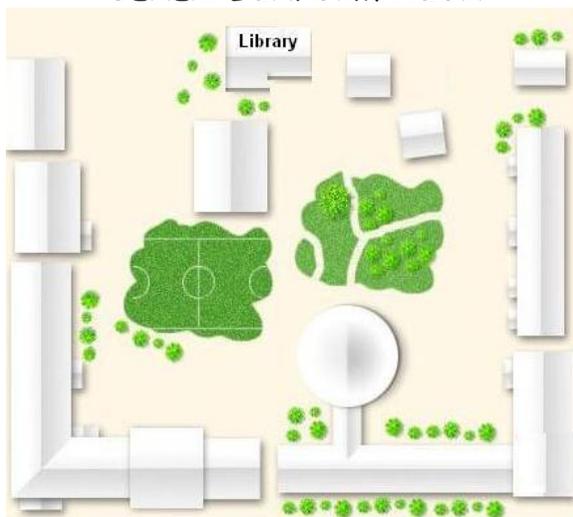


WELCOME TO KIMEP UNIVERSITY

The Olivier Giscard d'Estang 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 umbrella and may leave your outer coat. This floor houses an extensive Russian and Kazakh language collection.

The computer lab, ID card and document processing center and administrative and technical services offices are **on the first floor**.

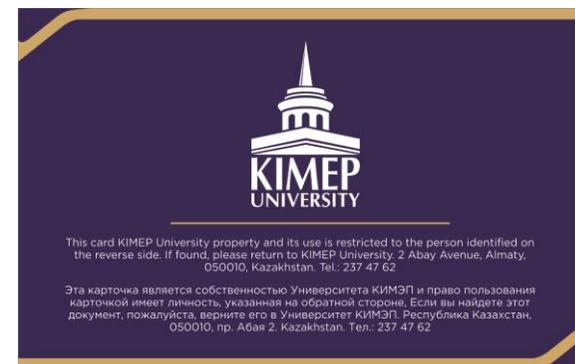
On the second floor along with the main collection, there are Circulation, Reserves and Electronic Resources Laboratory. **On the third floor** are Reference and Periodicals.

The library is open access. It has an electronic catalog so you can find books you wish to use. You can already view this catalogue! The KIMEP home page provides a link to the library page and on it you will be able to open the catalogue (www.kimep.kz).

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 use in the library or check out to use at home.

Apart from the print collection, the library has many databases including that contain the full text of articles from thousands of newspapers, popular magazines, scientific journals and books. The library has computers on every floor. The WIFI in the library is enabling you to connect to the Internet with your own computer.

In order to use all the services of the library you must have an ID card.



OBTAINING YOUR LIBRARY CARD

You can obtain the ID card by giving the copy of your passport or state ID card and bringing it with a passport photo of yourself to the library staff in Room 101 of the library building. If you lose your card, you will have to pay a 1 000 tenge for a replacement.

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.

PAY ATTENTION!

Overdue fines: 780 tenge/hour for an item checked out overnight; 780 tenge/day for each item checked out for longer periods. Replacement fee for non-returned book is cost of the book that can be deducted from the library deposit (Please see Text Rental System). Fines for damage to book depend on severity of damage.

RESERVE Collection

The library has a collection of materials that are in high demand. This includes materials that teachers of your courses want students to use. They might include textbooks, photocopied articles or other items. The Reserve Collection is located on the second floor of the library building.

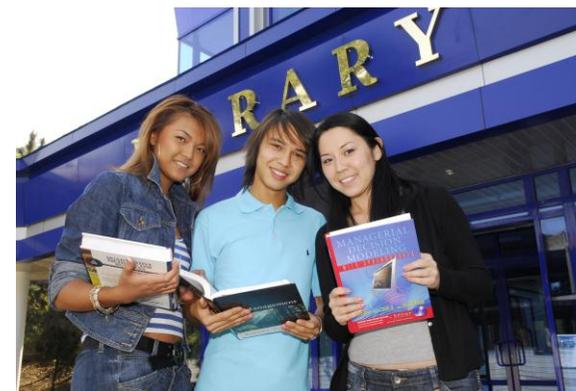
TEXTBOOK RENT

Renting textbooks from the library is a convenient way to study without the cost of purchasing the textbook. Students place a textbook security deposit at the beginning of each semester. Students then receive the required materials for their courses at the Library. The Library charges a rental fee for all materials provided; the rental fee is collected from the textbook security deposit. This rental fee deposit should be brought back up to 36,460 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.

JSC KIMEP University
2 ABAI
Almaty Kazakhstan

Library Phones
Circulation 2374762
Administration 2374756
Textbook Rental Center: 2704342
Reference and Periodicals hall: 237 47 63



Monday - Friday 8:30 - 24:00

Saturday 10:00 - 19:00

Sunday 10:00 - 18:00

**WELCOME TO
the
KIMEP UNIVERSITY
LIBRARY**