

(Academics- Library- Library resources- Electronic resources).

Most of the resources can be accessed distantly (from any Internet connection). For distant access please refer to [slena@kimep.kz](mailto:slena@kimep.kz)

### RESERVE Collection

The library has a collection of materials that are in high demand. This includes core materials that faculty of the certain 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 in the amount of **57 650 KZT**. 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 25% of the replacement cost of the material and it is collected from the textbook security deposit. At the end of a student's career, the balance of the deposit is returned to him/her.

## LAPTOP RENT

Library provides the students with the service of laptops renting. The request for the laptop should be made from the Student Portal. Laptops are issued in the office #101 of the library for two rental periods: 1 month and 1 semester.

The rental fees are:

1 month - **11 500 KZT**

Fall/ Spring semester- **45 000 KZT**

Summer 1 - **22 500 KZT**

Summer 2 - **11 500 KZT**

## INSTRUCTIONAL SERVICES

Library conducts interactive classes and individual consultations to familiarize you with library resources and services. Every Thursday at 3PM you may attend the "Get to know your library" workshop in the library computer laboratory, first floor. If you need an individual tutorial please refer to [slena@kimep.kz](mailto:slena@kimep.kz). And you are always welcome to ask any assistance from our librarians on the circulation desks.

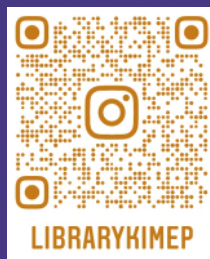
### Contacts:

Administration 2374756

Circulation 2374762

E-mail: [library@kimep.kz](mailto:library@kimep.kz)

<https://vk.com/kimeplibrary>.



# LIBRARY

**MONDAY – FRIDAY**

**8:30 – 20:00**

**SATURDAY**

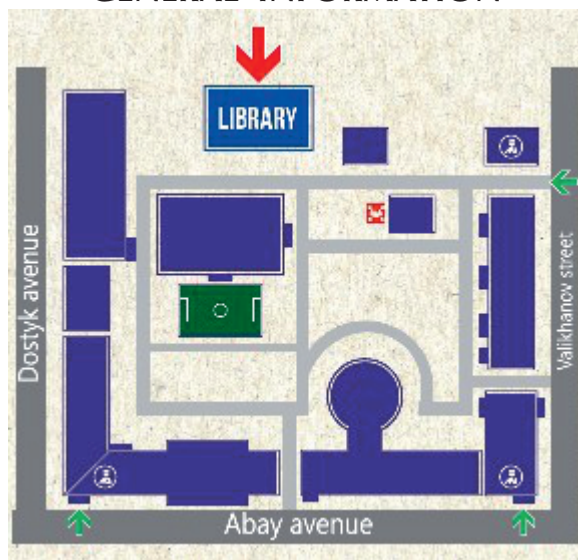
**10:00 - 19:00**

**SUNDAY CLOSED**



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.

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

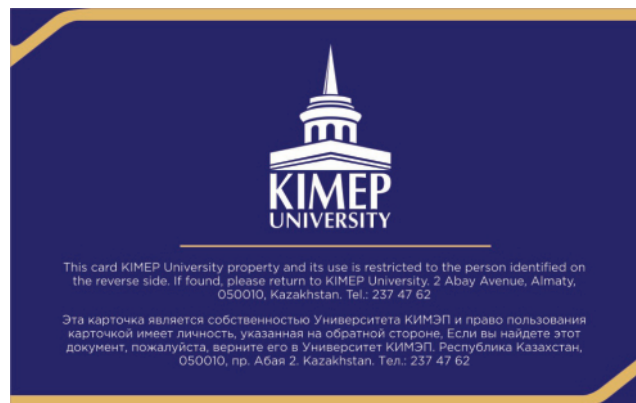
The first floor also includes a lounge area with vending and coffee machines to allow students to have a snack without going outside the library.

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.

## OBTAINING YOUR KIMEP ID CARD

KIMEP ID card is issued to all individuals affiliated with KIMEP.

This card serves as the KIMEP entrance card and also gives access to the library resources.



You can obtain the ID card in the library office #101. If you lose your card, you will have to pay a **1 000 KZT** for a replacement.

The ID 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.

## LIBRARY RESOURCES

Library collection includes over 89 000 print copies. The library is open access. It has an electronic catalog so you can find books you wish to use. The online catalogue can be accessed from KIMEP website [www.kimep.kz](http://www.kimep.kz) ([Academics-Library- Library resources- Electronic catalogue](#)).

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 provides access to 20 local and international electronic resources which contain the full text of articles from thousands of newspapers, popular magazines, scientific journals and books. The electronic resources can be accessed from any computer on campus from KIMEP website [www.kimep.kz](http://www.kimep.kz)