

## Library structure

### Main Reading Room

The book fund of the main reading room is universal in content. In the reading room there are textbooks, textbooks, scientific and fiction literature, reference dictionaries.

The reader presents a student ID card when ordering literature in the reading room and, after receiving the necessary publications, signs the book form of each publication. The number of books, other printed works and other materials provided in the reading rooms is not limited. The export of literature from reading rooms is prohibited.

Exhibitions of memorable dates, anniversaries of poets and writers and new books are regularly organized in the reading room. Librarians, together with students and teachers, hold mass events. Conducts campaigns "One country-one book" and "Bookcrossing", which arouse readers' interest in reading.



The main reading room is located on the 1st floor of the Shanyrak building (room 139)

Working hours: from 09.00 to 19.00.

Working days: Monday-Friday

The last day of each month is a sanitary day.

Specialist Librarian: Сатенова Карлыгаш Абдималиковна.

Email: [erkemai2904@mail.ru](mailto:erkemai2904@mail.ru)

## Scientific Reading Room

The scientific reading room is open for the purpose of information service of the research work of the teaching staff and undergraduates.

The fund of scientific literature includes: encyclopedias, dictionaries, reference books, normative legal acts, periodicals, scientific literature, heralds and collections of scientific papers, international conferences, abstracts, monographs, dissertations and teaching and methodological scientific works of teaching staff.

The Scientific Reading Room provides library and bibliographic and information services to readers: organizes thematic book exhibitions of new arrivals, prepares lists of literature, bibliographic indexes on current topics at the request of readers. Subscribes to periodicals.

The librarian assigns scientific works of the teaching staff, undergraduates to the Universal Decimal Classification (UDC) indices and the Library Bibliographic Classification Index (BBK).



**The Scientific reading room is located on the 1st floor of the Shanyrak building (room 135)**

**Working hours: from 09.00 to 18.00.**

**Working days: Monday-Friday**

**The last day of each month is a sanitary day.**

**Specialist Librarian: Мамыраева Ботакөз Ергешәлиевна.**

**Email: [ansar19.78@mail.ru](mailto:ansar19.78@mail.ru)**

## Electronic reading room

Electronic reading room-users can work with a computer connected to the Internet, an electronic catalog and a global database. In addition, in various areas devoted to the educational program, the electronic version is on CD-ROMs, and electronic textbooks are collected. A specialist librarian gives advice on the use of a database, an electronic catalog and information resources. Organizes presentations and conducts training seminars in order to get acquainted with new electronic resources.

The electronic reading room has a WI-FI service area, free and unlimited access to Internet resources. For the purposes of distance learning, the digital library "Aknurpress" and the electronic online library "Smart Kitap" have been purchased for users. In order to ensure the educational process of the university, books are copied into an electronic version by scanning and entered into an electronic catalog.

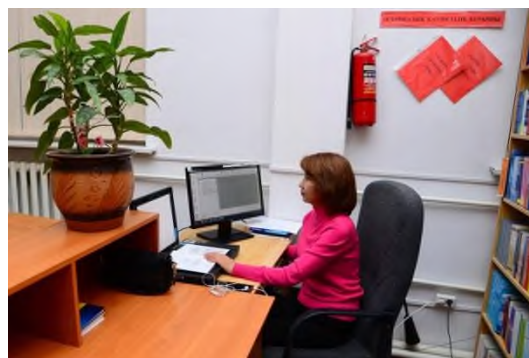
The user has the right to use the capabilities of the electronic library only for the search and independent work of information necessary for the educational process and scientific research.

SKSPU " Web. Electronic catalog"KABIS " address: <http://172.22.227.9/KABIS/>

On the Internet "Web. Electronic catalog"KABIS " address: [http:// kabis.okmpu.kz/kabis](http://kabis.okmpu.kz/kabis)

The electronic library "Aknurpress" is located on the Internet at: <http://aknurpress.kz>

Electronic library "Smart Kitap" link on the Internet: <http://smart-kitap.kz>



**The electronic reading room is located on the 1st floor of the Shanyrak building (room 134)**

**Working hours: from 09.00 to 19.00.**

**Working days: Monday-Friday**

**The last day of each month is a sanitary day.**

**Specialist Librarian:** Керімбаева Элеонора Мәлібекқызы

**Email:** [eleonora.0707@mail.ru](mailto:eleonora.0707@mail.ru)

**Specialist Librarian:** Архабаева Айгүл Абденбаевна

**Email:** [arkhabayeva75@inbox.ru](mailto:arkhabayeva75@inbox.ru)

## Branch Reading Room No. 1

Branch Reading Room No. 1 provides the educational process and scientific research of students of the faculties of Philology and Art and Education and the teaching staff with educational and scientific literature. The library's fund is equipped with textbooks, teaching aids and scientific literature on a special field.

Exhibitions of memorable dates, anniversaries of poets and writers and new books are regularly organized in the reading room. The librarian, together with students and teachers, conducts public events.



**Branch Reading Room No. 1 is located on the 1st floor of the Amulet building (room 116)**

Working hours: from 09.00 to 18.00.

Working days: Monday-Friday

The last day of each month is a sanitary day.

Specialist Librarian: Таубаева Ақмарал Түймебаевна.

Email: [taubayeva1970@mail.ru](mailto:taubayeva1970@mail.ru)

## Reading Room No. 2

The reading room is designed for students living in a dormitory. Most of the library fund consists of textbooks, teaching aids, scientific and fiction literature corresponding to the specialties of the educational program of students living in dormitories.

The reading room regularly hosts book exhibitions dedicated to memorable dates and anniversaries of poets and writers. The librarian, together with the students living in the dormitory, conducts public events.



**The reading room No. 2 is located on the 2nd floor of the Students' House No. 2**

Working hours: from 10.00 to 19.00.

Working days: Monday-Friday

The last day of each month is a sanitary day.

Specialist Librarian: Тұрысбекова Светагуль Жамбуловна

Email: [sv t 1972@mail.ru](mailto:sv_t_1972@mail.ru)

### **Reading room No. 3 "100 new textbooks"**

Implementation of the state program "Rukhani zhangyru", "New humanitarian education. Within the framework of the project "100 new textbooks in the Kazakh language" in July 2018, the reading room "100 new textbooks" was opened among the first universities in the Southern region.

The advantages of this project are that Kazakh translations of famous world masterpieces of educational literature on economics, philosophy, sociology, history, pedagogy, psychology and other humanities have created conditions for full-fledged education of university students in social sciences and humanities that meet advanced modern standards.

The reading room regularly hosts book exhibitions dedicated to memorable dates and anniversaries of poets and writers. The librarian, together with the students living in the dormitory, conducts mass events.



**Reading room No. 3 "100 new textbooks" is located on the 1st floor of the Students' House No. 1**

Working hours: from 10.00 to 19.00.

Working days: Monday-Friday

The last day of each month is a sanitary day.

Specialist Librarian: Рагимова Сауле Казыхановна.

Email: [saulie.raghimova@mail.ru](mailto:saulie.raghimova@mail.ru)

## Subscription

The Subscription Department is a library structure that provides literature for temporary home use. The Department monitors the timely return of literature by students and works to prevent book debt. Provides fast execution of readers' requests. If necessary, you can extend the period of use of publications by visiting the library. Together with other structural divisions of the library, it provides the book fund of events held in the library.

The subscription book fund is universal in content. On a subscription, readers can take home educational literature in all fields of knowledge. The last and only copy of the book is not given home. The subscription librarian fills out the reader's form and the reader's registration card.

To enroll in the library, you must present a student ID card or a record book with a stamp of the current year, an identity card of teachers and staff and 1 3x4 photo.



**The subscription is located on the 1st floor of the Shanyrak building (room 138)**

Working hours: from 9.00 to 18.00.

Working days: Monday-Friday

The last day of each month is a sanitary day.

Specialist Librarian: Оспанова Тажихан Абибуллаевна.

Email: [tazhikhano@inbox.ru](mailto:tazhikhano@inbox.ru)

## Department of acquisition, document processing, catalog organization

The Department of acquisition and processing of the book fund provides the library's book fund with textbooks, teaching aids and scientific literature. Replenishment of the book fund is carried out in accordance with the requirements of the curricula of faculties and departments.

The librarian carries out the following works to replenish the library fund: processing; registers in the inventory book, prints books, publishes forms, glues folders, distributes them to reading rooms; enters cards into alphabetical and systematic catalogs; introduces books that have been registered into the KABIS program; works with expenditure certificates of books published at the expense of the foundation; compiles the bulletins of new books.



## Department of acquisition, document processing, catalog organization

Located on the 1st floor of the Shanyrak building (room 127)

Working hours: from 9.00 to 18.00.

Working days: Monday-Friday

The last day of each month is a sanitary day.

Specialist Librarian: Хамзина Бақтыгүль Бастековна

Email: [baktygulh73@mail.ru](mailto:baktygulh73@mail.ru)