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**Presentation:**  
Ahmet Şenol ARMAĞAN  
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[www.gelisim.edu.tr](http://www.gelisim.edu.tr)



# LIBRARY ORIENTATION FOR ACADEMIC STAFF AND STUDENTS

2020-2021 TERM

ISTANBUL GELISIM UNIVERSITY

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



**Aslı G. GÜVEN**

Library and Doc.  
Officer



**Uğur KAÇAN**

Librarian



**Muhammad  
SHAHJAHAN**  
Library and Doc.  
Officer



**Alper TÜRELİ**  
Library and Doc.  
Officer



**Altuğ ATAĞ**

Librarian



**Tuğba DEMİR**

Librarian



**Sercan ALİM**

Library and Doc.  
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: 08:30-20:30

**Exam Weeks: 08:30-22:00**

3

### Art & Engineering Library (Block C)

Weekdays: 08:30-18:30

4

### School of Foreign Languages Library (Block F)

Weekdays: 08:30-18:30

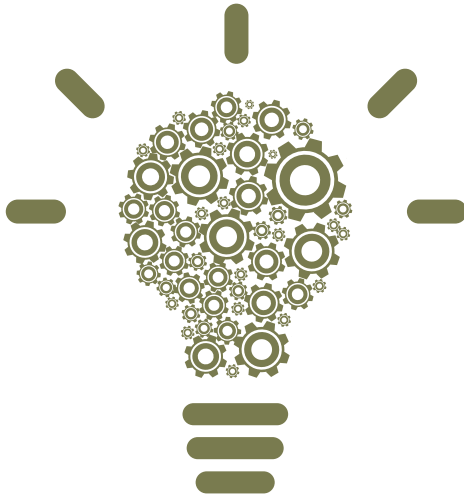
5

### 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

How can I find plagiarism detection tools?

9

### Open Access Repository

Where can I archive my publications?

10

### Contact

How can I contact you?

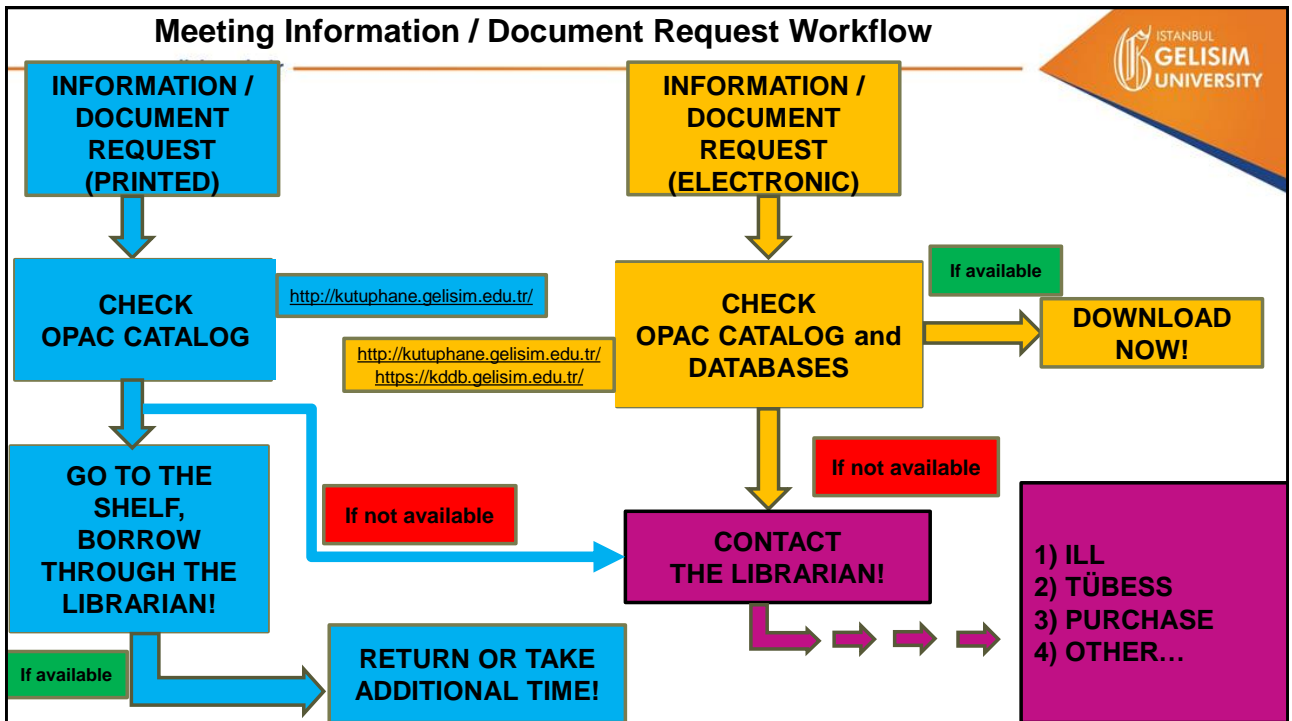
# General Information

**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/> 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 6.800 square meters of study area, • Reader halls where a total of 1141 people can work at the same time and a large number of group study halls, • More than 121.000 printed books, • More than 240.000 electronic books, • 30.000 electronic periodicals, subscription to 31 printed journals, and more than 12.000 printed journals, • More than 5 million electronic theses, • Uninterrupted access independent of time and space (24/7) to 5 reputable databases that we have subscription to, in addition 15 databases provided by the state. • **iThenticate** and **TURNITIN** plagiarism detection tools, • Wireless internet facilities and advanced computer rooms in all our libraries, • 11.000 users and thousands of borrowed materials, as of 2020.



## 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)

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.**

# Terms of Borrowing Service (Students)

Material Type	User	Return Time	Additional Time	Maximum Number of Borrowed Resources
Books and Periodicals	Student (Associate and undergraduate)	15 days	15 days	5 materials
	Student (Master / PhD)	21 days	21 days	7 materials
	Academic and administrative staff	30 days	30 days	10 materials
Audio-visual and graphic resources	Student (Associate and undergraduate)	3 days	3 days	2 materials
	Student (Master and PhD)	5 days	5 days	3 materials
	Academic and administrative staff	7 days	7 days	5 materials
<b>Requests from other libraries within the scope of Interlibrary Loan (ILL);</b>				
Books and periodicals	Requesting library	15 days	15 days	3 materials

**The administrative 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

The screenshot shows the library website with a navigation bar at the top containing links like 'OBIS', 'PERSIS', 'GBS', 'EBYS', 'OMS', 'PMS', 'GAVSIS', 'LMS', 'DSpace', 'E-Kapı', and 'IguMER'. Below the navigation bar is a banner for 'THE TIMES HIGHER EDUCATION AWARDS ASIA 2019' featuring a trophy and the text 'IGU in the final of the Oscars of Higher Education' and 'The Only University From Turkey Shortlisted 1st'. A red arrow points to the 'Library' button in the navigation menu. Other buttons include 'Prospective Student', 'International Office', 'Certificate Programs', and 'Department of Health, Culture and Sports'. There is also a 'Canlı Destek Online Chat' button.


ISTANBUL GELİŞİM ÜNİVERSİTESİ

Home Page About Us Units IGU Library TV Info Library Hour IGU Press

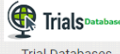
## DIRECTORATE OF LIBRARY AND DOCUMENTATION




KOHA Catalog Search




Subscriptions




Trial Databases




TUBITAK ULAKBIM EKUAL Databases




Important Resources



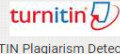
DSpace@Gelisim




Proxy Settings For Remote Access to Databases



Events of Library



TURNITIN Plagiarism Detection Tool



iThenticate Plagiarism Detection Tool

## Announcements


- 26** **8th Issue of IGU Journal of Health Sciences**  
AGU 8th issue of IGUSABDER Published!
- 8** **64th Book From IGU Press: IGUSAGOK 2019**  
AGU 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!**  
NIS IGUSABDER Seventh Issue
- 25** **17th Issue of IJET Journal Has Been Published!**  
NIS 17th Issue of IJET Journal Has Been Publ...
- 24** **SPORTDiscus with Full Text Trial Access Started!**  
NIS SPORTDiscus with Full Text Trial Access

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


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iThenticate Plagiarism Detection Tool

Access to KOHA on our Web Site

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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.

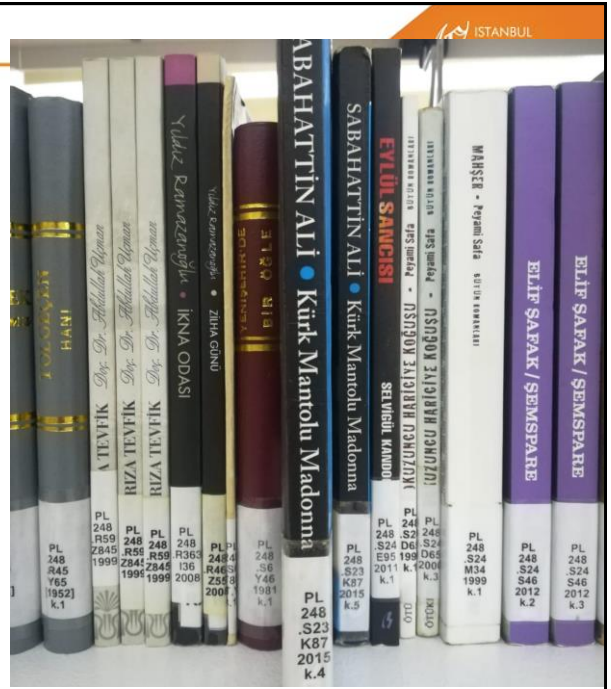
## Catalog Search

The screenshot shows the KOHA Catalog Search interface. The search results for 'Sabahattin Ali Kurk mantolu Madonna' are displayed. A callout box highlights the 'Availability' field, which indicates the item is available for loan at the IGÜ MYO Kütüphanesi / IGU Vocational School Library with the call number [PL 248 .S23 K87 2010] (1). An arrow points from the callout box to the availability information.

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

www.gelisim.edu.tr

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



# Databases



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## DIRECTORATE OF LIBRARY AND DOCUMENTATION



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TEM International Journal of Engineering Tec...

23 Intihal.net Unlimited Access Started!

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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 219.000 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 5 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 magazines 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)

# Subscriptions

AIP System

T. C.  
 Ministry of Transport and Infrastructure  
 General Directorate of State Airports  
 Authority  
 DEPARTMENT OF AIR NAVIGATION  
 AIP System

<https://ssd.dhmi.gov.tr/Sayfalar/aipturkey.aspx>

## TUBITAK ULAKBIM EKUAL Databases




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Scopus®

## Proxy Settings for Remote Access to Databases



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Events of Library

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



Proxy Settings For Remote Access to Databases

### Announcements

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AĞU
**8th Issue of IGU Journal of Health Sciences**  
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 IGUSABDER Seventh Issue


## Proxy Settings for Remote Access to Databases

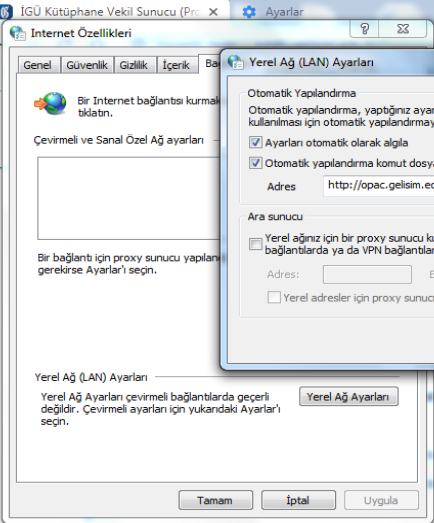
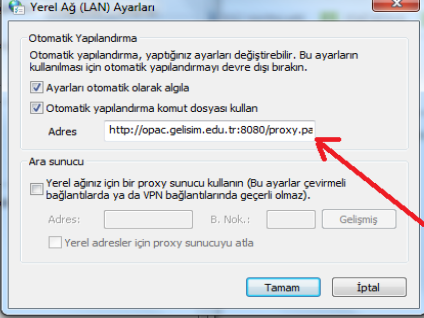
### Proxy Settings for Google Chrome:

- 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



**Sayın Kullanıcımız,**  
**Yeni Proxy Sistemi için tek yapmanız gereken aşağıdaki linki buraya yapıştırıp kaydedtikten 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.**

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: <http://opac.gelisim.edu.tr:8080/proxy.pac>

Ara sunucu

Yerel ağınız için bir proxy sunucu kullanın (Bu ayarlar çevirmeli bağlantılarda ya da VPN bağlantılarında geçerli olmaz).

Adres:  B. Nok.:  Gelişmiş

Yerel adresler için proxy sunucuyu atla

[Tamam] [İptal]

Yerel Ağ (LAN) Ayarları

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

[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.

## 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.  
[\(http://kits.ankos.gen.tr/\)](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.  
[\(https://www.tubess.gov.tr/ill/\)](https://www.tubess.gov.tr/ill/)



# IGU Institutional Open Access Repository



**DSpace@Gelişim**  
institutional repository

English ▾ Login

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.

IGU Akademik Birimleri [918]  
Academic Units of IGU

IGU Araştırma Merkezleri [1]  
Research Centers of IGU

IGU Genel Sekreterliği [23]  
General Secretariat of IGU

IGU Rektörlüğü [58]  
Rectorate of IGU

IGU Yayınları [303]  
IGU Press

Please click:

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

Submit your research:

[acikerisim@gelisim.edu.tr](mailto:acikerisim@gelisim.edu.tr)



| Policy | Guide | Contact |

DSpace@Gelisim



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Communities & Collections

By Issue Date

Authors

# 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.

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



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



igukutuphane



IGUKutuphane



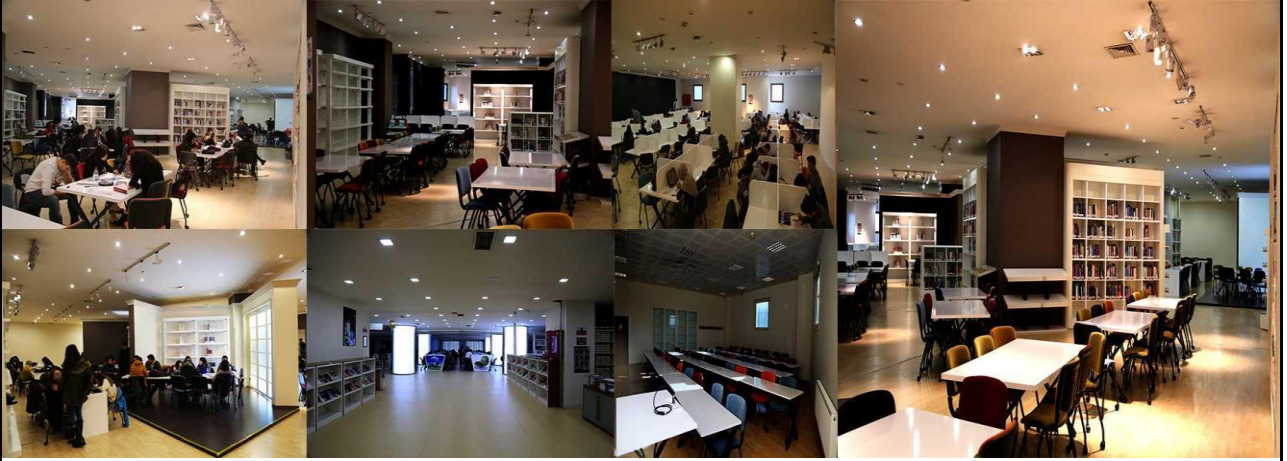
igukutuphane

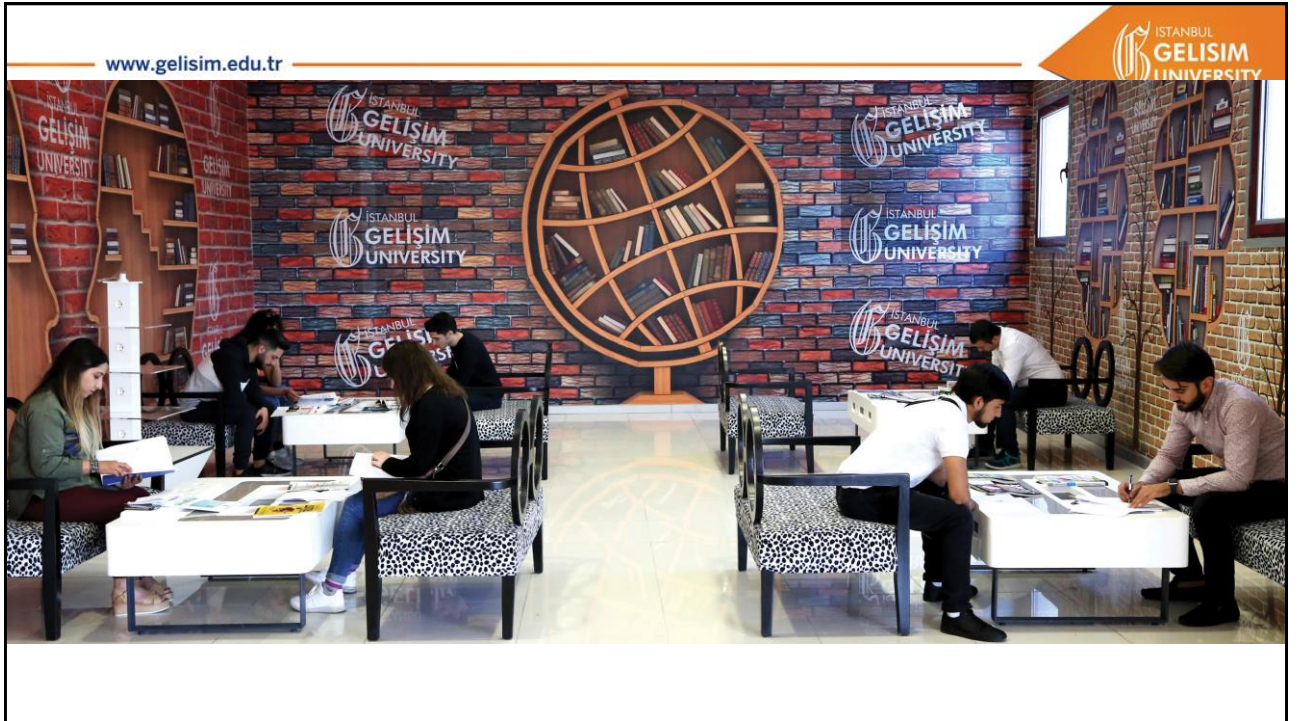
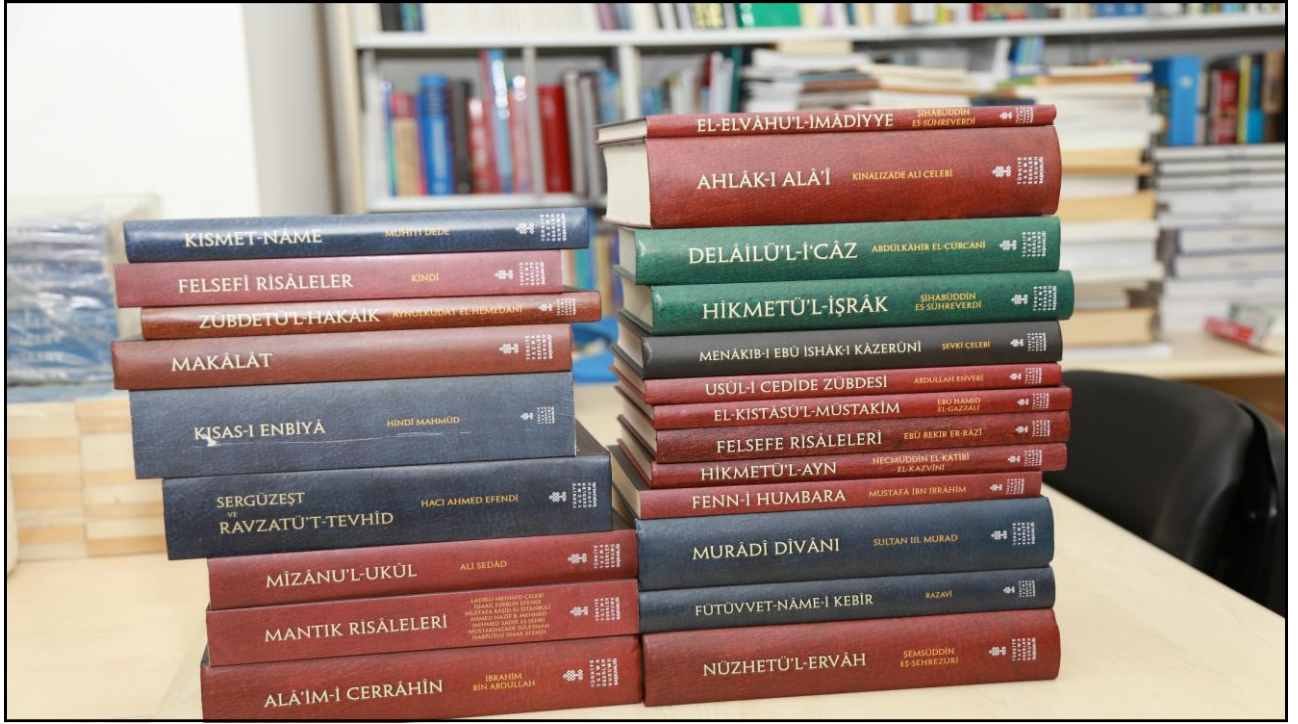


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# ISTANBUL GELISIM UNIVERSITY PRESS

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

DIRECTORATE OF LIBRARY AND DOCUMENTATION

FAQ Language



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Istanbul Gelisim University Journal of Social Sciences

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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.

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Onur ÖZDEMİR, PhD (Asst. Editor) ([onozdemir@gelisim.edu.tr](mailto:onozdemir@gelisim.edu.tr))

Viktoria DEMYDOVA, PhD (Asst. Editor) ([vdemydova@gelisim.edu.tr](mailto:vdemydova@gelisim.edu.tr))

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**Phone:** +90 212 4227000 / ext. 377, 350 **Fax:** +90 212 4227401 **E-mail:** [igusbd@gelisim.edu.tr](mailto:igusbd@gelisim.edu.tr)

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165.498

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