

## **Rules for library usage**

### **General provisions**

- 1) The library is a part of the Management of science and education of the «National center for children's rehabilitation» NJSC (hereinafter - the NCCR) and performs the functions of an information, cultural and educational institution, organizes the NCCR to use books, works and printed publications that make up the library fund.
- 2) The library give opportunity to readers for temporary use of books, magazines available in the library fund.
- 3) The library provides Internet services to NCCR employees.
- 4) Readers are registered in the library with service ID, which are issued to NCCR employees; employees whose length of service does not exceed 1 month (probationary period), as well as readers who are not employees of the NCCR - parents, students, can take out literature by pledging an amount in cash covering the market value of the taken book.
- 5) When writing to the library, readers should familiarize themselves with its Rules and confirm the obligation to fulfill them with their signature in the reader's form.
- 6) Employees whose length of service does not exceed 1 month (probationary period), as well as readers who are not employees of the NCCR - parents, students, must familiarize themselves with its Rules and fill out the forms of each book (fiction and children's literature), magazines, newspapers) taken by them from the library fund.
- 7) Upon taking of books, other works of printing and other materials, readers carefully review the publications and, if any defects are found, inform the librarian about this, otherwise the reader who used the last edition is responsible for damaging the books.
- 8) Readers who violate the rules of use or cause damage to the library bear administrative, material responsibility in the forms provided by the Rules for the use of the library.
- 9) Readers responsible for the loss or unintentional damage of the publication replace them with the same publications recognized by the library as equivalent, and if impossible, reimburse the real market value in a 5-fold (five-fold) amount and lose the right to use the library for a period of 1 (one) month.
- 10) Use of the library is free.

### **Rules for using the reading room**

- 1) Upon taking of requested editions, readers sign the forms of books or magazines of each edition.
- 2) The number of books, other works issued in the reading room is not limited.
- 3) It is forbidden to take literature out of the reading room. In case of violation of this rule, readers are deprived of the right to use the library for a period determined by the administration of the NCCR.
- 4) Access to the Internet is provided only to employees of the NCCR for information on work, but not for pastime and leisure.

### **Rules for using the season desk**

- 1) When ordering literature on the subscription, employees fill out the reader's request and sign the forms.
- 2) When ordering literature on a subscription, employees whose experience does not exceed 1 month (probationary period), as well as readers who are not employees of the NCCR - parents, students, fill out a reading requirement;  
sign on the forms of each publication (books (fiction and children's literature), magazines, newspapers) taken by them from the library fund;  
pledge an amount in cash covering the market value of the taken literature
- 3) Employees whose experience does not exceed 1 month (probationary period), as well as readers who are not employees of the NCCR - parents, students, only fiction, magazines, newspapers are issued for removal.
- 4) Educational literature is issued for the period of study of the corresponding subject.
- 5) School books are issued to teachers of 1-4 grades, to subject teachers - 5-11 grades.
- 6) Encyclopedias, reference books, dictionaries are issued only in the reading room.
- 7) Readers can extend the period of use of home books, magazines, newspapers, if there is no demand for them from other readers.
- 8) Rare and valuable books in monetary terms exceeding 7,000 (seven thousand) tenge are issued strictly in the reading room.

## **Rights and duties of the reader**

\* Readers of the NCCR library (children under treatment, their parents, employees) are eligible to:

- 1) use free of charge the main types of library and information services provided by the library;
- 2) receive fiction and children's literature, magazines and newspapers for temporary use, providing an amount in cash as collateral covering the market value of the literature taken;
- 3) receive literature, fill out the requirement and sign for each edition in the book form;
- 4) take care of books, other works of printing and other library materials;
- 5) return the publications received in the library on time. The period of use of periodicals should not exceed 5 days, fiction, scientific literature - 10 days.

### **Readers not allowed:**

- 1) visit the library in outerwear;
- 2) enter the library with bags;
- 3) break the silence and discipline in the library;
- 4) remove books and other printed works from the library without fulfilling the necessary rules for the removal of literature;
- 5) make notes in books, other works of printing, tear out sheets, underline, bend volume;

## **Library rights and responsibilities**

- \* The library serves readers in accordance with these rules for using the library.
- \* Library has the right to:
  - 1) make constant control over the return to the library of issued books, other works of printing and other materials;
  - 2) apply penalties to readers who violate the Rules for the use of the library;
  - 3) observe political neutrality in their activities in relation to parties and social movements, be guided by the principles of humanism;
  - 4) inform readers about all types of services provided;
  - 5) improve library and information services for readers by introducing computerization and advanced technologies;
  - 6) carry out accounting, storage and use of books, other works of printing and other materials in the fund in accordance with the established Rules;
  - 7) be responsible for the safety of their funds;
  - 8) create and maintain the necessary conditions for readers to work in the library;
  - 9) Prevent restriction of readers' access to documents stored in the library.