

# REGULATIONS

on the Library and Information Services  
of Jalal-Abad International University (JAIU)

## 1. General Provisions

1.1. These Regulations define the status, objectives, tasks, structure, and functions of the JAIU Library (hereinafter referred to as the "Library"), as well as the procedures for providing information support for the University's educational programs, research, and educational activities.

1.2. The Library is a structural unit of JAIU that is part of the system for ensuring the quality of education and research activities and performs the functions of an academic, research, and information library.

1.3. The Library operates in accordance with:

1. the legislation of the Kyrgyz Republic in the fields of education, culture, and copyright;
2. the Charter of JAIU;
3. the Regulations on the Quality Management System for Education at JAIU;
4. the Regulations on the Organization of the Educational Process Using the Credit System;
5. the Regulations on Educational Programs;
6. these Regulations and other local acts of the University.

1.4. The library provides informational support for all levels of training and forms of instruction, including:

1. the "General Medicine" educational program (taught in Russian and English);
2. other medical and non-medical programs;
3. Master's programs, residency programs (if available);
4. continuing professional education, CPD.

1.5. The library collaborates with faculties, departments, laboratories, the Internal Monitoring and Quality Department, the IT Service, journal editorial boards, external libraries, and electronic resources.

## 2. Goals and Objectives of the Library and Information Services

2.1. The library's mission is to provide high-quality, timely, and accessible information support for the educational process and research activities at JAIU, including through the use of modern digital technologies.

2.2. Main tasks:

- 2.2.1. To build, organize, and preserve a collection of educational, scientific, reference, and methodological literature and other information resources in various formats (print and electronic).
- 2.2.2. Providing academic programs with printed and electronic resources in a volume sufficient to meet accreditation requirements and implement curricula.
- 2.2.3. Organizing access for students, faculty, and staff to internal and external information resources (electronic databases, electronic libraries, repositories, the eBilim LMS, etc.).
- 2.2.4. Information support for research activities (literature search, databases, publication activity, anti-plagiarism).
- 2.2.5. Training users in the basics of information literacy, as well as skills for searching for, evaluating, and using scientific and educational information.
- 2.2.6. Maintaining statistics on resource usage, monitoring the availability of literature for educational programs, and analyzing needs.

## 3. Library Structure and Management

3.1. The Library's structure includes (as determined by the University):

1. circulation desk;
2. reading rooms (general, for upperclassmen/interns, for faculty—if available);
3. the acquisitions and cataloging department;
4. the electronic resources and electronic catalog section;
5. media library / digital library;
6. structural units at branches/clinical sites (if available).

3.2. Overall management of the Library's activities is carried out by the director/head of the library, who is appointed and dismissed by order of the Rector of JAIU.

3.3. The Head of the Library reports directly to the Vice Rector (for Academic Affairs or Research, in accordance with the administrative structure) and is responsible for the fulfillment of the Library's tasks.

3.4. The structure, staffing levels, and functional duties of Library staff are approved by the Rector of JAIU.

#### **4. Functions of the Library**

##### 4.1. Functions related to collection development:

1. analysis of curricula, course syllabi, and requests from departments;
2. planning and implementing the procurement of educational, scientific, and other literature;
3. building the collection in Kyrgyz, Russian, English, and other languages, taking into account the student body (Kyrgyzstan, CIS, and other countries).

##### 4.2. Functions related to cataloging and processing the collection:

1. recording incoming publications;
2. bibliographic processing, classification, and assigning call numbers;
3. maintaining the electronic catalog and card catalogs;
4. removal of worn-out and obsolete literature in accordance with established procedures.

##### 4.3. User services:

1. issuing materials for checkout and in reading rooms;
2. providing access to electronic resources;
3. fulfilling bibliographic and factual inquiries;
4. organizing reference and information services (including online, via LMS, and by mail).

##### 4.4. Functions related to information support for educational programs:

1. preparing reports on the availability of literature for educational programs (as required for accreditation);
2. participating in the development of educational programs and syllabi regarding the list of literature and resources;
3. maintaining and updating the list of core and supplementary sources for disciplines.

##### 4.5. Functions related to supporting research activities:

1. assisting in the selection of sources for research articles, dissertations, and reports;
2. providing information on new acquisitions, journals, and databases;
3. interaction with the plagiarism detection system (anti-plagiarism) – subject to the existence of a relevant local regulation.

##### 4.6. Information literacy training functions:

1. conducting classes, training sessions, and consultations on information retrieval, working with electronic resources and databases;
2. preparing instructional materials and user guides.

#### **5. Information support for educational programs**

5.1. The availability of literature and information resources for educational programs is one of the key quality criteria and is considered during internal and external accreditation.

5.2. For each educational program, the Library, in collaboration with the departments and program directors, ensures:

1. the availability of basic course literature for each discipline (in print and/or electronic form);
2. the availability of supplementary literature, reference books, atlases, manuals, and monographs;
3. access to specialized electronic resources (databases, journals, clinical reference guides, etc.).

5.3. Collection coverage standards (number of copies per student, minimum number of primary sources, update intervals) are established based on:

1. accreditation criteria (NAAR, AOPO, etc.);
2. state standards;
3. JAIU's internal standards.

5.4. For educational programs taught in a foreign language (English-language tracks), the following are provided:

1. textbooks and study guides in English;
2. English-language electronic resources and databases.

5.5. The library prepares annually:

1. a report on the availability of resources for each educational program (upon request from the Quality Department or deans' offices);
2. proposals for updating the collection, taking into account changes in curricula and student demographics.

#### **6. Electronic Resources and Remote Access**

6.1. The Library's electronic resources include:

1. an electronic catalog (e-catalog);

2. an electronic library (full-text textbooks, articles, and instructional materials—within the scope of license agreements);
  1. subscription databases and journals (medical, technical, economic, humanities, etc.);
  2. open educational resources (according to an agreed-upon list);
  3. integration with the eBilim LMS and other platforms (if available).
- 6.2. Procedure for accessing electronic resources:
  1. on the University’s local network (viewing, downloading within licensing restrictions);
  2. remote access (via VPN, username/password, Institutional Access) – subject to technical feasibility and license terms.
- 6.3. The Library, in collaboration with the IT Department:
  1. ensures the functionality of the electronic catalog and access to databases;
  2. updates instructions for connecting to and using electronic resources;
  3. organizes user consultations on working with electronic resources.
- 6.4. Interaction with the eBilim LMS:
  1. includes links to the library’s electronic resources in syllabi;
  2. integrating test, educational, and instructional materials via eBilim (subject to rights and licenses);
  3. using eBilim as a channel to inform users about new acquisitions and resources.

## **7. User Services. Rights and Responsibilities**

- 7.1. Library users include:
  1. students in all forms of study;
  2. faculty, research staff, and administrative staff;
  3. residents, master’s students, and doctoral students (where programs are available);
  4. other individuals—in accordance with the procedures established by the University (under separate agreements).
- 7.2. User rights:
  1. to use the Library’s collections in the reading rooms;
  2. to borrow materials for temporary use (within the established time limits and rules);
  3. to use the Library’s electronic resources in accordance with established procedures;
  4. receive guidance on information retrieval and working with resources;
  5. participate in surveys and submit suggestions for improving the Library’s operations.
- 7.3. User Responsibilities:
  1. treat printed and electronic resources and equipment with care;
  2. comply with the Library Rules (Appendix 1);
  3. return materials by the due date;
  4. not to transfer borrowed materials to other persons;
  5. comply with copyright and licensing regulations when using electronic resources.
- 7.4. The library has the right to:
  1. set the terms and conditions for using the collections;
  2. impose fines/penalties for late returns (if provided for by local regulations);
  3. temporarily restrict service to users who violate the rules.

## **8. Acquisition, Cataloging, and Weeding of the Collection**

- 8.1. Collection development is carried out:
  1. based on requests from departments and faculties, coordinated with the Academic and Information Department and the heads of educational programs;
  2. taking into account the development priorities of educational programs and research areas;
  3. taking into account budgetary limits and extrabudgetary funds.
- 8.2. Priority in procurement:
  1. literature on educational programs undergoing or preparing for accreditation;
  2. English-language and contemporary sources (no older than 5–7 years, unless otherwise required by the subject matter);
  3. electronic versions (if available).
- 8.3. The collection is accounted for in accordance with established procedures (inventory books, electronic catalog, lists of acquisitions).
- 8.4. The removal of dilapidated, obsolete, and lost literature is carried out on the basis of acts approved by the University administration, in compliance with applicable regulatory requirements.

## **9. Interaction with university departments and external organizations**

9.1. The library cooperates with:

1. faculties, departments, and the Academic Affairs Office (AAO) – on issues related to the provision of educational programs, procurement planning, and updating literature lists;
2. the Internal Monitoring and Quality Department—regarding the preparation of supporting materials for accreditation (certificates, lists of resources, etc.);
3. the IT department – regarding support for and access to electronic resources;
4. the editorial boards of JAIU’s scientific journals—regarding the distribution and indexing of publications.

9.2. External cooperation:

1. participation in interlibrary loan programs and networks of academic libraries;
2. contracts with suppliers of books, electronic resources, and databases;
3. participation in projects on information exchange and the development of electronic libraries.

**10. Monitoring the quality of library and information services**

10.1. The library monitors:

1. the availability of literature for educational programs (by subject area);
2. the use of print and electronic resources (statistics on circulation, visits, and database queries);
3. user satisfaction (surveys, questionnaires).

10.2. Monitoring results are submitted to:

1. the Rector’s Office;
2. the Quality Council;
3. to the deans’ offices and departments—at least once a year or upon request (for the preparation of self-reports and accreditation).

10.3. Based on the monitoring results, the following are developed:

1. plans for updating the collection;
2. proposals for revising the reading lists in educational programs and syllabi;
3. measures to improve the efficiency of resource use (training sessions, guidelines, changes to access policies).

**11. Funding and Logistical Support**

11.1. The Library’s activities are funded by:

1. funds from the Founder and the University budget;
2. funds from revenue-generating activities (if any);
3. grants and other sources not prohibited by law.

11.2. Logistical support includes:

1. reading room and circulation desk facilities;
2. furniture, equipment, computers, and communication devices;
3. software for the electronic catalog, databases, and plagiarism detection (if available);
4. access to the Internet and the University’s internal network.

**12. Final Provisions**

12.1. These Regulations are approved by the Rector of JAIU and enter into force upon signing.

12.2. All amendments and additions to these Regulations shall be made in accordance with established procedures and approved by order of the Rector.

12.3. These Regulations may be presented in Russian, Kyrgyz, and English. In the event of any discrepancies, the version specified in the Charter of JAIU shall prevail.

## **Appendices**

**Appendix 1.** Library Rules (hours of operation, registration procedures, checkout procedures, loan periods, fines, conduct in the reading room).

**Appendix 2.** Form for a report on the availability of literature for the educational program (for accreditation).

**Appendix 3.** Standard form for a department's request to purchase literature.

**Appendix 4.** List of major electronic resources and databases available at JAIU (with indication of the educational program profile).

**Appendix 5.** Regulations for working with electronic resources and user access rights.

## **Appendix 1.**

### **Regulations on the Library and Information Support of JAIU**

#### **1. General Provisions**

1.1. These Rules for Using the Library of Jalal-Abad International University (hereinafter referred to as the Library, the University) govern the procedure for accessing library and information resources, the rights and obligations of users, as well as liability for violations of the rules.

1.2. These Rules are binding on all Library users: students, residents, master's students, doctoral students, faculty members, researchers, and administrative staff.

1.3. The Library provides services to users in accordance with the operating hours approved by the University Rector.

#### **2. Library Registration Procedure**

2.1. Users are registered upon presentation of an identity document and a student/employee ID card.

2.2. International students may be required to present immigration documents (if necessary).

2.3. Upon registration, the user confirms that they have read these Rules and consents to the processing of personal data to the extent necessary for record-keeping.

2.4. Each user is assigned a registration number (or their student ID number/employee ID number is used).

#### **3. User Rights**

The user has the right to:

3.1. Use the Library's collections in the reading rooms free of charge.

3.2. Borrow documents on loan (external and interlibrary) for temporary use for the established periods.

3.3. Use the electronic catalog and electronic resources available to the University in accordance with applicable licenses and regulations.

3.4. Receive reference and bibliographic assistance in searching for literature and information.

3.5. Participate in surveys and submit suggestions for improving the Library's operations.

#### **4. User Responsibilities**

The user is obligated to:

4.1. Treat all items in the collection with care: do not make notes or underline text, do not tear or fold pages, and do not damage covers.

4.2. Maintain quiet and order in the Library premises; do not use mobile phones on speakerphone.

4.3. Check coats and large bags into the coat check (if required).

4.4. Return documents by the due date or renew them in a timely manner (in person, by phone, or via online services, if available).

4.5. Do not transfer documents issued under a subscription to other persons.

4.6. Comply with the rules for using electronic resources: do not share logins/passwords, do not violate license terms, and do not engage in mass unauthorized downloading.

4.7. Immediately notify Library staff of any loss or damage to a document.

#### **5. Rules for Using the Subscription Service and Reading Rooms**

##### **5.1. Borrowing:**

5.1.1. Textbooks are generally checked out for a semester or academic year in accordance with established guidelines (the number of copies per student per course).

5.1.2. Scholarly, reference, and instructional materials may be checked out for a shorter period (up to 15–30 days) with the possibility of renewal.

5.1.3. Reference publications, single copies, and particularly valuable publications are generally not available for loan.

##### **5.2. Reading Rooms:**

5.2.1. The user registers the received materials with the librarian on duty.

5.2.2. Materials from the reading room may not be taken home, except in cases determined by the Library administration (e.g., overnight or on weekends).

5.2.3. Before leaving the reading room, the user must return all borrowed materials to the librarian on duty.

#### **6. User Responsibility**

6.1. The user is financially liable for the loss or damage of materials borrowed for use.

6.2. In the event of loss or damage to a document, the user is required to:

1. replace it with an identical copy; or

2. in consultation with the Library, with an equivalent document; or

3. compensate for the damage in an amount determined by the University's local regulations.
- 6.3. For failure to return documents by the due date, the Library has the right to:
  1. suspend the user's borrowing privileges until the debt is settled;
  2. apply measures provided for by the University's local regulations (fines, restrictions on access to electronic resources, etc.).
- 6.4. For gross violations of the Rules (intentional damage to documents, theft, systematic disciplinary violations), the Library has the right to:
  1. temporarily or permanently restrict the user's access to its services;
  2. notify the dean's office or the head of the relevant department to take disciplinary action.

## Appendix 2

### Form for a Report on the Availability of Literature for an Educational Program

#### Appendix 2 to the Regulations on the Library and Information Support JAIU

This form is used for self-reporting, accreditation, and internal monitoring.

#### JALAL-ABAD INTERNATIONAL UNIVERSITY

Library

#### REPORT on the availability of literature for the educational program

Educational Program: “ \_\_\_\_\_ ”

Program Code: \_\_\_\_\_

Level:  Bachelor’s  Specialist  Master’s  Other

Faculty: \_\_\_\_\_

Language of instruction: \_\_\_\_\_

Academic year: 20 / 20

Total number of students in the educational program: \_\_\_\_\_

#### 1. Availability of basic textbooks for the program’s disciplines

No.	Subject (according to the curriculum)	Number of students in the subject	Title of basic textbook/manual	Author (s)	Year of publication	Language	Format (print/electronic)	Number of copies/licenses	Availability (copies/student)*
1									
2									
...									

\* When using electronic resources, it is permissible to indicate “number of licenses” / “institutional access,” with an explanation in the notes.

#### 2. Additional literature and electronic resources for the educational program

No.	Resource type	Name of resource / database / journal	Profile (discipline / module)	Access level (local/remote)	Note (license, subscription period)
1	Electronic textbook				
2	Database				
...					

### 3. Final assessment of educational program resources

Required reading (for core courses):

- Meets requirements (availability meets or exceeds standards)
- requires partial updating
- insufficient coverage (specify problematic disciplines)

Electronic resources:

- access to relevant resources is provided
- list/subscriptions need to be expanded

Person responsible for preparing this report:

Librarian / Library Director: \_\_\_\_\_ /Full Name, Signature/

“\_” \_\_\_\_\_ 20

Approved by:

Head of the Educational Program: \_\_\_\_\_ /Full Name, Signature/

Dean of the Faculty: \_\_\_\_\_ /Full Name, Signature/

## Appendix 3

### Standard form for a department's request to purchase literature

#### JALAL-ABAD INTERNATIONAL UNIVERSITY

Department: \_\_\_\_\_

#### APPLICATION for the purchase of educational and scientific literature for the library collection

Academic Year: 20\_\_ / 20\_\_

N o.	Author (s)	Fu ll titl e	Year of publicat ion	Publis her	Type of publicati on (textboo k, workboo k, monogra ph, etc.)	Langu age	Progra m / discipli nes for which it is being purcha sed	Priority (high/medium /low)	Recommen ded number of copies
1									
2									
...									

Justification for the request (briefly: program accreditation, update to the State Educational Standard, new course, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Head of Department: \_\_\_\_\_ /Full Name, Signature/ “\_\_\_” \_\_\_\_\_ 20

Approved by:

Head of the Educational Program: \_\_\_\_\_ /Full Name, Signature/

Dean of the Faculty: \_\_\_\_\_ /Full Name, Signature/

Library Stamp:

Accepted for review: yes / no (underline as appropriate)

Comments: \_\_\_\_\_

Library Director: \_\_\_\_\_ /Full Name, Signature/ “\_\_\_” \_\_\_\_\_ 20

## Appendix 4

### List of Major Electronic Resources and Databases

#### Appendix 4 to the Regulations on the Library and Information Services JAIU

#### LIST of major electronic resources and databases available to JAIU users

No.	Resource/Platform Name	Resource type (EBS, database, reference system, LMS, etc.)	Profile (medicine, IT, economics, etc.)	Access level (on-campus / remote / open access)	Brief description / purpose
1	LMS "eBilim"	LMS / internal educational platform	All academic programs	On-campus + remote (via login/password)	Online courses, syllabi, tests, teaching materials
2	Complete Anatomy (3D platform)	Digital 3D atlas / simulation resource	Anatomy, morphological disciplines	License (institutional)	3D models, layer-by-layer anatomy, preparation for practical sessions and OSCE
3	ClinicalKey Student (Elsevier)	Electronic library and reference system	Clinical disciplines, "General Medicine"	License (institutional)	Textbooks, atlases, clinical guidelines, videos
4	PubMed	Database of medical and biological articles (abstracts)	Medicine, biology	Open access	Search for scientific articles, reviews, and clinical studies
5	eLibrary / other EBS (if available)	Electronic library system	Multidisciplinary	License (institutional)	Educational and scientific publications, journals, collections
6	WHO IRIS, WHO websites, etc.	Open resources and repositories	Public health, hygiene	Open access	Guidelines, protocols, reports, standards
7	[Other University Resources]				

If necessary, specialized IT resources, economic databases, legal systems, etc., can also be added here.

Person responsible for maintaining the list:

Library Director: \_\_\_\_\_ /Full Name, Signature/

Date the list was updated: “\_\_” \_\_\_\_\_ 20



## **Appendix 5**

### **Regulations for Working with Electronic Resources and Access Rights**

#### **Appendix 5 to the Regulations on the Library and Information Services JAIU**

### **1. General Provisions**

1.1. These Regulations define the procedure for granting access to electronic resources, the rules for using logins and passwords, the responsibilities of users, and the consequences for violating the terms of use of electronic resources provided by JAIU.

1.2. Electronic resources include: electronic libraries, databases, journals, reference systems, educational platforms, subscription-based and open-access resources.

### **2. Provision of Access to Electronic Resources**

2.1. Access to electronic resources is provided:

1. from the University's local network (on-campus access);
2. remotely (via username/password, VPN, Institutional Access) – if such access is available under the agreement/license.

2.2. Login credentials (usernames/passwords) for subscription resources:

1. are generated and distributed by the Library in collaboration with the IT Department;
2. are provided to users personally (via corporate email, personal account in the LMS, etc.);
3. may not be disclosed to third parties.

2.3. Distribution of access rights:

1. students – access to educational and some research resources;
2. Faculty and research staff – extended access (educational, research, and reference resources);
3. Administrative staff – access as needed (administrative, legal, and methodological information).

### **3. Rules for Using Electronic Resources**

Users are prohibited from:

- 3.1. Share their usernames and passwords with third parties.
- 3.2. Download documents in bulk (in volumes that violate licensing restrictions and/or result in IP address blocking).
- 3.3. Use resources for commercial purposes, violate copyrights, or breach the terms of license agreements.
- 3.4. Modify the software or attempt to circumvent technical protection measures.

The user is required to:

- 3.5. Use electronic resources only for educational, scientific, and professional purposes within the scope of activities at the University.
- 3.6. Comply with the requirements of Kyrgyz legislation regarding copyright and the protection of personal data.

3.7. Report to the Library/IT Department any instances of resource unavailability or suspicious activity in their account.

## **4. Responsibilities of the Library and IT Department**

### 4.1. The Library:

1. informs users about available electronic resources and access conditions;
2. organizes training for users on how to use the resources;
3. monitors the use of resources within the scope of its authority;
4. interacts with vendors regarding resource performance.

### 4.2. IT Department:

1. ensures the technical availability of resources (network infrastructure, VPN, IP access configuration, etc.);
2. takes measures to protect against unauthorized access;
3. participates in monitoring suspicious activity (mass downloads, violations).

## **5. Monitoring and Responsibility**

### 5.1. The Library and IT Department monitor:

1. the volume of use of subscription resources;
2. instances of access being blocked by providers (due to violations of terms of use).

### 5.2. If violations by users are detected:

1. access for the specific user may be temporarily restricted;
2. the information is forwarded to the Dean's Office / the user's immediate supervisor;
3. disciplinary measures may be applied in accordance with the University's local regulations.

5.3. In the event of systematic violations leading to the blocking of resources for the entire University, the administration reserves the right to review the access policy and tighten the rules (up to and including the denial of personal remote access).

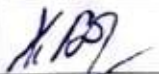
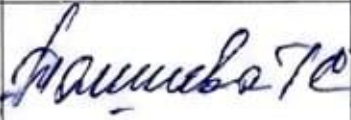







# CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition: 1000

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## APPROVAL SHEET

No	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

