

The Olivier Giscard d'Estaing Library Faculty Handbook

Table of Contents

- I. Library Information:**
 - Location, Hours, Website
 - Collections: Print: Books, Journals and Periodicals, Archives
 - Electronic Resources: Online Resources, Multimedia Resources
- II. Using the Library**
 - Library Card
 - Circulation Policy for Faculty (Time and Item Limits, Recalls)
 - Finding Books: Online Catalog of library collections
 - Dewey Classification of bookshelves
 - Using Electronic Resources: Username and Password, Online resources, multimedia resources
- III. Ordering Library Resources**
 - Research and reference materials, Articles, Interlibrary loan
- IV. Teaching Support Services**
 - Instructional Services
 - Facilities: Conference Room, Laboratories
 - Reserves
 - Copying Documents
 - Scanning
 - Textbook Rental System
- V. Supporting the Library**
 - KIMEP Council Library Committee
 - Suggesting materials
 - Donating materials
- VI. Departments and Services** (contact information)

I. Library Information

Location

The main library is the big blue building at the southeast corner of campus. KIMEP renovated this building to house expanded library services. It contains approximately 2,600 square meters of useable floor space on four levels, and is designed to serve up to 400 patrons at a time. There are public reading areas for our circulating collection and for reference, periodicals, and reserves materials. Electronic resources are accessible at computer workstations throughout the building, in the computer lab and in the electronic resources lab. Other public use areas include conference room, copy center for the preparation of reserve materials, and lounge with vending machines for study breaks.

Across campus in the Valikhanov building there is an additional reading room with 80 seats and 15 computers near the Textbook Rental Center (TRC) for reserve materials.

Hours

Regular service hours Fall/Spring semesters are:

Monday-Friday 8:30-21:00

Visit OGD Library pages on: <http://www.kimep.kz/academics/library>,

Blog: <http://kimeplibrary.wordpress.com>,

Facebook: <http://tiny.cc/69x6d>

Twitter: http://twitter.com/KIMEP_Library

Saturday 10:00-19:00
Sunday 10:00-18:00
Service hours during midterm and semester breaks are:
Monday-Friday 9:00-18:00 (Closed Sat. and Sun.)

We are also closed for periodic maintenance and the national holidays: New Year's (January 1 and 2) Nauryz (March 22), National Unity Day (May 1), Victory Day (May 9), Astana Day (July 6) Constitution Day (August 30), Independence Day (December 16-17). Check the library website to confirm hours: <http://www.kimep.kz/academics/library> or call x2524 for main building hours or x3123 for the Valikhanov reading room.

Website

Our library website (<http://www.kimep.kz/academics/library>) is a work in progress, as our collections and services grow. The website provides links to the Library's catalog, electronic resources, research and reference materials, ordering system and other accessible online resources, as well as information about the library, its serials and the textbook rental system.

Collections

Print

We collect materials in several languages for our permanent collection, which supports the research and curriculum requirements of KIMEP's academic offerings. As of Spring 2010, the library holds over 93,000 items: over 58,000 in English, and more than 35,000 in Kazakh and Russian. You can find books on all subjects taught at KIMEP—accounting and finance, management and marketing, operations and management information systems, economics, political science, public administration, leadership, journalism and communications, English and other foreign languages, and a variety of general education subjects in the arts, humanities and sciences. Most of our Central Asian collection is currently housed in the main library's reference area. Our fiction collection includes both literary classics and the latest bestsellers, and grows entirely from donations (so please consider sharing the books you've read with the KIMEP community). Search for the titles you want in our online catalog (<http://library.kimep.kz/amlibweb/>) — instructions below — or browse our collections on the library's 2nd floor (main collection, fiction) and 3rd floor (reference, periodicals). Please note that the catalog also contains EBRARY titles, that is, titles from the library's collection of electronic books.

Scholarly journals and popular periodicals are restricted, non-circulating materials and may be used only in the reference and periodicals areas. In our periodicals area, you may browse academic journals, business newspapers and magazines, and other serials in English, Russian and Kazakh. All of the titles to which we subscribe are listed on our website (see "Print Periodicals" <http://www.kimep.kz/academics/library/PrintPeriodicals>). You may also search for titles through the catalog. Copying from these may be requested in Room 101.

We also maintain a closed archive of Russian and Kazakh language materials inherited from KIMEP's predecessor, the Communist High Party School of Kazakhstan. If you are conducting historical research or have a need for literary works in these languages, please contact the Technical Services Department: x2520, libr@kimep.kz.

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Twitter: http://twitter.com/KIMEP_Library

Electronic Resources

The library provides electronic access to hundreds of thousands of articles, books, reports and working papers, through JSTOR, EBSCO, Ebrary and others. Some, like Paragraf (formerly Jurist) and (CSRD) Central Asia Research Database may be accessed only in the library. But many resources are accessible to you from your office or home computers as well as from library workstations.

TITLE	SCOPE	ACCESSED FROM
Ebrary (searchable in library catalog)	Multidisciplinary Collection of Books	On-Campus Internet connection
EBSCOHOST	Current periodicals, journals, newspapers. Multidisciplinary	Any Internet connection (password and user id req'd)
ECONLIT	Economic bibliographic database (through mid-2005)	Reference Area of the Library
ProQuest	Current magazines, journals, newspapers. Business focus	On-Campus Internet connection
JSTOR	Archival, multidisciplinary scholarly journals	On-Campus Internet connection
SSRN	Social Science working papers	Any Internet connection
Paragraf	Kazakhstan Laws, Regulations, etc. (Russian and Kazakh language)	Reference Area of the Library
CARD	Periodical Index of articles on Central Asia	Reference Area of the Library
Zakon	Legal database for Kazakhstan	Library
Passport GMID	Millions internationally comparable statistics, full market reports, commentary on emerging industry, country and consumer trends.	On-Campus Internet connection
Compustat Global	Financial and market data covering publicly traded companies	On-Campus, Internet upon request
Emerald	Current journals. Multidisciplinary.	On-Campus Internet connection
Sage	More than 560 journals in Business, Humanities, Social Sciences, and Science, Technology and Medicine.	On-Campus Internet connection
Transitions (TOL)	Internet magazine that cover political, social and economic issues in the former communist countries	On-Campus Internet connection

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For information or instructions on how to use our electronic resources from your computer, please contact our E-Resources Librarian: x2525, lilya@kimep.kz.

Our collection of audio and videocassettes, CDs and DVDs is available through the Electronic Resources Laboratory (2nd floor). We are working to build our collection of educational DVDs, and would welcome your requests for specific titles—(see “Ordering” section). We also have a small, collection of donated popular films on videocassette and/or DVD.

II. Using the Library

Library Card

To check out items from the library you must have a Library Card. To get a card, you should come to the room #101 of the main library building. Staff member will ask you to fill out a form with your personal and professional information.

Circulation Policy for Faculty

The length of time an item may be held depends on its type:

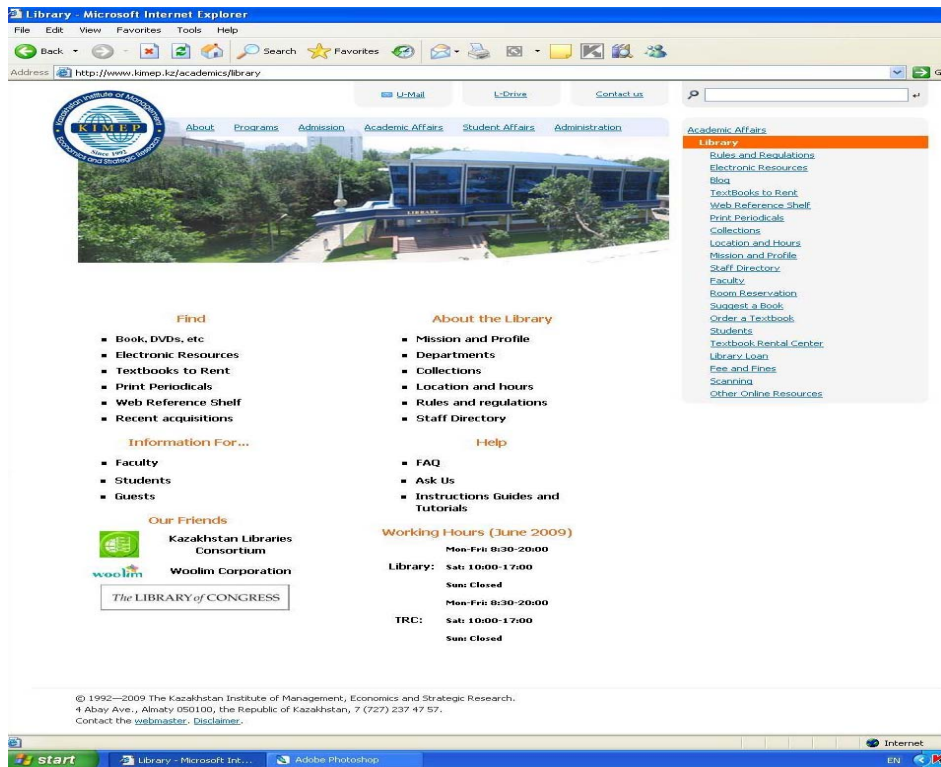
Books, Monographs	Fiction	Course Reserve Materials	Reference, Periodicals	Archives Materials	CD, DVD, Video/Audio cassettes
Semester with 1 renewal May place recall Limit: 20 items	4 weeks with 1 renewal May place holds Limit: 3 items	N/A	3 hours with no renewals; Special circumstances, at the discretion of the librarians. Limit: 5 items	2 weeks with 1 renewal May place recall Limit: 5 items	4 weeks with 1 renewal May place recall Limit: 5 items

Textbooks are checked out for one semester (four months) with one renewal. At the end of the semester, please check in all of the books you are no longer using, and renew the books you are using for the next semester. Books should be returned within five working days of the end of the semester. Failure to return or renew items on time will incur an overdue fine of 300 tenge per day per item.

Recalls

Users can request that a library book already on loan be recalled. If you receive a recall notice the item must be returned to the library by the date stated in the email notice the library will send you by email. Failure to return a recalled item within 5 days of the date requested will incur an overdue fine of 300 tenge per day.

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 Facebook: <http://tiny.cc/69x6d>
 Twitter: http://twitter.com/KIMEP_Library

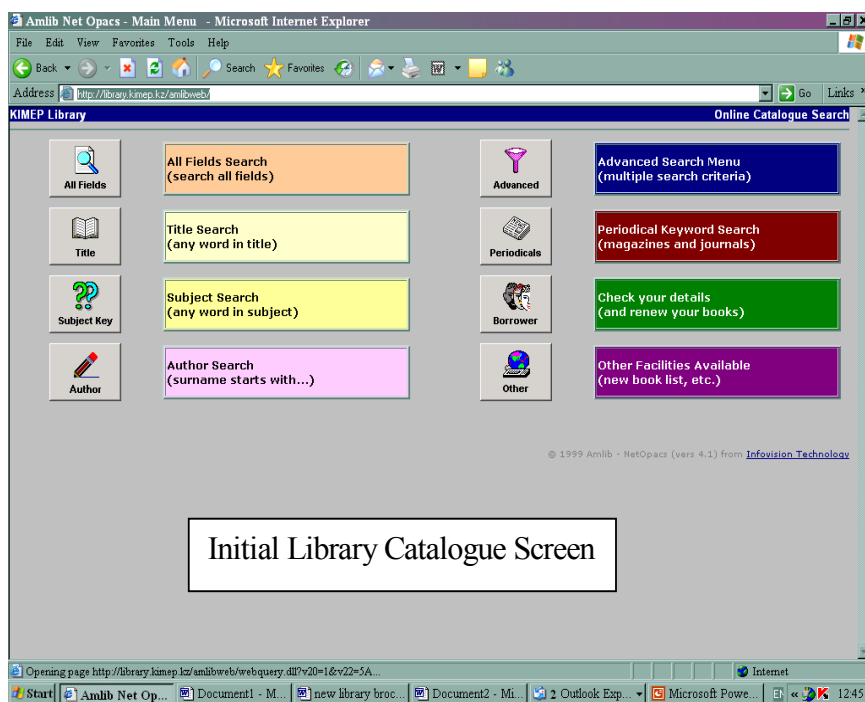


Finding books

Most of the Library's resources are included in our catalog, which is available through any Internet connection: <http://library.kimep.kz/amlibweb/>.

The library home page changes over time as the library improves its interface, but there will always be a link to the catalog and a link to the electronic resources on the library's home page and those links will be included in the list of links in the home page's right hand column. Presently the links to catalog and databases are in the upper left hand portion of the page just below the picture at the top.

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Facebook: <http://tiny.cc/69x6d>
Twitter: http://twitter.com/KIMEP_Library



Initial Library Catalogue Screen

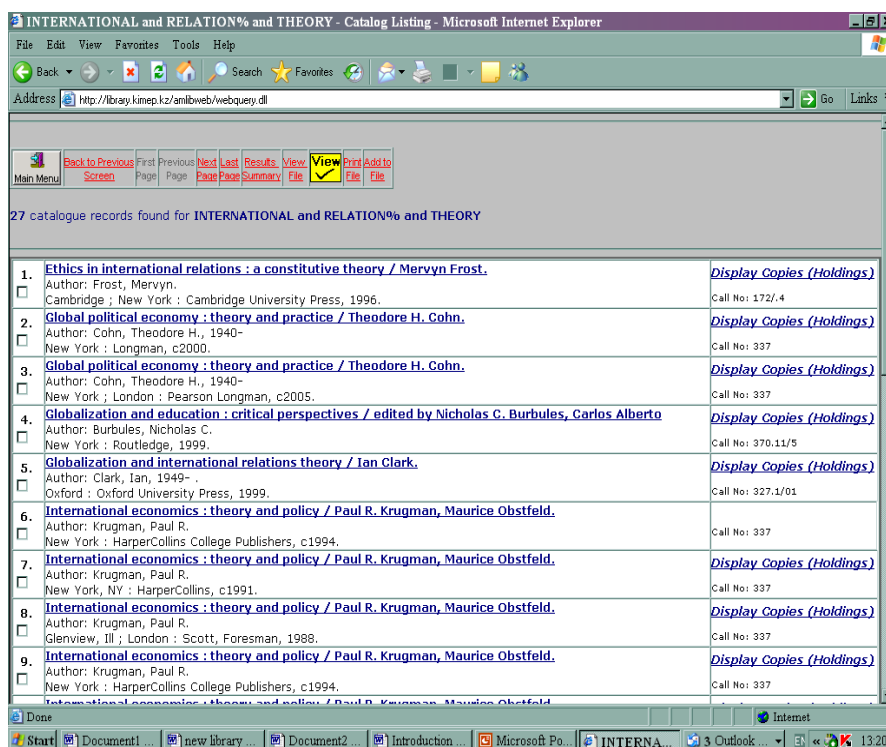
The catalog has records of all KIMEP’s print English language books, Ebrary books and all newer Russian and Kazakh language books (see below). (Russian and Kazakh books collected earlier than 1992 may not yet be cataloged). The online catalog search screen is shown below.

“All Fields Search” by keywords will find more items on your topic of interest, e.g., “international relations theory” (The results screen is on the next page).

“Subject Search” in the online catalog searches only the Library of Congress subject classification assigned to each book.

The results of an all fields search for “International relations”:

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Facebook: <http://tiny.cc/69x6d>
Twitter: http://twitter.com/KIMEP_Library



To find out if we have multiple copies of a title that you are considering as a textbook for a course, you can click on “Display Copies (Holdings)” (right hand column).

To find the location of the book after you have found its record, note the “Call No.” of the book (in the far right column in the results page, beneath “Display Copies (Holdings)”). This call number is the unique number for the book you want, according to the Dewey Decimal Classification system (DDC).

If the record of the book you want has in its title field [electronic resource], the title is in Ebrary. If you are on campus, you may do the following to open the book:

1. **Click** on the title of the book
It will open the complete bibliographic record of that book

2. **Click** on hot link in the bottom line "Electronic location"
It will open the actual book in ebrary for you to use.

The Library uses the DDC to organize its collections by subject matter. A call number is pasted on every book, and books are shelved in numerical order by their DDC call numbers. On the 2nd floor of the library where the main collection is DDC call number ranges are posted on the end of every book case, which makes finding needed books very fast and simple. You need only find the range where the book should be located and go along the shelf until you find the one you want. If you cannot find a book that you are looking for, please ask a librarian for assistance.

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 Facebook: <http://tiny.cc/69x6d>
 Twitter: http://twitter.com/KIMEP_Library

DDC major divisions

- 000 Generalities
- 100 Philosophy & psychology
- 200 Religion
- 300 Social Sciences
 - 320 Political Science
 - 330 Economics
 - 340 Law
 - 350 Public Administration
 - 360 Social services
 - 370 Education
 - 380 Commerce, Communications,
Transport
- 400 Language
- 500 Natural Sciences & Mathematics
- 600 Technology (Applied sciences)
 - 650 Management and auxiliary services
- 700 The Arts
- 800 Literature and Rhetoric
- 900 Geography and History

Using Electronic Resources

To get a Username and Password for access to the KIMEP computer networks and all of the Library's electronic resources, please contact your Department Manager or Assistant, or the Computer and Information Systems Center (CISC).

Links to our online resources are on the "Electronic Resources" page of the Library's website: <http://www.kimep.kz/academics/library/EResources>. Many of the resources have online tutorials for new users. If you need help or instruction on use of any resource, please contact our Electronic Resources Librarian (x2525) lilya@kimep.kz to arrange a private tutorial.

Some of our e-resources, such as Paragraf, Zakon and CARD, are available only in the main library building. Other resources, such as Ebrary, Compustat may require additional software to use them fully. If you need technical assistance, please contact CISC Help Desk Manager at x3103, sib@kimep.kz.

You may check out multimedia resources for classroom use. You may also place multimedia items on reserve so that students can study them independently in the Electronic Resources Laboratory. Please see a librarian in the Electronic Resources Laboratory for assistance.

III. Ordering Library Resources

The Library welcomes your requests for books and other educational materials. Please use our online reference book ordering system (see Suggest a Book <http://www.kimep.kz/academics/library/suggLogin>). This requires a user id and password please

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Blog: <http://kimeplibrary.wordpress.com>,

Facebook: <http://tiny.cc/69x6d>

Twitter: http://twitter.com/KIMEP_Library

contact the Library's IT dept. at x2507 alexk@kimep.kz or the library's Acquisitions Manager at x2506, libr-ast@kimep.kz.

To order textbooks that are required reading for KIMEP courses, please see section on **Textbooks** below (see Ordering Library Resources <http://www.kimep.kz/academics/library/orderbook>).

IV. Teaching Support Services

Instructional Services

Our Instructional Services Manager can provide individual tutorials lectures or interactive classes on library resources and services or research skills for you and your students on any of the library's electronic resources. Please contact the library's Instructional Service Manager to arrange classes x2506, libr-ast@kimep.kz.

Facilities

The library's conference room and computer laboratory are available for one-time course presentations, visiting lecturers, special events, etc. Please contact the library's administrative assistant to arrange use x2503, kdina@kimep.kz.

Reserves

We can assist you with organizing copies of assigned readings for your courses to be placed on reserve for student use in our reading rooms. The library also keeps a limited number of textbooks currently being used in Reserves. Please see a librarian at the Reserves Desk (2nd floor).

Copying and Scanning Documents

The main purpose of scanning is to provide teachers with electronic copies of rare books available in the library for allocating in the L-Drive (all patrons have access to this electronic library). The books that are in abundance should not be copied. In accordance with copyright policy only 30% of any item (e.g., 30% of the chapters in a book or 30% of the pages in a journal) can be scanned.

Requests for scanning are entered in a journal and are completed on a first come first serve basis. At certain times of the year, the library may restrict the number of pages that may be scanned for a teacher to 150 pages in one week. Requests which are to be served out of order must be submitted in writing to the Library Director (Joseph Luke) x2504, librinstr@kimep.kz, or Deputy Director (Olga Zaitseva) x2503, zaitseva@kimep.kz.

The library provides faculty patrons limited copying or scanning of library materials. Library copyright policy conforms to Kazakhstan law (specifically, Закон Республики Казахстан от 10 июня 1996 года № 6-І Об авторском праве и смежных правах - On Copyright and Related Rights). Kazakhstan law does allow for fair use and the library has interpreted this liberally.

Textbooks

At KIMEP, as at other Western-style institutions of higher education, students are encouraged to own the course textbooks and other materials they require for study throughout the semester.

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Facebook: <http://tiny.cc/69x6d>

Twitter: http://twitter.com/KIMEP_Library

In Fall Semester 2005, KIMEP implemented a textbook rental service to assist students who cannot purchase their required course materials. (You may view the details of this system on the “Textbook Information” pages of the Library website <http://www.kimep.kz/academics/library/TRC>. The service was developed in response to student and faculty complaints about the lack of available textbooks, and designed to increase the number of textbooks available to students by transferring some of the financial responsibility for textbooks to students.

In the style of Western higher education, you may be accustomed to choosing your own course textbooks. KIMEP’s textbook rental service limits your choice in that any title must be assigned at least 4 semesters in order for KIMEP to recover the title’s purchase cost. Thus when you arrive at KIMEP, there may be already textbook for a course that you have been assigned to teach. Even if you would wish to assign some other textbook, the library cannot assist you in ordering a textbook for that course until the present book has been used 4 semesters. For a new course, the library recommends that you consult with your departmental colleagues to make a mutually satisfactory choice when you select the primary textbook that will be required reading for any particular course.

All requests for course textbooks are handled by our Textbook Rental Center on the first floor of the Valikhanov building. If you are a new faculty member, please visit the Center to learn about textbook titles already available for the courses you will teach. If you are preparing to teach a new course, please visit the Center to obtain the necessary paperwork to request a new textbook title for the rental service. If you are preparing to teach an existing course, please notify the Center of the textbook title that you would like us to prepare for rental to students: x3474, lib-trc@kimep.kz. Please note, it may take up to three months from order to receipt of books.

V. Supporting the Library

KIMEP Council Library Committee

The KIMEP Council, the “university senate” of KIMEP, mandates a standing Library Committee to oversee policies related to information resources at KIMEP. The Associate Vice President of Academic Affairs, Library Director, Chairs of College Library Committees, and student government representative are members. In the past, three additional faculty members, one from each College (Bang College of Business, College of Social Sciences, College of Continuing Education) have also been appointed and/or elected by their colleges for two-year terms. If you would like to serve on this committee, we urge you to make your interest known to your department and/or college administrations.

Suggesting materials

We would like to double the number of volumes and quintuple the number of titles in our Library during the next five years. We encourage you to request new titles—books, serials, multimedia materials, web-based materials—by using our online “research materials” ordering system, or by contacting our Acquisitions Manager x2506, libr-ast@kimep.kz.

Donating materials

We are always grateful for your donations of books, videos, DVDs, and other materials—your generosity will help all patrons of our Library for many years to come. Please contact the library’s Technical Services Department: x2520, libr@kimep.kz.

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Facebook: <http://tiny.cc/69x6d>

Twitter: http://twitter.com/KIMEP_Library

VI. DEPARTMENTS AND SERVICES

ADMINISTRATION

<p>Director Joseph Luke</p> <p>237-47-53; x2504 libinstr@kimep.kz</p> <p>Room 109 New Library Building</p>	<p>Deputy Director Olga Zaitseva</p> <p>237-47-54; x2502 zaitseva@kimep.kz</p> <p>Room 107 New Library Building</p>	<p>Admin. Assistant Dina Kozhakhmetova</p> <p>237-47-56; x2503 kdina@kimep.kz</p> <ul style="list-style-type: none"> • Conference Room and Computer Lab reservation <p>Room 105 New Library Building</p>
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DEPARTMENTS AND SERVICES

<p>Access Services Aliya Kozibayeva</p> <p>237-47-62; x2523 aliyakk@kimep.kz</p> <ul style="list-style-type: none"> • Circulation issues • Course reserves <p>Room 202 New Library Building</p>	<p>Instructional Services/ Acquisitions Anna Bergaliyeva</p> <p>237-47-60; x2506 libr-ast@kimep.kz</p> <ul style="list-style-type: none"> • Library tours • Research instructions • Book orders • Journals, e-resources requests <p>Room 106 New Library Building</p>
<p>Copy Center</p> <p>237-47-57; x2518, 2519 scan@kimep.kz</p> <ul style="list-style-type: none"> • Doc. Processing and Scanning • Library Cards <p>Room 101 New Library Building</p>	<p>Electronic Resources Liliya Denesheva</p> <p>237-47-57; x2525 lilya@kimep.kz</p> <ul style="list-style-type: none"> • Database assistance • Multimedia materials <p>Room 203 New Library Building</p>

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 Blog: <http://kimeplibrary.wordpress.com>,
 Facebook: <http://tiny.cc/69x6d>
 Twitter: http://twitter.com/KIMEP_Library

<p>IT Services Aleksandr Kazankasy</p> <p>237-47-59; x2507 alexk@kimep.kz</p> <ul style="list-style-type: none"> • Instructional hardware and software assistance <p>Room 103 New Library Building</p>	<p>Technical Services Valentina Shivrina</p> <p>237-47-60; x2520 libr@kimep.kz</p> <ul style="list-style-type: none"> • Archival materials access • Cataloging <p>Room 106 New Library Building</p>
<p>Periodicals Maria Sailaubekova</p> <p>237-47-63; x2529 periodic@kimep.kz</p> <ul style="list-style-type: none"> • Journals, newspapers, magazines <p>Room 301 New Library Building</p>	<p>Reference and Bibliographic Services Natalia Mavromatis</p> <p>237-47-63; x2530 libr-ref@kimep.kz</p> <ul style="list-style-type: none"> • Research assistance • Kazakhstan database <p>Room 301 New Library Building</p>
<p>Textbooks Gulzhan Naimanova</p> <p>270-43-42; x3474 libr-trc@kimep.kz</p> <ul style="list-style-type: none"> • Course required textbooks • Information and requests <p>TRC, Valikhanov Building</p>	

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