERAL INFORMATION



The library building has four floors starting with the **basement**, where you must check in bags and may leave your outer coat and umbrella.

The computer lab, ID card and document processing center (office № 101) and administrative and technical services offices are **on the first floor**.

**On the second floor** along with the main collection, there are Circulation, Reserves and Electronic Resources Laboratory. **On the third floor** are Reference and Periodicals.

The library is open access. It has an electronic catalog so you can easily find the books you wish to use. You may enter the library electronic catalogue from the library webpage at KIMEP University website (<https://library.kimep.kz/amlibweb/>).

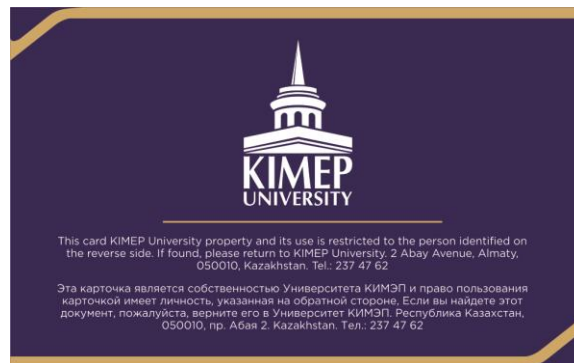
Once you have found the titles you want, you can go directly to the collection (which is arranged by subject) and take the book off the shelf to read it in the library or check it out to use at home.

Apart from the print collection, the library has many electronic resources that contain the full text of articles from thousands of newspapers, popular magazines, scientific journals and books. The list of all electronic resources with the direct links can be found on the library webpage at KIMEP University website (<https://www.kimep.kz/current-students/en/library/find/>).

The library has computers on every floor. The WiFi in the library is enabling you to connect to the Internet with your own device. The instruction on WiFi connection may be found on L-drive, Instructions folder - WiFi.

### OBTAINING YOUR KIMEP ID CARD

A Plastic Identification Card (ID) is issued to all individuals affiliated with KIMEP. This card should be carried with you the whole time you are on campus.



You can obtain the ID card in the office # 101 of the library building. If you lose your card, you will have to pay the replacement cost of 1 000 tenge.

This card allows you to check out materials from the library. You will be responsible for any loss or damage to those items checked out under your name and liable for any fees that result from this. Therefore, please be careful with the card and report any loss immediately.

### RESERVE Collection

The Reserve Collection is located on the second floor of the library building. It includes materials that teachers of particular courses recommend their students for compulsory reading. It might be textbooks, photocopied articles or other items. Reserve titles can be used only in the library reading rooms.

## TEXTBOOK RENT

Renting textbooks from the library is a convenient way to study without the cost of purchasing the textbook. Students place a textbook security deposit of 40,480 tenge at the beginning of each semester. Students then receive the required materials for their courses at the Library. The Library charges a rental fee of 25 % of the cost of each material provided; the rental fee is collected from the textbook security deposit. This rental fee deposit should be brought back up to 40,480 tenge before the beginning of the next semester in order to rent the next semester's textbooks. At the end of a student's career, the balance of the deposit is returned to him/her.

## LAPTOP RENT

If you need a laptop for your study or your device is malfunctioning you may take a laptop for rent. There are 2 rental periods: 30 calendar days and 1 semester. Laptops are issued to students in the office #101 of the library for a rental fee in accordance with the KIMEP University Laptop Rental Rules posted on the library webpage at KIMEP University website (<https://www.kimep.kz/current-students/en/library/for-students/>). Laptop rental fee is deducted from the textbook security deposit.

## PAY ATTENTION!

**Overdue books fines:** 870 tenge/hour for an item checked out overnight; 870 tenge/day for each item checked out for longer periods. Replacement fee for non-returned book is the cost of the book that can be deducted from the textbook security deposit. Fines for book damage depend on severity of damage (please visit the library webpage at KIMEP University website).

**Overdue laptops fines:** 5 % of the total amount of rental fee for each calendar day of delay of return of laptop. In case of the delay for more than five calendar days, the University blocks registration for courses, and an access to final exams without notifying the student. In case of dismissal of the student from the University, the University is entitled to keep the students' documents till the moment of returning the laptop and its components in an appropriate state. The student pays the price of the laptop or its supply parts being lost or damaged during the rental period in accordance with the current market prices for new equipment.

## CONTACTS

Administration tel. 237 47 54; [zaitseva@kimep.kz](mailto:zaitseva@kimep.kz)

Circulation tel. 237 47 62; [library@kimep.kz](mailto:library@kimep.kz)

Reference and Periodicals tel. 237 47 63; [abileva@kimep.kz](mailto:abileva@kimep.kz)