Turkey’s University with the Highest Number of Internationally Accredited Programs

57 Internationally Accredited Programs

Be Open To Development

www.gelisim.edu.tr
OUR VISION

Our vision is to be among the leading libraries of our country and the world in terms of service provided to our users.
OUR MISSION

Our mission is to provide, organize and present information resources that meet the expectations of our users and support the educational activities of the University and to develop continuously with the perspective of information literacy.

Our Team
Directorate of Library and Documentation (DLD)

A. Şenol ARMAĞAN
Head of DLD

Seher İLERİ
Deputy Head of DLD

Tuğba KÖSE
Manager of Branch Library

Uğur KAÇAN
Librarian

Sümeyye ZORBA
Librarian

Emine ŞAHİN
Librarian

Kerem BEYBEK
Librarian

Aslı G. GÜVEN
Library Officer

Melek İNANÇ
Library Officer

Tuğba KÖSE
Manager of Branch Library

Alper TÜRELİ
Library Officer
ISTANBUL GELISIM UNIVERSITY LIBRARY

--WORKING HOURS--

1. Central Library (Tower Campus, Block J)
   Weekdays: 08:30-18:30
   Saturday: 12:00-18:00

2. Library of Health Sciences (Rectorate, Block A)
   Weekdays: 08:30-21:30
   Exam Weeks: 08:30-23:00

3. Art & Engineering Library (Block C)
   Weekdays: 08:30-18:30

4. School of Foreign Languages Library (Block F)
   Weekdays: 08:30-20:30

5. Vocational School Library (Block G)
   Weekdays: 10:00-20:00

Note: During the semester break and in the summer term, all the libraries are open daily between 08.30 am and 18.30 pm.

What will we learn?

1. General Information
   What do we have?

2. Membership
   How can I become a member?

3. Borrowing Rules
   What are the borrowing rules?

4. Library Services
   What are the services in the library?

5. Catalog Search
   How to search the catalog?

6. Databases
   How do I access databases?

7. Interlibrary Loan (ILL)
   How do I request books from another institution library?

8. Plagiarism Detection Tools
   Where can I find plagiarism detection tools?

9. Open Access Repository
   Where can I archive my publications?

10. Contact
    How can I contact you?
General Information

Istanbul Gelisim University Library has been established to support educational and scientific research activities and to meet the needs of students, academic and administrative personnel for all kinds of information and documents. Our users can benefit from Library services as a member and all services are provided free of charge. Istanbul Gelisim University Library provides service in five different libraries that are Central Library, Library of Health Sciences, Art and Engineering Library, School of Foreign Languages Library and Vocational School Library in five different campuses.

The information resources of our library are structured in accordance with the departments and programs of our university and are constantly diversified. Our library contains materials in many languages. Our library catalog (list of all the library resources) is available online 24/7 through our website [http://kutuphane.gelisim.edu.tr/](http://kutuphane.gelisim.edu.tr/). Every resources in all our libraries can be scanned from a single interface. The requested publication can be obtained from in which library it is or it can be brought to your campus for you through our librarians. When our users make their proxy settings from the page [https://kddb.gelisim.edu.tr/](https://kddb.gelisim.edu.tr/) they can have continuous access our databases 24/7 outside the institution.

Qualitative and Quantitative Features:
- Friendly, solution-oriented service concept and experienced librarians,
- 5 accessible libraries in 5 campuses and more than 6,700 square meters of study area,
- Reader halls where a total of 1025 people can work at the same time and a large number of group study halls,
- More than 85,000 printed books, More than 197,000 electronic books, 25,000 electronic periodicals, subscription to 31 printed journals, and more than 11,300 printed journals, More than 4.8 million electronic theses,
- Uninterrupted access independent of time and space (24/7) to 5 reputable databases that we have subscription to, in addition 13 databases provided by the state.
- iThenticate, TURNITIN and intihal.net plagiarism screening tools,
- Wireless internet facilities and advanced computer rooms in all our libraries,
- 9,600 users and thousands of borrowed materials, as of 2018.

Meeting Information / Document Request Workflow

1) If available
   - INFORMATION / DOCUMENT REQUEST (PRINTED)
   - CHECK OPAC CATALOG
   - GO TO THE SHELF, BORROW THROUGH THE LIBRARIAN!
   - RETURN OR TAKE ADDITIONAL TIME!

2) If not available
   - INFORMATION / DOCUMENT REQUEST (ELECTRONIC)
   - CHECK OPAC CATALOG and DATABASES
   - CONTACT THE LIBRARIAN!
   - 1) ILL
   - 2) TÜBESS
   - 3) PURCHASE
   - 4) OTHER...

3) If not available
   - DOWNLOAD NOW!

[http://kutuphane.gelisim.edu.tr/](http://kutuphane.gelisim.edu.tr/)
[http://kddb.gelisim.edu.tr/](http://kddb.gelisim.edu.tr/)
Borrowing Rules

- Members of Istanbul Gelişim University (faculty, students, administrative staff) can borrow materials. Other users cannot borrow resources, but can use them within the Library.

- Only books and periodicals can be borrowed. Advisory resources such as theses, reserved publications, dictionary-encyclopedia, rare and special value works are not lent to any user except academic staff. Academic staff can only borrow these resources for a short time.

- It is mandatory to show the university ID card during the loan process.

- The borrowed resource must be returned at the latest. If the return date is not exceeded, an additional period of time may be requested.

- The borrower has all the responsibility until the loan is delivered to the library.

- At least two (2) business days must be waited for the returned material to be borrowed again by the same user.

- A daily Refund Delay Fee is calculated for each material delivered to the library after the deadline.

- Library materials (due to copyright) may not be reproduced.

Terms of Borrowing Service

<table>
<thead>
<tr>
<th>Material Type</th>
<th>User</th>
<th>Return Time</th>
<th>Additional Time</th>
<th>Maximum Number of Borrowed Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Periodicals</td>
<td>Student (Associate and undergraduate)</td>
<td>15 days</td>
<td>15 days</td>
<td>5 pieces</td>
</tr>
<tr>
<td></td>
<td>Student (Master / PhD)</td>
<td>21 days</td>
<td>21 days</td>
<td>7 pieces</td>
</tr>
<tr>
<td></td>
<td>Academic and administrative staff</td>
<td>30 days</td>
<td>30 days</td>
<td>10 units</td>
</tr>
<tr>
<td>Audio-visual and graphic resources</td>
<td>Student (Associate and undergraduate)</td>
<td>3 days</td>
<td>3 days</td>
<td>2 pieces</td>
</tr>
<tr>
<td></td>
<td>Student (Master and PhD)</td>
<td>5 days</td>
<td>5 days</td>
<td>3 pieces</td>
</tr>
<tr>
<td></td>
<td>Academic and administrative staff</td>
<td>7 days</td>
<td>7 days</td>
<td>5 pieces</td>
</tr>
</tbody>
</table>

Requests from other libraries within the scope of Interlibrary Loan (ILL):

| Books and periodicals | Requesting library | 15 days | 15 days | 3 pieces |

The students of Istanbul Gelişim University can be a member of the library with their identity cards. They are required to show ID cards during the borrowing process.
LIBRARY WEB SITE

Our Web Site

https://kddb.gelisim.edu.tr/

DIRECTORATE OF LIBRARY AND DOCUMENTATION

Announcements

https://kddb.gelisim.edu.tr/
In our library, materials are classified using the Library of Congress (LC) classification system and cataloged according to the Anglo-American Cataloging Rules. The placement system in our library is open shelf system.

The KOHA online catalog scanning system (OPAC) is available at http://kutuphane.gelisim.edu.tr/

Materials with a place number can be taken from the shelf via the KOHA catalog search system. Materials can be borrowed through librarians. Some open access resources can be downloaded directly from the OPAC system.
The Library of Congress Classification (LCC) is a system of library classification developed by the Library of Congress.
Our library has been subscribed to the **Proquest E-Book Central** academic electronic book database. In this context, around 197,000 e-books have been presented to the students, academic and administrative staff.

[https://ebookcentral.proquest.com/lib/gelisim](https://ebookcentral.proquest.com/lib/gelisim)
Subscriptions

PROQUEST Dissertations & Theses Global Database

Our library started The PROQUEST Dissertations & Theses Global Database subscription. The system includes more than 4 million master and doctorate theses. Since PROQUEST is an official collaborator of the Library of Congress, every thesis produced in the USA is automatically added to this database. In addition, it also includes other countries' theses.

https://search.proquest.com/pqdtglobal/

Subscriptions

MathSciNet

Our library subscribes to the MathSciNet database, which is the Bibliographic Database for Maths and Applications, prepared by the American Mathematical Society (AMS). In 2017, 65 universities from Turkey have subscribed to the MathSciNet database.

https://mathscinet.ams.org/mathscinet
Subscriptions
Oxford University Journals

Our library subscribed to the Oxford University Journals. Our access to 285 journals in 2019 continues uninterruptedly.

Most of the subscribed journals are indexed by SCI, SSCI or A&HCI indexes. In other words, the most prestigious journals of the world are accessible from IGU IP addresses.

https://academic.oup.com/journals

Subscriptions
JEPPSESEN Mobile FliteDeck Online Access

Our University has subscribed to the indispensable reference source of the "Flight Operations Management Program".

Mobile FliteDeck provides you with increased tactical capabilities in the cockpit through its intuitive user interface that's designed to enhance pilot workflow in either IFR or VFR conditions. Direct feedback from pilots went into our app design so you get maximum usability and minimize heads-down time. You'll also receive the latest alerts instantly, saving time on downloads.

JEPPSESEN Mobile FliteDeck Online Access

www.jeppesen.com
Our university has been subscribed to SOBIAD Citation Index. Without any user name or password, you can have unlimited access to SOBIAD from your internet network.

www.sobiad.com
Proxy Settings for Remote Access to Databases

**Proxy Settings for Google Chrome:**

- Click the Settings button in the address bar and click Options in the menu that appears.
- Go to the Advanced Options tab and click the Change proxy settings button.
- If you are using a ADSL modem or 3G modem with a USB connection: Select the connection you are using in the Dial-up and virtual private network settings box and enter the settings.
- Check the Automatically detect settings box.

- Check the Use automatic configuration script box and enter the address in the address box: `http://opac.gelisim.edu.tr:8080/proxy.pac`
- Click OK to exit.

- The user name and password to be requested in the next step are **the same as the wireless connection information** in the campuses.
Interlibrary Cooperation (ILL)

- Academic / administrative staff and doctoral students, the materials that loan can borrow all the university libraries in Turkey through our library. For this, you can contact our librarians in our campuses. (http://kits.ankos.gen.tr/)

- In addition, most of the theses that are not accessible in the Thesis Catalog of Higher Education Council (YÖK) are accessible for academic / administrative staff and doctoral students through our library (Printed form with copy fee). You can also contact our librarians in our campuses for this service. (https://www.tubess.gov.tr/ill/)
BOOKS PUBLISHED IN OUR PUBLISHING HOUSE
(68 BOOKS)
https://iguyayinlari.gelisim.edu.tr/books
Thank You For Listening to Us.

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