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ISTANBUL GELİŞİM ÜNİVERSİTESİ KÜTÜPHANE VE DOKÜMANTASYON DAİRE BAŞKANLIĞI

**Presentation:**  
Ahmet Şenol ARMAĞAN  
Head of Directorate of Library and Documentation  
[asarmagan@gelisim.edu.tr](mailto:asarmagan@gelisim.edu.tr)

[www.gelisim.edu.tr](http://www.gelisim.edu.tr)

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# LIBRARY ORIENTATION FOR ACADEMIC STAFF

2019-2020 TERM

ISTANBUL GELISIM UNIVERSITY

[www.gelisim.edu.tr](http://www.gelisim.edu.tr)

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## 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





**Alper TÜRELİ**

Library Officer

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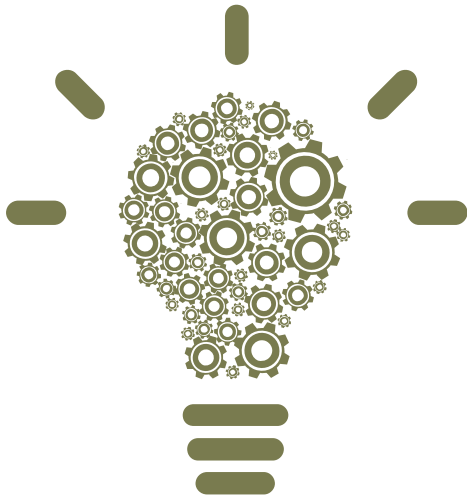
## ISTANBUL GELISIM UNIVERSITY LIBRARY --WORKING HOURS--

- 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**  
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How can I find plagiarism detection tools?
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How can I contact you?

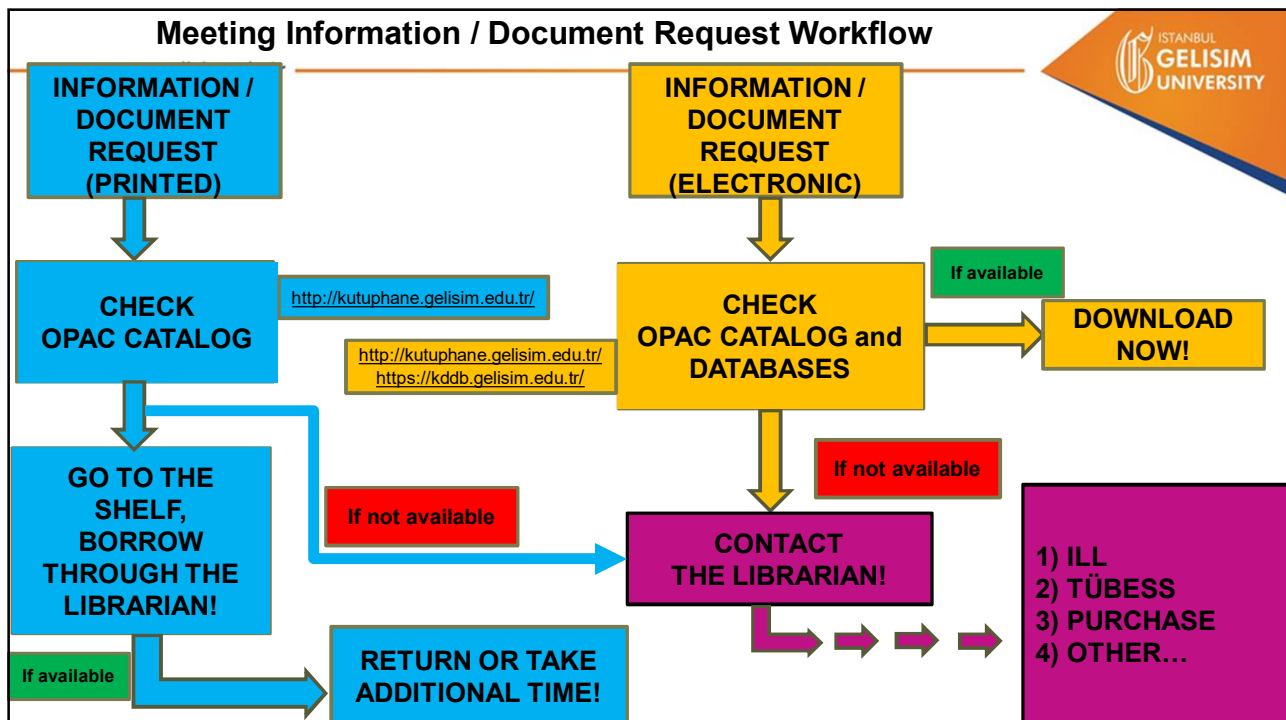
# General Information

**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/>. 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> 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.



## 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

Academic Staff Borrowing Times	Return Time	Additional Time Request	Borrowing Limit	Material Type
	30 days	30 days	10 materials	Books and Periodicals
	7 days	7 days	5 materials	Audio-Visual and Graphic Resources

**The academic staff of Istanbul Gelisim 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

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International Office

Certificate Programs

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Culture and Sports

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Important Resources

DSpace@Gelisim

Proxy Settings For Remote Access to Databases

Events of Library

TURNITIN Plagiarism Detection Tool

iThenticate Plagiarism Detection Tool

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8th Issue of IGUSABDER Published!

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64th Book From IGU Press: IGUSAGOK 2019  
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Intihal.net Unlimited Access Started!  
Intihal.net Unlimited Access Started!

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NIS
IGUSABDER 7th Issue Has Been Published!  
IGUSABDER Seventh Issue

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17th Issue of IJET Journal Has Been Published!  
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SPORTDiscus with Full Text Trial Access

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


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## DIRECTORATE OF LIBRARY AND DOCUMENTATION


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 Important Resources


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A&U IGUSAGOK 2019: I. NATIONAL STUDENT CONGR...
- 24** **IJET Journal 18th Issue Announcement!**  
TEM International Journal of Engineering Tec...
- 23** **Intihal.net Unlimited Access Started!**  
TEM Intihal.net Unlimited Access Started!
- 30** **IGUSABDER 7th Issue Has Been Published!**  
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- 25** **17th Issue of IJET Journal Has Been Published!**  
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- 24** **SPORTDiscus with Full Text Trial Access Started!**  
NIS SPORTDiscus with Full Text Trial Access

## KOHA Catalog Search

- 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.



**Catalog Search**

ISTANBUL  
**GELİSİM**  
UNIVERSITY

[www.gelisim.edu.tr](http://www.gelisim.edu.tr)

Your search returned 14 results.

1. **Kürk mantolu Madonna : roman**  
by Sabahattin Ali


Availability: Items available for loan: IGÜ MYO Kütüphanesi / IGU Vocational School Library [PL 248 .S23 K87 2010] (1).

<http://kutuphane.gelisim.edu.tr/>

**The Library of Congress Classification (LCC) is a system of library classification developed by the Library of Congress.**


ISTANBUL

# Databases



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KOHA Catalog Search




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Trial Databases



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Important Resources



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- 23
Intihal.net Unlimited Access Started!

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Intihal.net Unlimited Access Started!
- 30
IGUSABDER 7th Issue Has Been Published!

# Subscriptions

Proquest E-Book Central


ProQuest  
Ebook Central™

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>

# 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

AMERICAN MATHEMATICAL SOCIETY  
**MathSciNet**<sup>®</sup>  
**Mathematical Reviews**

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

**OXFORD**  
ACADEMIC

**OXFORD**  
UNIVERSITY PRESS

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

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

JEPPESEN 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.

JEPPESEN Mobile FliteDeck Online Access

[www.jepesen.com](http://www.jepesen.com)

# Subscriptions

SOBIAD Citation Index



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](http://www.sobiad.com)

# TUBITAK ULAKBIM EKUAL Databases



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## Proxy Settings for Remote Access to Databases




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Trial Databases



TUBITAK ULAKBIM EKUAL Databases




DSpace@Gelisim



Events of Library

Click here for proxy settings.  
Modulate the Internet browser on  
your PC as described..



Proxy Settings For Remote Access to Databases

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Intihal.net Unlimited Access Started!
- 30
**IGUSABDER 7th Issue Has Been Published!**

NIS
IGUSABDER Seventh Issue

## 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.

**Proxy Settings for Remote Access to Our Databases**

[www.gelisim.edu.tr](http://www.gelisim.edu.tr)

**ISTANBUL GELİSİM UNIVERSITY**

**Yerel Ağ (LAN) Ayarları**

Otomatik Yapılandırma  
Otomatik yapılandırma, yaptığınız ayarları değiştirebilir. Bu ayarların kullanılması için otomatik yapılandırmayı devre dışı bırakın.

Ayarları otomatik olarak algıla  
 Otomatik yapılandırma komut dosyası kullan

Adres:

Ara sunucu

Yerel ağınız için bir proxy sunucu kullanın (Bu ayarlar çevirmeli bağlantılarda ya da VPN bağlantılarda geçerli olmaz).  
Adres:  B. Nok.:  Gelmiş

Yerel adresler için proxy sunucuyu atla

**Tamam İptal**

**Yerel Ağ (LAN) Ayarları**

Yerel Ağ Ayarları çevirmeli bağlantılarda geçerli değildir. Çevirmeli ayarları için yukarıdaki Ayarlar'ı seçin.

**Yerel Ağ Ayarları**

**Tamam İptal Uygula**

**Ayarları otomatik algıla** kutusunu işaretleyin

**Otomatik yapılandırma komut dosyası kullan** kutusunu işaretleyip adres kutusuna şu adresi girin: <http://opac.gelisim.edu.tr:8080/proxy.pac>

Tamam butonuna tıklayarak çıkın.

**Sayın Kullanıcımız,**  
Yeni Proxy Sistemi için tek yapmanız gereken aşağıdaki linki buraya yapıştıp kaydedildikten sonra çıkmak. Bu bir defaya mahsus yapılacaktır ve değiştirmenize gerek yoktur. Sürekli kalabilir. İnternet bağlantınızı etkilemez.  
Dear User,  
For the new Proxy System, all you need to do is paste the link below and exit after saving. Do this once and do not need to change it. It can stay that way all the time. It does not affect your internet connection.

## 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/>)



## IGU Institutional Open Access Repository



**DSpace@Gelişim**  
institutional repository

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🏠 DSpace Home

### IGU Institutional Open Access Repository

DSpace is a digital service that collects, preserves, and distributes digital material. Repositories are important tools for preserving an organization's legacy; they facilitate digital preservation and scholarly communication. Academic resources such as books, articles, theses, reports, reports, which are produced in Istanbul Gelişim University and decided to be shared as open access are stored on our DSpace@Gelisim page. This corporate open access archive serves within the framework of the "Senate Principles of Open Access Policy of Istanbul Gelişim University". DSpace@Gelisim has international standards, respects copyrights and supports the corporate open access philosophy.

#### Communities in DSpace

Select a community to browse its collections.

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- İGÜ Araştırma Merkezleri [1]  
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<http://acikerisim.gelisim.edu.tr>

**Submit your research:**  
[acikerisim@gelisim.edu.tr](mailto:acikerisim@gelisim.edu.tr)



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## Plagiarism Detection Tools



**iThenticate** is a plagiarism detection tool that is used to scan the scientific output of users with Ph.D. and higher degrees.

**Turnitin** is a plagiarism detection tool that is used to examine the thesis and projects of the students whose faculty members conduct their own studies and consultancy.

**intihal.net** Plagiarism is a tool for plagiarism detection which is used for faculty members to examine their theses and articles.



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## IGU Library Official Social Media Accounts and Contact E-mail



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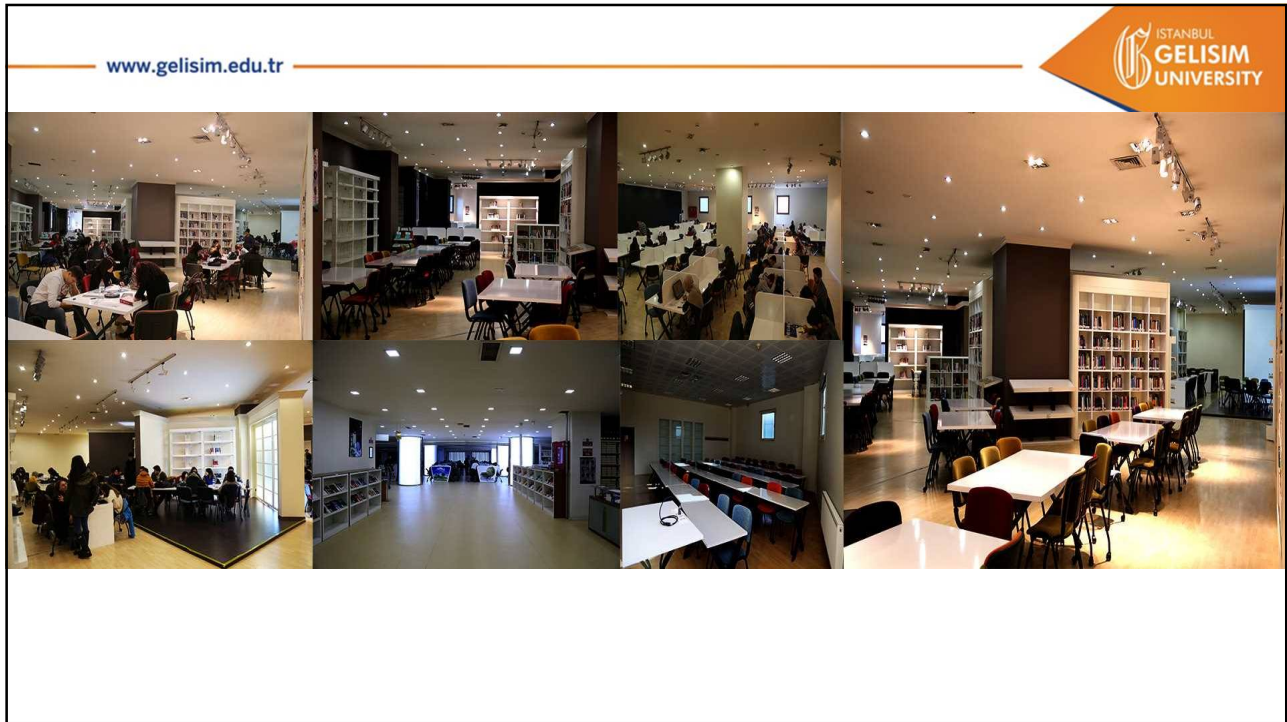
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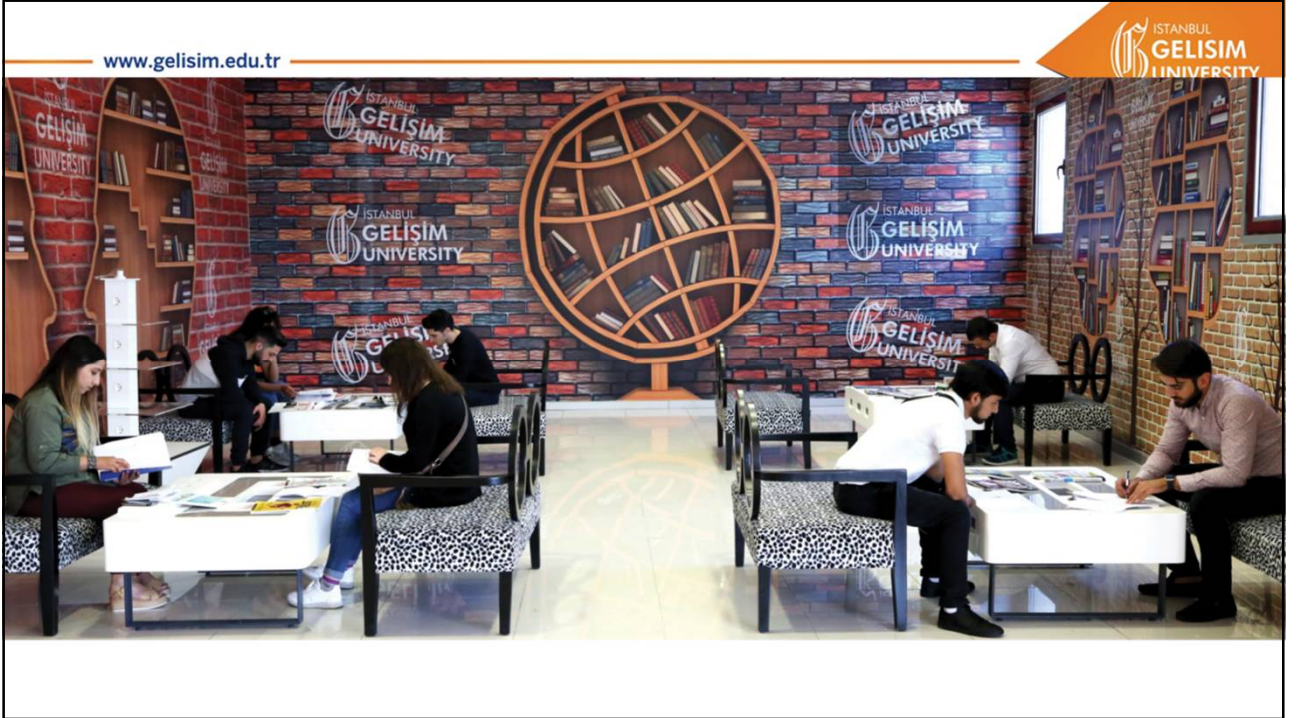


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FAQ Language

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<https://iguyayinlari.gelisim.edu.tr/books>

							
1- Bertold Brecht	2- Televizyon	3- İşletme Yönetimi-1	4- Evliya Çelebi	5- Yeni Türk Ticaret Kanunu	6- Denim Giysi	7- Batık Sanatı	8- Pazarlama İnkeleri
							
9- Dış Ticaret İşlemleri Muhasebesi	10- Pazarlama Yönetimi	11- Ekonometri	12- Yapay Zekâ	13- Bilişçaltı Reklamcılık	14- Genel ve Temel Hukuk	15- Mühendislikte Mekanik	16- Dünya Bankası
							
17- Bilişsel Bilimler	18- Lojistik	19- Bütçe ve maliye	20- Keynesyen	21- Gümrük Birliği	22- Sınır ticareti	23- Tarımsal	24- Enflasyon

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### Istanbul Gelisim University Journal of Social Sciences

ISSN 2148-4287 | e-ISSN 2148-7189 | Period Biannually | Founded: 2014 | Publisher Istanbul Gelisim University | <https://dergipark.org.tr/tr/pub/igusbd>

Istanbul Gelisim University Journal of Social Sciences (IGUSS), is an international peer-reviewed journal and will be issued biannually in April and October. Our journal is indexed by ULAKBIM TR Directory since 2015 and harvested as open access by EBSCO, OpenAIRE, PROQUEST, SOBIAD and Ulrich's. In our journal, scientific articles within the framework of the topics of ADMINISTRATIVE SCIENCES, BUSINESS, COMMUNICATION, ECONOMICS, LOGISTICS, PHILOSOPHY, POLITICAL SCIENCES, PSYCHOLOGY, PUBLIC RELATIONS, SOCIOLOGY, STATISTICS are accepted. Scientific articles with ARCHEOLOGY, ARCHITECTURE, EDUCATION, FINE ARTS, HISTORY, INFORMATION TECHNOLOGY, LAW, LINGUISTICS and LITERATURE are not accepted. There is no Article Processing Charges (APCs) or article submission charges application in our journal.

Prof. Dr. Nail ÖZTAŞ (Editor) (noztas@gelisim.edu.tr)

Onur ÖZDEMİR, PhD (Asst. Editor) (onozdemir@gelisim.edu.tr)

Viktorii DEMYDOVA, PhD (Asst. Editor) (vdemydova@gelisim.edu.tr)

Address: Istanbul Gelisim Univ., Cihangir Mh. Sehit J. K. Er Hakan Oner Sk. No:1 34310 Avclar / Istanbul / TR

Phone: +90 212 4227000 / ext. 377, 350 Fax: +90 212 4227401 E-mail: igusbd@gelisim.edu.tr

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International Journal of Engineering Technologies IJET

## International Journal of Engineering Technologies IJET

ISSN 2149-0104 | e-ISSN 2149-5262 | Period Quarterly | Founded: 2015 | Publisher Istanbul Gelisim University | https://dergipark.org.tr/pub/ijet



The **International Journal of Engineering Technologies (IJET)** seeks to stimulate and publicize knowledge of the various topics of engineering technologies. The **IJET** is a new **peer review, open source and free of charge** journal, which accepts all types of papers about engineering technologies. The journal targets to present to the international community important results of work in the fields of engineering technologies such as imagining, researching, planning, creating, testing, improving, implementing, using and asking. The journal also aims to help engineers, researchers, scientists, manufacturers, universities, institutions, industries, world agencies, societies, etc. to keep up with new developments in theory and applications and to provide alternative solutions to current multi engineering issues.

The *International Journal of Engineering Technologies* is a quarterly published journal operating an online submission and peer review system. It allows authors to submit articles online and track their progress via its web interface. The journal aims for a publication speed of **60 days** from submission until final publication.

The coverage of IJET includes the following engineering areas, but not limited to:

36.269 92.633

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