



SDU SCIENTIFIC LIBRARY

DIGEST

AUGUST - NOVEMBER 2020

LIBRARY REGULATIONS AND POLICIES

In the first weeks of work, the Turnitin policy was written by new staff of Library.

The policy was passed review and approved by head staffs.



Library Policy



Library Use Policy



Collection Development Policy



Library Committee Policy

All policies are available on the official website of the SDU:

sdu.edu.kz/library-new
pms.edu.edu.kz

Purpose:

This Regulation aims to provide rules for the use of the Scientific Library of the University named after Suleyman Demirel (hereinafter - the University) (hereinafter - the Library) and to regulate the general procedure for the organization of services.

This rule applies to the library staff and library readers of the University and applies only to these groups.

LIBRARY STAFF

PERSONAL RECRUITMENT AND SELECTION:



CATALOGING

In library, cataloging is the process of creating metadata representing information resources, such as books, sound recordings, etc. Cataloging provides information such as creator names, titles, and subject terms that describe resources, typically through the creation of bibliographic records.

The Reader's Service Desk is responsible for overseeing the physical preparations of new materials for circulation, fulfilling interlibrary loan requests including book club sets, etc. This position is also responsible for identifying and interpreting user needs; providing library and database assistance services to readers directly, or online.

READER'S SERVICE DESK

SELECTION CRITERIA:

- IELTS - 7.5 and more
- NU Alumni Graduates
- Bachelor and Master Degrees



RESEARCH SUPPORT

STAFF DIRECTORY



DIRECTOR

AKBOPE SIKINBAYEVA

MSc. in Educational Leadership: Higher Education, Nazarbayev University

SPECIALIST

KUMISSAY HAMITOVA

Kazakh State Women's Pedagogical University,
Faculty of History and Library



EXPERT

AIGERIM ABZALKHANOVA

BSc. in Mathematics,
Nazarbayev University



EXPERT

ARRAY TLEKEYEVA

MSc. in Educational Leadership: Higher Education, Nazarbayev University



SUBJECT LIBRARIANS

In the Distance Education Learning, the Subject Librarians provide the following online services:

For Instructors:

- Acceptance of applications from Instructor for the purchase of the literature;
- Consultation through the email in finding specific materials and necessary resources for the course;
- Supporting instructors' courses by conducting online training for students (via Webex platform or in the recorded format) during the lecture or after the class.

For Students:

- Consultation through the email in finding specific materials and necessary resources for the course.
- Conducting online training for students (via Webex platform or in the recorded format).

**Faculty of Engineering
and Natural Sciences**

.....

**Faculty of Law and Social
Sciences**

.....

Email of SL:
aigerim.abzalkhanova
@sdu.edu.kz

.....

SDU Business School

.....

**Faculty of Education and
Humanities Sciences**

.....

Email of SL:
aray.tlekeyeva
@sdu.edu.kz

.....

**Centre for Multidisciplinary
Education**

.....

Department of Science

.....

Email of SL:
akbope.sikinbayeva
@sdu.edu.kz

.....

ONLINE TRAINING



LIBRARY ORIENTATION SESSIONS:

Staff of SDU Scientific Library has conducted online training for students and professors in the first weeks of study, during the orientation session.

The languages of presentations were English and Kazakh. The information about the library itself, about its services and working hours were provided during the session.

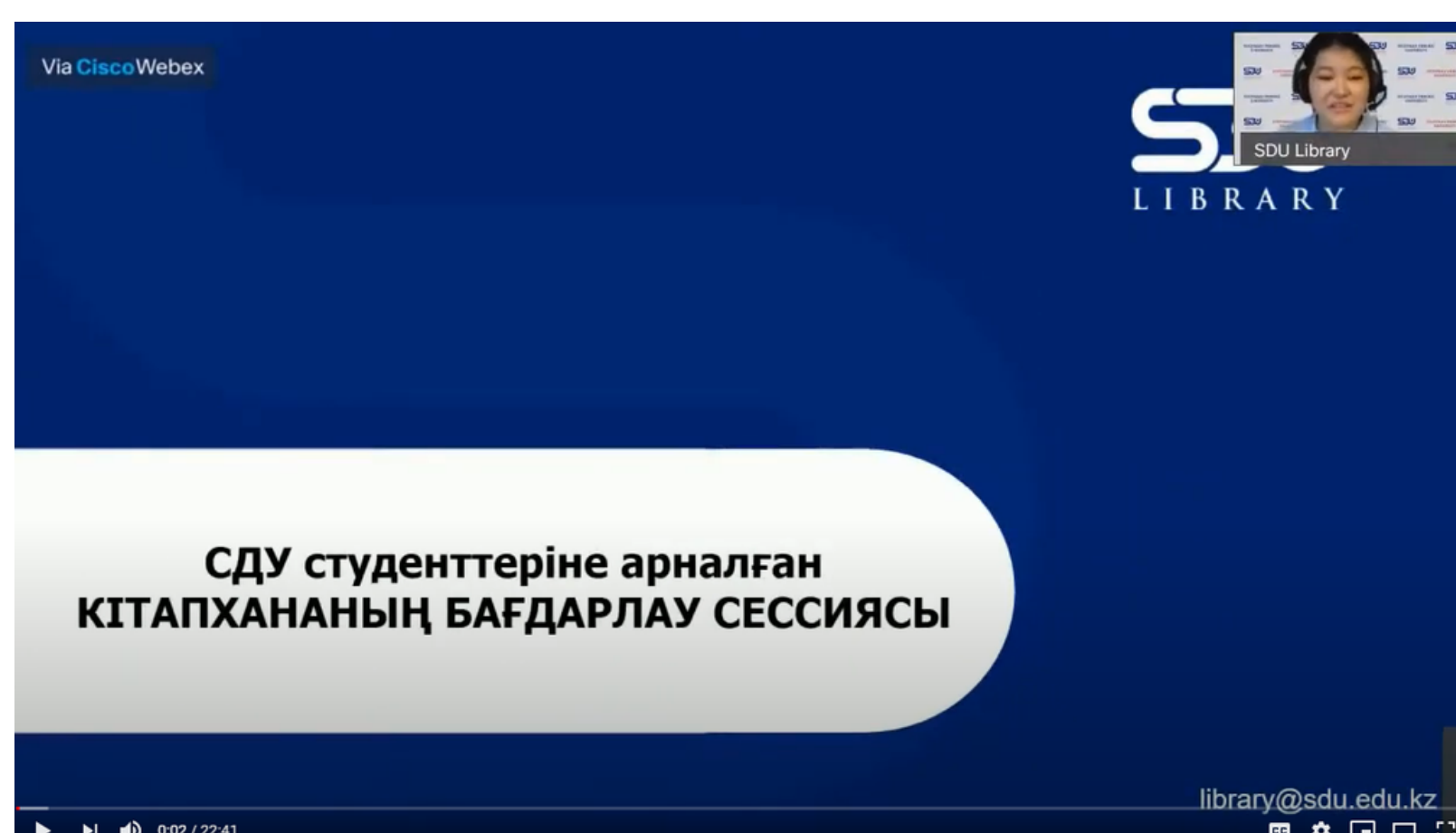


Figure1. Orientation session presentation in Kazakh

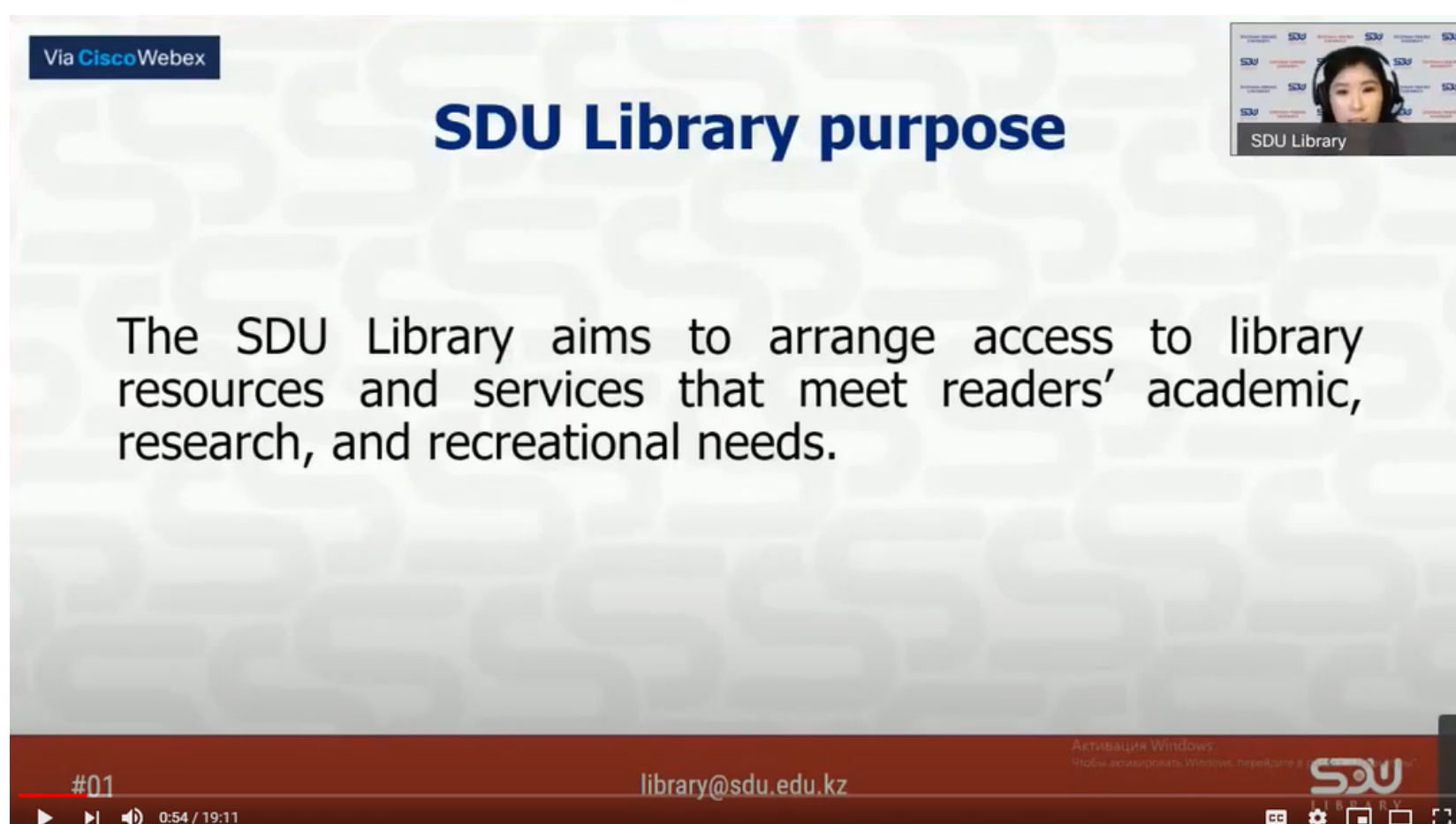


Figure1. Orientation session presentation in English

WEEK OF ONLINE TRAINING

DATE: October 12-16, 2020

Webex platform

TOPICS OF ONLINE SESSIONS:

- Turnitin Platform at SDU;
- Plagiarism and how to avoid it;
- SDU Databases and how to use them;
- Citation Styles;
- Effective email communication;
- Professional Letter Writing;
- How to write a research paper, part 1-3.



WEEK OF ONLINE TRAINING

Topic: Turnitin platform at SDU

Date and time: October 13, 2020 at 5 pm

Webex Platform



AIGERIM ABZALKHANOVA

Expert of Scientific Library

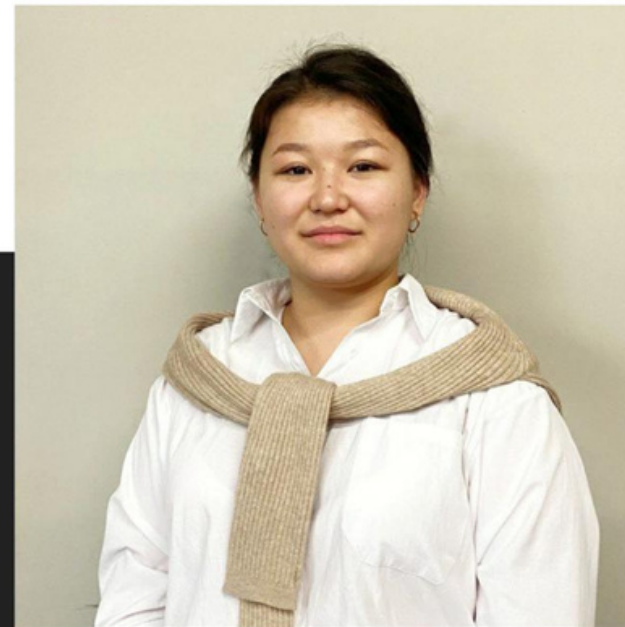


WEEK OF ONLINE TRAINING

Topic: Databases and how to use them

Date and time: October 14, 2020 at 5 pm

Webex Platform



ARAY TLEKEYEVA

Expert of Scientific Library

During the 'Week of Online Training', 9 online sessions were held by speakers.

Number of participants for one week was about 320.

Each online training was recorded, uploaded to the Library YouTube Channel and sent by email.

GUEST SPEAKERS

The special guests for the 'Week of Online Training' were invited.



DUSHON SHAMATOV

An associate professor of Graduate
School of Education
at Nazarbayev University



YELIZAVETA KAMILOVA

An expert-manager at
Nazarbayev University Library,
Master of Library Science

Meet your English Support teacher..

Hi, my name is Leila Francisco. I am from Semey, East Kazakhstan. I am an 8th grade English Teacher in Central California USA.

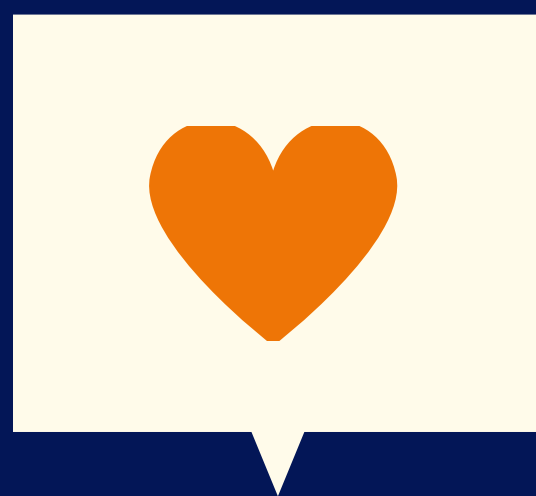
My education: Bachelor of Foreign Language Teaching and Master of International Relations. (KIMEP University)

Professional experience: 5 years. El Sausal Middle School.

LEILA SARTAYEVA-FRANCISCO

International English Teacher,
Central California USA

SDU SCIENTIFIC LIBRARY SOCIAL PROJECTS



Dear reader,

**Hello! Welcome to Social
Network Channel of SDU
Scientific Library.**

How can I help you?

**Best regards,
Your Library**

ART LIT CHALLENGE

Project 'Art Lit Challenge' involves a creative approach of awakening interest in reading books among the SDU community.

Date: October 20 - November 5, 2020



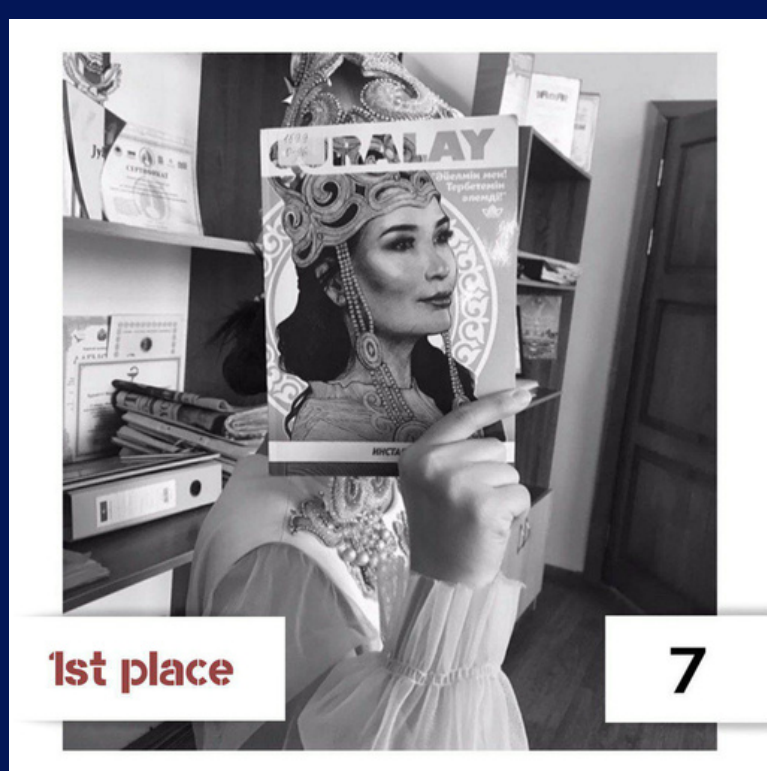
ART LIT CHALLENGE



About 20 people participated in the Art Lit Challenge.

The main idea of the challenge is to make a photo with a book cover where the face of the author, hero, popular people are imaged.

The best top 3 challenge photos were revealed. The winner was chosen by voting system through the Instagram social network of SDU Library.



TOIGAZINA AKNIYET

Peagogical Faculty
Master Degree student



MARZHAN ATYGAYEVA

Translationa Studies
1st year student



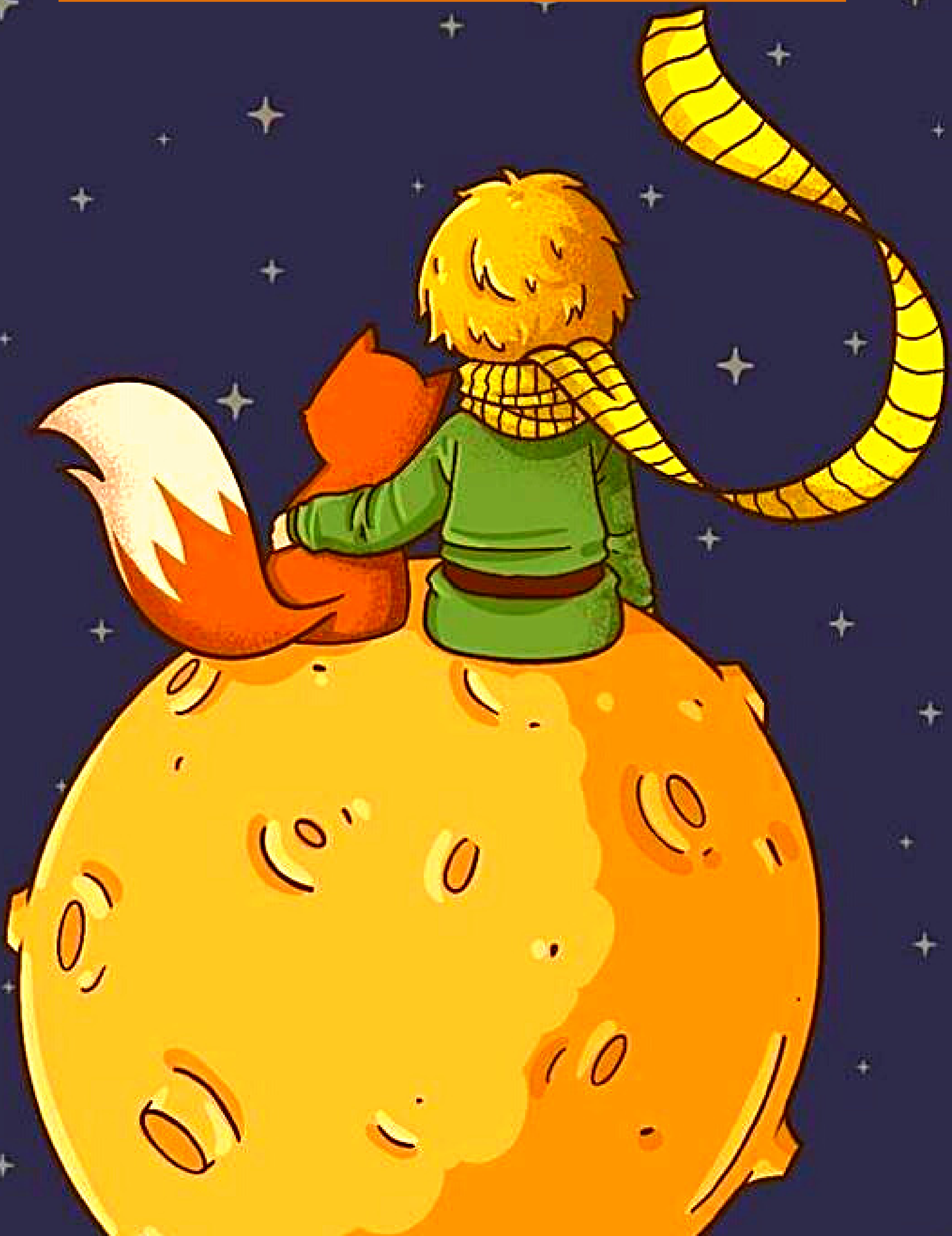
DASTAN ALTAY

Faculty of Law and
Social Sciences
1st year student

BOOK CLUB

Purpose:

- Improve English skills;
- Engage students in networking with other students;
- Strengthen reader's creative and critical thinking;
- Share ideas and analyze;
- Enable to connect, learn something new and give back.



CHOSEN BOOK

To choose the book for reading among the participants, the survey was taken through the social networks.

As a result, the readers chose the book "The Little Prince", which was leading in terms of the collected votes.

The pdf format of the book was shared in Telegram Channel of SDU Library (@sdu_library).

WINNERS

Book: The Little Prince

SDU
LIBRARY



Book Club



SHAKHZAD ASSYM

The most active member



AINUR RSALINA

The best critical point

DATABASES



SUBSCRIBE



SDU Scientific Library has the E-resources in the form of subscriptions and trials.

- Users may get remote access by the registration through the university domain address (@sdu.edu.kz)



THE CURRENT DATABASES:



THE NATIONAL LICENSED DATABASES:

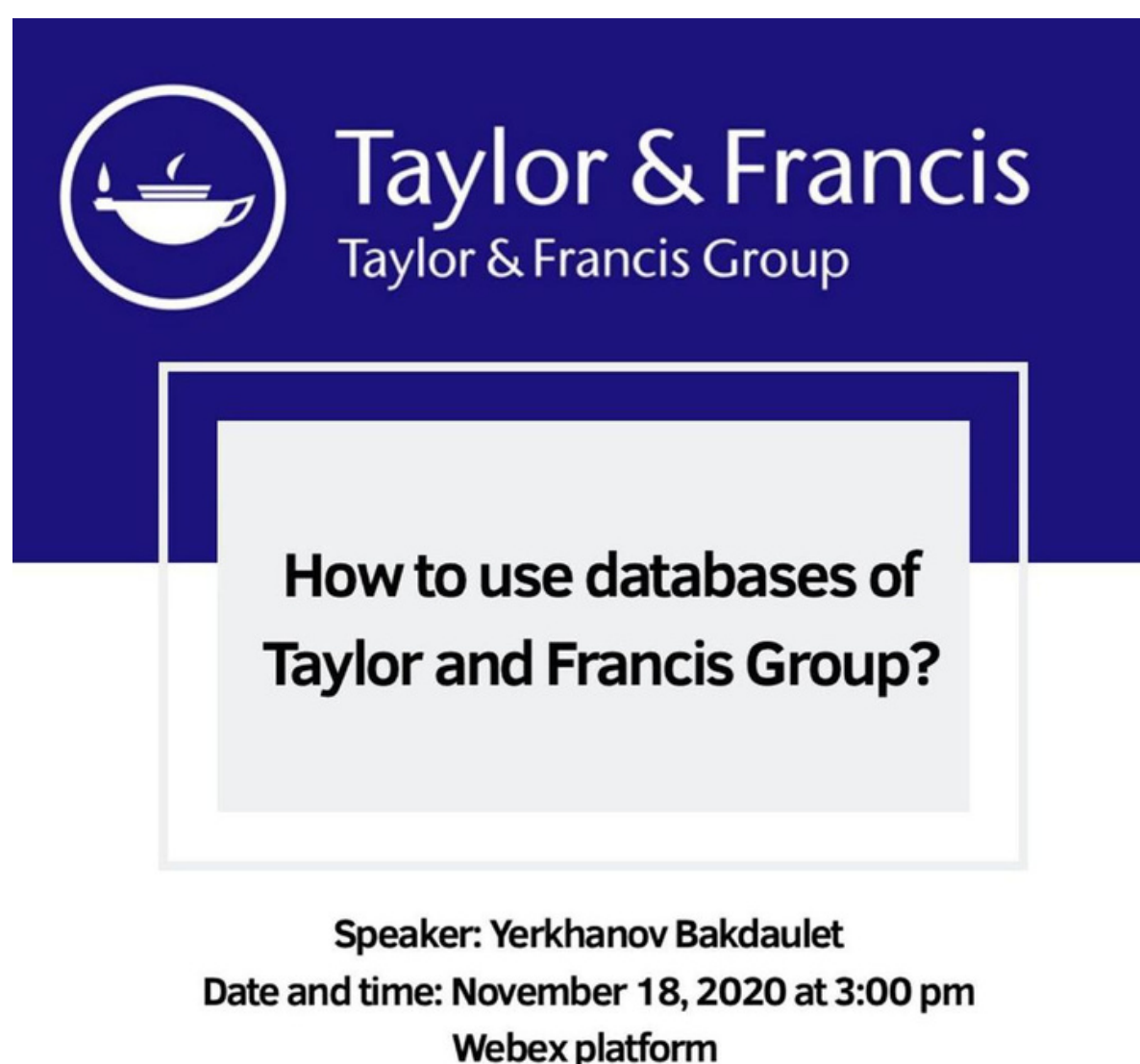
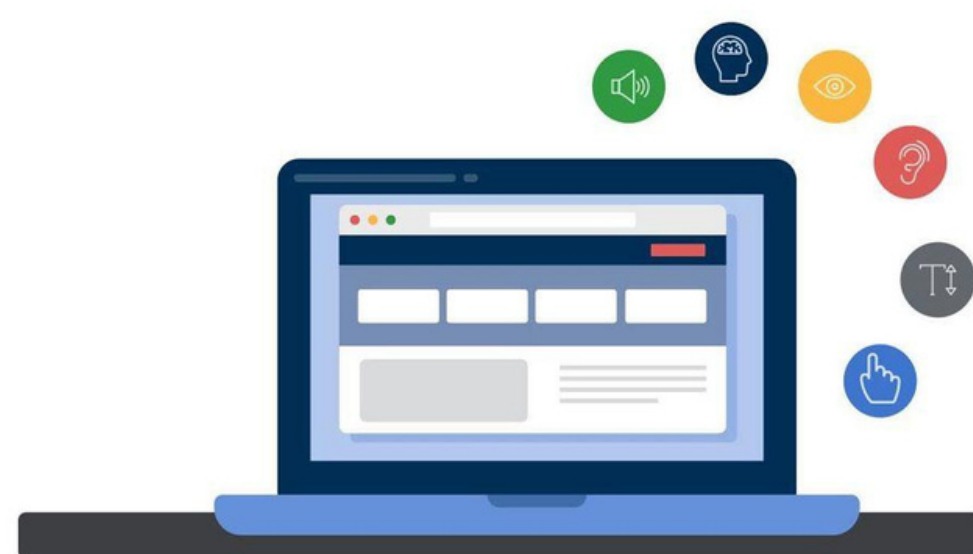


NEW SUBSCRIPTION

Starting from October 22 till December 22, 2020 at SDU Library has run trial access to Taylor&Francis databases. T&A is an international company in England that publishes books and academic journals in all major subject areas.

Website: taylorandfrancis.com

To get login and password, please write email to library@sdu.edu.kz



On November 18, 2020, the webinar "How to use databases of T&A Group" was held by guest-speaker.

On this training participants looked at the databases of e-books that SDU University has access to, also the information on how and where to find resources were considered. Moreover they dwell on the features of loading and saving books.

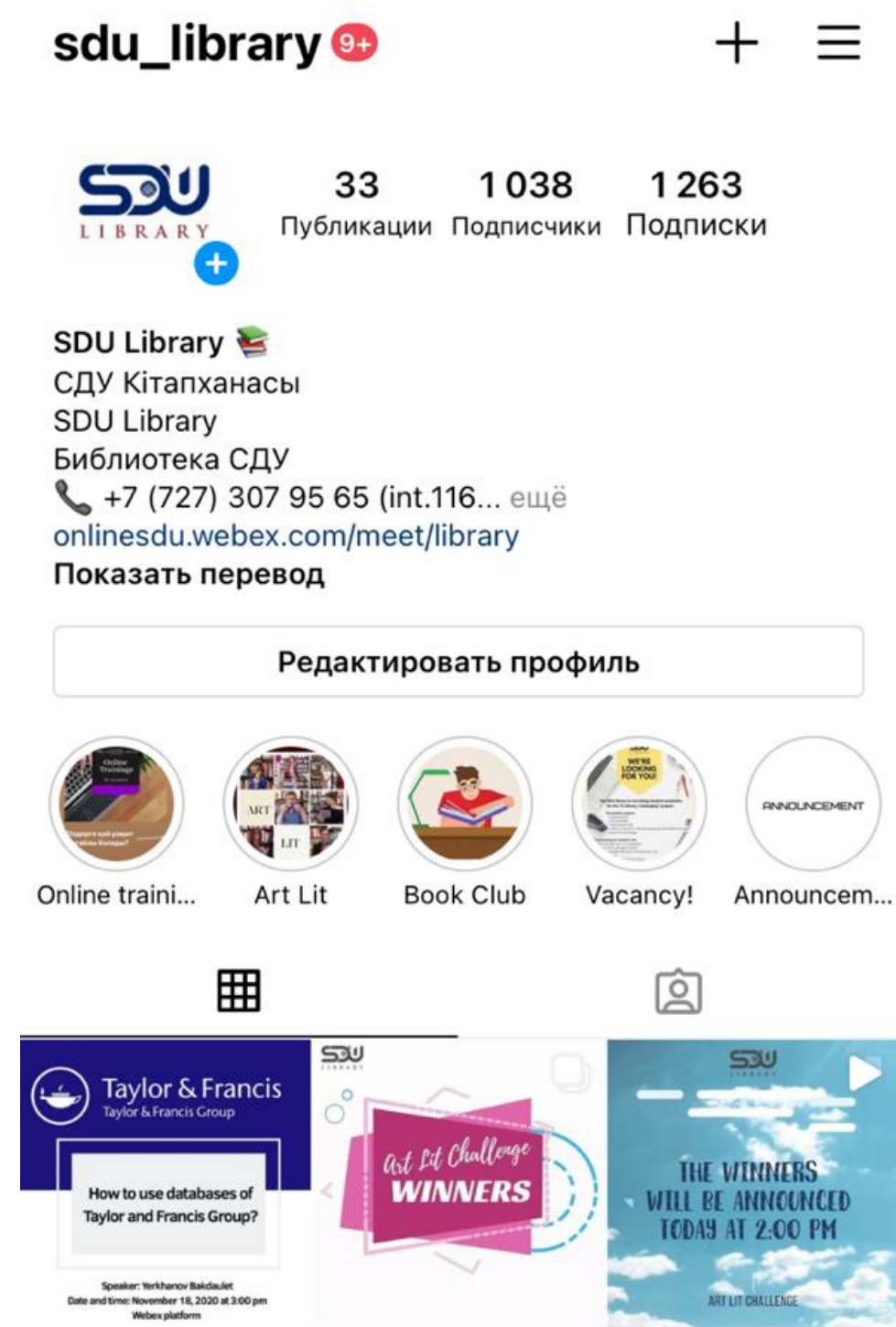
On October 22, 2020, the webinar "E-books at SDU" was held by an organizer of EBSCO company.

The information how to search, find and save materials from the EBSCO website was considered.

All video recordings are available on Library YouTube Channel ([sdu_library](https://www.youtube.com/channel/UCsdu_library)).



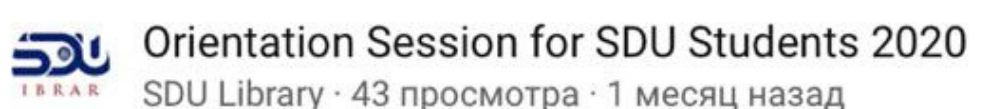
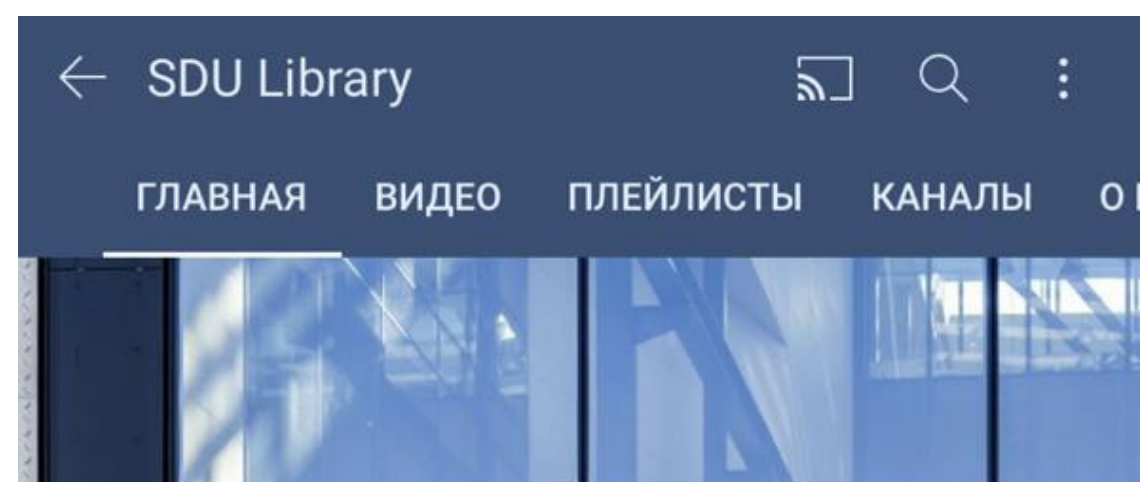
LIBRARY SOCIAL NETWORKS



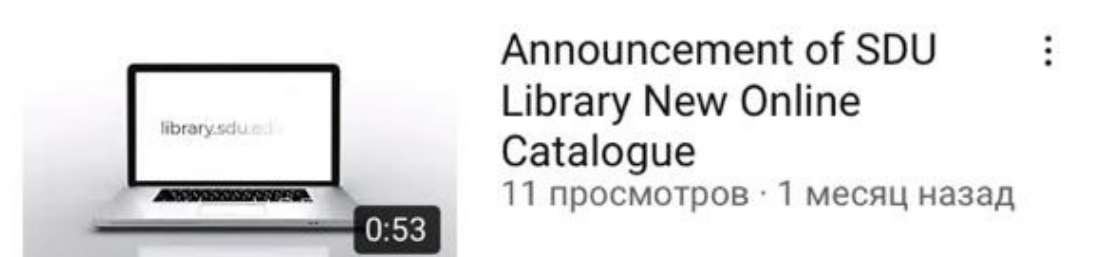
Instagram: @sdu_library



Telegram Channel: sdu_library



Все видео



YouTube Channel: sdu_library

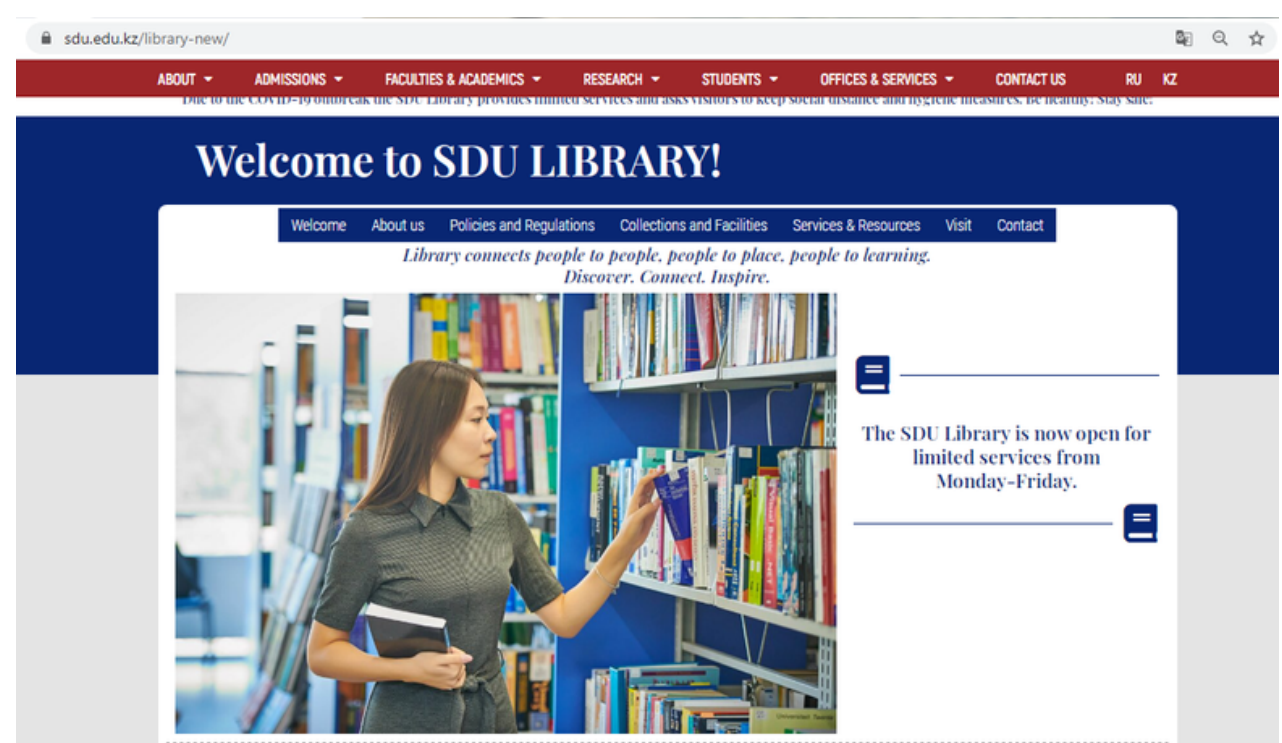
Follow us on our social networks and do not miss the news!

OFFICIAL WEBSITE

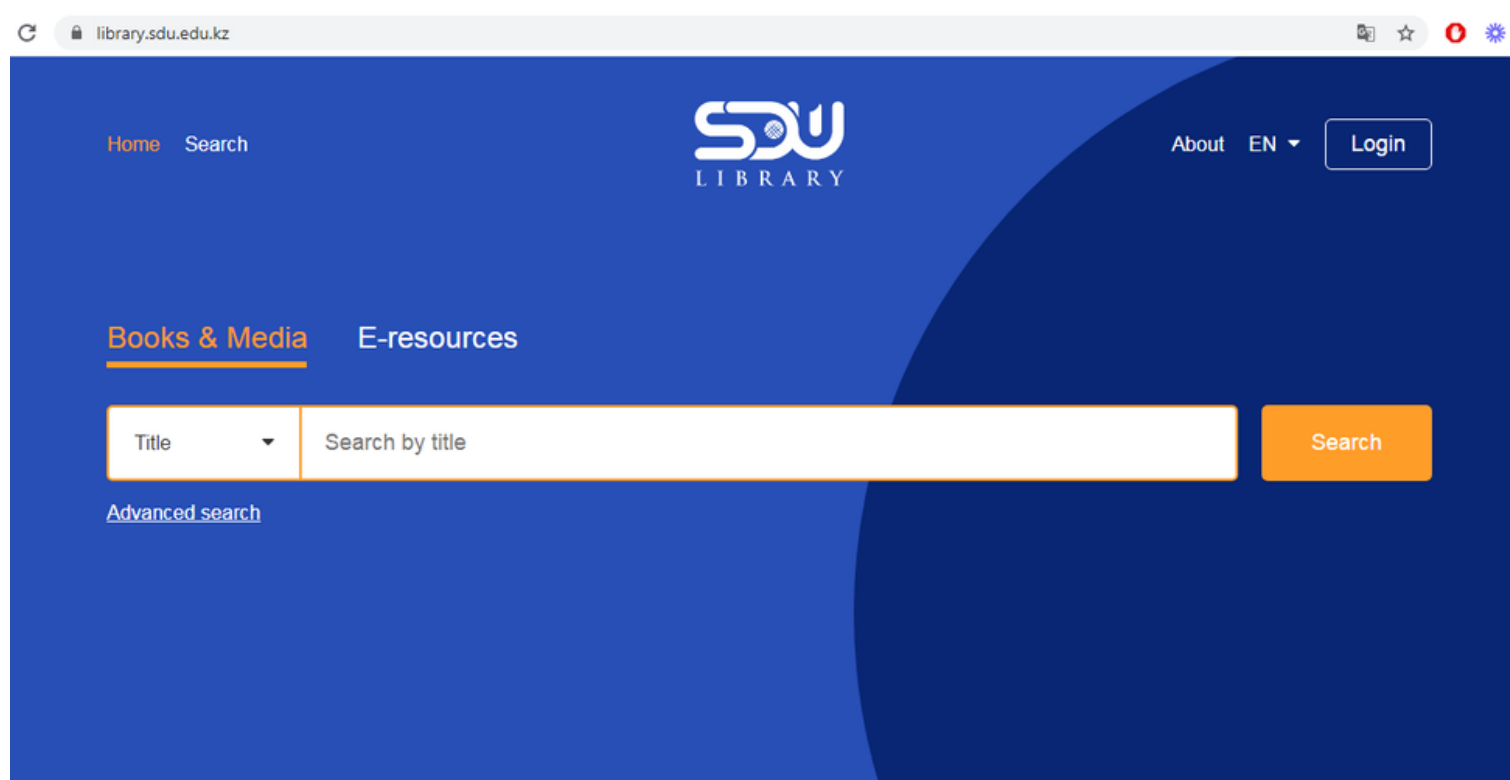


- Library web page on the official website of SDU.
- General information about Library, its services and policies are provided there.

Website:
sdu.edu.kz/library-new



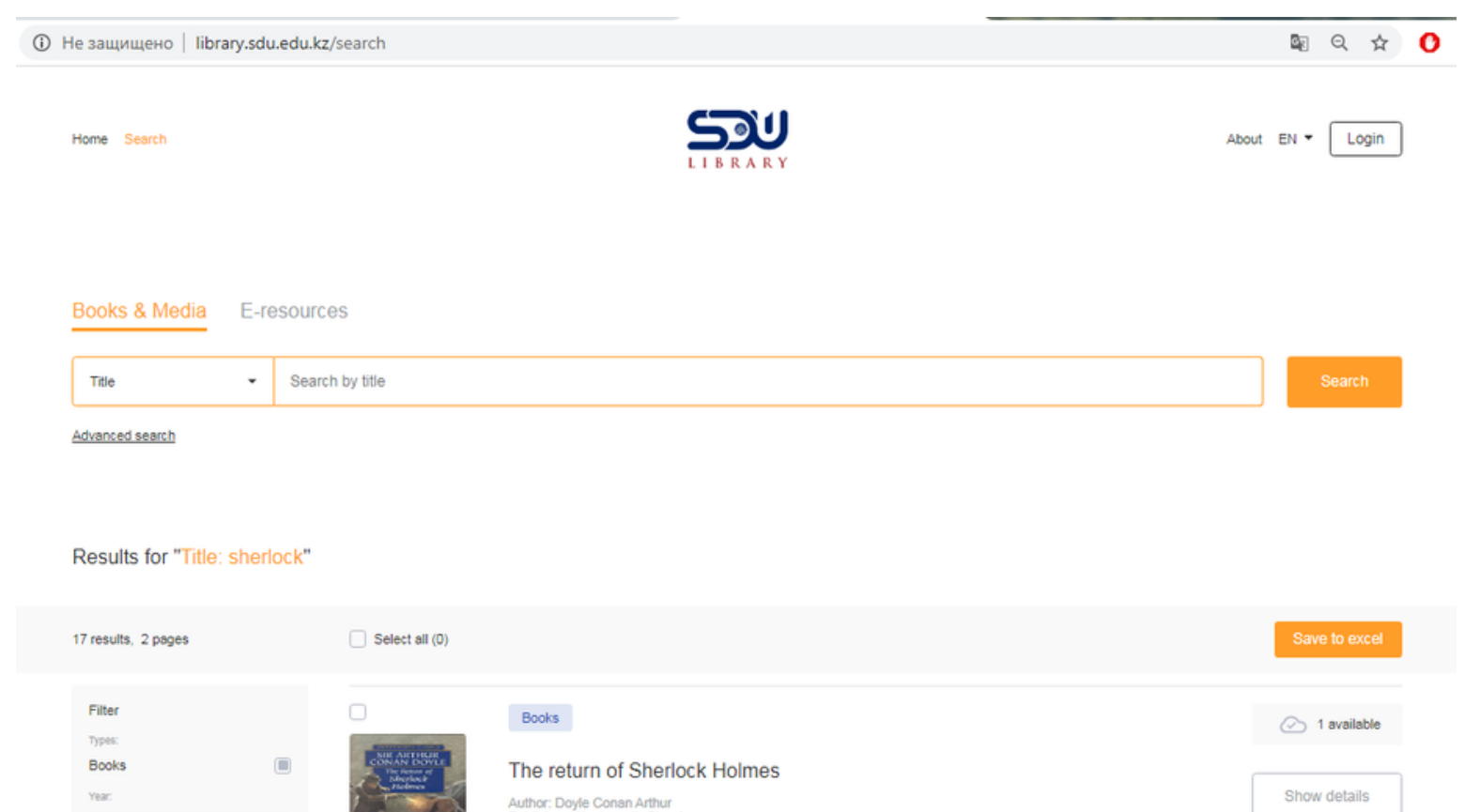
- Library Staff and SDU Automation Department as a team worked and still working on a big project. They created new official website of SDU Library , where online catalogue is available.



Website:
library.sdu.edu.kz

The website will be integrated with:

- EDS
- EZproxy
- Springshare



GENERAL FUND OF BOOKS

The SDU Library has:

- 26626 book titles (107361 copies);
- 665 electronic publications (1346 copies);
- 504 periodicals (1545 copies).

Today's library fund: 27795 titles.

- EBSCO provides 200,000 electronic books for Library users.



TEXTBOOK ORDERS

At the beginning of each semester, SDU Scientific Library sends a letter to instructors to purchase new literature for their subject.

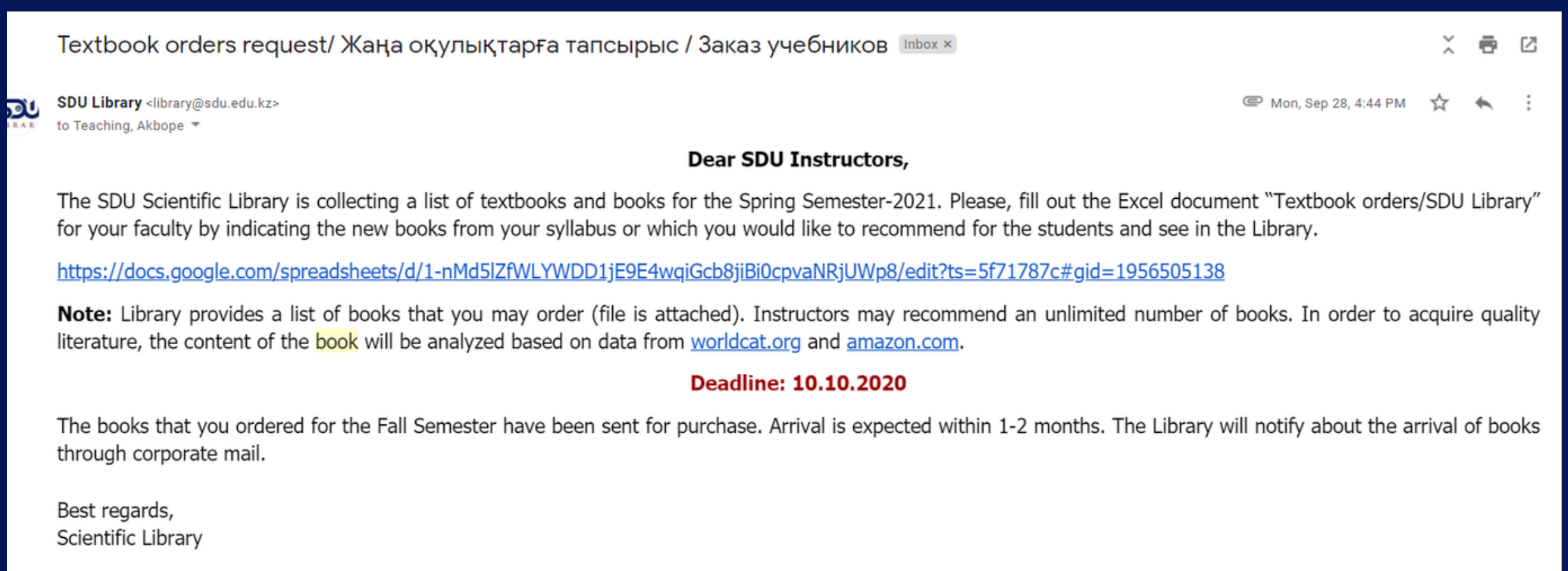
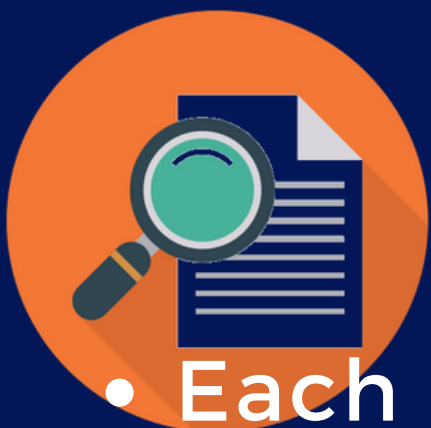


Figure 3. Textbook orders letter



- Each faculty must fill out a list of new literature for purchase in the sent excel document before the deadline.
- In total, 320 titles were requested for purchase from faculties.
- Approximately 218 titles (277 copies) were paid for purchase in this semester and have already been provided to the SDU library.
- National Translation (Ұлттық аударма) sent 30 titles of 86 copies each for the SDU Library.

CATALOGING

SDU
LIBRARY

**WE'RE
LOOKING
FOR YOU!**

**The SDU library is recruiting student assistants
for the "E-Library: Cataloging" project.**

This position requires:

- perseverance
- concentration
- data analysis skill
- ability to search for data and necessary information in English
- basic PC knowledge

We are looking for students who::

- live in Almaty and / or in Kaskelen
- study in the 2-4th year of study;
- have an average GPA score of at least 3.4 / 4.0;
- are responsible
- good command of English: IELTS 6.5.

**If you are interested in this vacancy, send your resume to
library@sdu.edu.kz**

WORKING CONDITIONS WILL BE DISCUSSED DURING THE INTERVIEW.

- SDU Scientific Library has recruited about 15 student assistants for the "E-Library Cataloging" project.
- About 10-15 students are working now.
- For one day one student should complete minimum 10 books.
- Each student works at least 4 hours per day.

LIBRARY DESIGN

2nd floor



Computer Space



Individual Space



Relax Room Space



Group Study Space



Space for study

THANK YOU
FOR BEING WITH US!