

ISTANBUL GELISIM UNIVERSITY

LIBRARY DIRECTIVE

Purpose

Article 1

This Directive is designed to ensure that library services are carried out properly and successfully, and to regulate the relationship between the library and its users.

Definitions

Article 2

In this Directive, the following;

University: Istanbul Gelisim University (IGU),

Library: IGU Libraries,

Department: IGU Department of Library and Documentation,

Library service: Technical work carried out in the library, as well as consultation, utilization and preservation services,

Library staff: Administrative staff responsible for the operation of the library,

Academic staff: Academic staff working full and part-time at the university,

Administrative staff: Administrative staff working full and part-time at the university,

Student: All students enrolled in the university,

User: Students enrolled in our university, academic and administrative staff and external users,

External (Guest) user: Users who are not registered at our university and cannot borrow resources,

Resource (Corpus, collection): Refers to the books, periodicals, theses, dissertations, articles, electronic, audiovisual resources, and works of rare and special value in the library's holdings.

Interlibrary Loan System: This system, which stands for Interlibrary Loan (ILL) in English, covers the lending activities between academic libraries and some school libraries within the borders of the Republic of Turkey.

Scope

Article 3

This Directive covers the procedures and principles of conducting library services in all libraries within Istanbul Gelisim University and the sanctions to be applied in case of non-compliance. The rules

apply to all campus libraries. The provisions of the Directive are binding on all persons who use the libraries as members or non-members.

Library activities are universally organized under the headings of staff, building, budget, resources (corpus / collection) and users.

Execution of Library Services

Management and Personnel

Article 4

Library services in Istanbul Gelisim University libraries are carried out by the Department of Library and Documentation. The Head of the Department is appointed by the Rectorate from among candidates with a bachelor's degree in Information and Document Management, Librarianship, Documentation and Information or Archiving with at least 5 years of experience. Candidates are preferred to have library management experience, a master's degree and foreign language skills.

The librarian staff to operate within the Department is selected from among the applicants who apply to the advertisement and graduate from the above-mentioned undergraduate fields. Those who will be assigned as auxiliary staff must be at least high school graduates. Auxiliary staff are assigned to the technical services department of the library.

Interns may be employed in the library during internship periods. Issues related to interns are decided jointly by the library management and the Rectorate.

Building

Article 5

It forms the physical structure of Istanbul Gelisim University libraries. The boundaries of this structure may be changed with the proposal of the Department and the approval of the Rectorate. No changes can be made in the building without the knowledge of the Department.

The security of the library space is primarily the responsibility of library staff, followed by university security personnel. When the library is closed, the door is kept locked and only security, not authorized personnel, has the keys.

The necessary precautions are taken by the Department and the Rectorate to prevent the library resources from being affected by factors such as humidity and sunlight and to prevent the library from being damaged by disasters such as fire, earthquake and flood.

Budget

Article 6

A library budget is created every year for the enrichment of library resources. The use of this budget is determined by the requests of the academic staff as well as the demands of the Department.

Resources (Corpus / Collection)

Article 7

The library corpus consists of all resources in the library and electronic and audiovisual materials. Corpus development activities require full coordination between the Rectorate, academic staff, publishers and the Department. The Department is responsible for the functioning of this coordination. The key points in the operation of the process are as follows:

Collection of resource requests from academic staff by the Department,

Reviewing the collected requests and creating final lists,

Creating the budgets of the finalized lists and reporting to the Rectorate,

Delivery of the ordered resources to the library and their technical processing and presentation to the user.

The process is very delicate, as the demands of the library management are decisive in addition to the purchases to be made in line with the wishes of the academic staff in the collection development activities. Issues such as the number of copies to be taken from the resources, replacement of some resources with their equivalents, Turkish-foreign language resource ratios, and the purchase of resources suitable for the departments opened and/or to be opened are discussed and decided in coordination.

Users are also involved in stretching development activities to a certain extent.

When necessary, a Library Commission may also be established to coordinate corpus development activities. This Commission is formed by the Rectorate and the Department is represented in the Commission.

User

Article 8

All students, academic and administrative staff registered at Istanbul Gelisim University are natural members of the library. Membership registrations are made electronically and they are given a membership number and password. Members can also carry out their transactions on the Internet themselves with their numbers and passwords.

Registered users can borrow resources for different periods of time and benefit from other services of the library. External users cannot become a member of the library and borrow resources. Other facilities are available.

All users who use the library as a member or non-members must comply with the Library Directive.

General Principles of Library Use

Article 9

- a) All users can use Istanbul Gelisim University libraries for library services.

- b) All users must comply with the Library Directive.
- c) No user may ask or force library staff to engage in activities contrary to the directive.
- d) It is forbidden to use cell phones, talk loudly and make noise inside the library.
- e) It is forbidden to bring food, beverages, tobacco and tobacco products into the library and to consume them inside the library. Only water bottles with lids containing water may be brought into the library.
- f) Users are responsible for protecting their personal belongings. Library staff cannot be held responsible for their theft or loss.
- g) Guest users can use the resources with permission from the Library Administration. They cannot borrow resources, they can only make photocopies.
- h) A report is kept by the library staff about those who persistently refuse to comply with the library rules and the Rectorate is informed for action to be taken.

Lending

Article 10

Resources are lent to users who are members of the library within the following rules:

- a) Only books and periodicals can be lent. Theses, reserved publications, reference resources such as dictionaries and encyclopedias, rare and special value works cannot be lent to any user other than academic staff. Academic staff can also borrow these resources for short periods of time. Other users use photocopying and other reproduction services to benefit from the resources that cannot be lent.
- b) It is compulsory to show the university ID card during the lending process. Users other than academic staff cannot borrow resources on behalf of another user. Academic staff should contact library staff personally if they wish to borrow resources through their assistants.
- c) Lending is for a specific period of time. The loaned resource must be returned on the return date at the latest. If the return date has not been exceeded, an additional return period may be requested for one time only.
- d) When deemed necessary, the Library Management has the right to request the loaned resource back without waiting for the deadline. The requested resource must be returned to the library within three (3) days at the latest.
- e) The borrower is responsible for the loaned resource until its delivery to the library.
- f) The returned resource can be borrowed again by the same user after at least two (2) business days from the date of return.
- g) Depending on the type of resource, to whom it can be lent and for how long, and the maximum number of resources that can be given to one user are shown in the table below.

Resource	User	Return Period	Additional Return Period	Maximum Number of Borrowed Resources
Books and Periodicals	Student (Associate and undergraduate)	15 days	15 days	5 pieces
	Student (Master's and PhD)	21 days	21 days	7 pieces
	Academic and administrative staff	30 days	30 days	10 pieces
Audiovisual and graphic resources	Student (Associate and undergraduate)	3 days	3 days	2 pieces
	Student (Master's and PhD)	5 days	5 days	3 pieces
	Academic and administrative staff	7 days	7 days	5 pieces
Interlibrary Loan (ILL) for requests from other libraries;				
Books and periodicals	Requesting library	15 days	15 days	3 pieces

Late Returns and Late Fees

Article 11

The user pays a Return Delay Fee for each item returned to the library after the due date.

The Return Delay Fee is calculated by multiplying the number of days delayed by the Daily Delay Fee. A fine of 50 kurus (0.50 TL) per day will be charged for overdue library resources. This fine is calculated separately for each resource based on the date of borrowing and paid to the relevant unit with the guidance of the Library Administration. If the resource has been returned, late payment penalties of less than 1 Turkish Lira will be deleted.

Academic and administrative staff will not be charged a Return Delay Fee and any penalties incurred will be deleted. They can only be asked to donate resources as a penalty.

Instead of paying the Return Delay Fee, it is also possible to donate books from the list determined by the Library Management and/or to make a collective donation. In this context,

At least 1 for fines between 1-5 TL,

At least 3 for fines between 6-10 TL

At least 5 for fines between 11-20 TL

At least 10 for fines between 21-50 TL

For fines of 51 TL and more, 20 or more resources can be donated.

Lost or Damaged Resources

Article 12

In case the borrowed resources are lost or damaged by the user;

- a) If the integrity of a library resource has been compromised (number of pages changed, binding torn, soaked, etc.) or lost, the user must provide the same or, if the same cannot be found, an equivalent. They can only pay a Resource Loss Fee to the library at the time of graduation. The Resource Loss Fee is determined by the Library Administration, taking into account postage, the current price of the resource, return delay and other costs. The user pays a Resource Damage Fee to be determined by the Library Administration for the resources that are damaged but can be repaired.
- b) Loss or damage is reported to the Rectorate by the Library Management with a report.
- c) If the loaned resource is not returned to the library within 100 (one hundred) days from the end of the return period, it is considered lost and an Inventory Loss Form is issued by the Library Administration.

Paid Use

Article 13

Upon the proposal of the Department and the approval of the Rectorate, the use of some resources for a fee may be permitted within special rules. In this case, the user pays a Resource Usage Fee to be determined by the Library Administration.

Payment of Fees

Article 14

Fees such as Resource Return Delay Fee, Resource Damage Fee, Resource Loss Fee, Resource Usage Fee, etc. are paid in cash to the relevant unit under the direction of the Library Administration as Library Debt. Receipts and receipts for payments are issued in at least two (2) copies to be kept by the library and the user. In case of any dispute, the Library records shall prevail.

Sanctions to Be Applied

Article 15

The following sanctions are applied to those who violate the provisions of the Directive:

- a) Student users with outstanding library debts will have their borrowing limit reduced to one (1) and will not be allowed to borrow more resources until payment is made.
- b) Penalties increase with non-payment and are always paid in cash.
- c) Academic (full and part-time) and administrative staff should not have resource return problems during the process of leaving their jobs. The dismissal forms of personnel with resource return problems are not signed.
- d) Graduating students must have the dismissal form signed by the library staff. Graduation documents of students with a resource return penalty will not be signed until the problem is resolved.
- e) In the event of loss or damage (irreparable loss or damage) to rare and irreplaceable resources of special value, the right to use the library will be suspended for two years. In such cases, the Resource Damage Fee or Resource Loss Fee will be specially determined. In

addition, disciplinary proceedings are initiated against those responsible and other sanctions are imposed.

- f) Library staff prepares a report against the persons concerned in case of inappropriate behavior in the library, destructive practices towards books and library resources, unauthorized removal of resources from the library without registration, deliberate repetition of loss or damage cases, and in general non-compliance with the rules specified in this Directive. The Rectorate restricts their right to use the Library for one year, opens a disciplinary investigation against them and imposes other sanctions.

Interlibrary Loan (ILL)

Article 16

The library also provides borrowing services for users from other libraries in accordance with the following rules:

- a) Istanbul Gelisim University academic and administrative staff and PhD students benefit from this service.
- b) There is no charge for ILL services other than postage. Users of this service only pay for postage.
- c) The return and additional return periods of the borrowed book are determined according to the rules of the other library.
- d) The request for additional return period shall be made no later than three (3) days before the return period expires.
- e) In cases of failure to return on time, loss or damage, the rules of the other library apply in addition to the relevant provisions of this Directive.
- f) ILL requests from other libraries are subject to the rules specified in the Directive.

Enforcement

Article 17

This directive was adopted and entered into force in accordance with the decision numbered 4 taken at the meeting of Istanbul Gelisim University Senate dated 15.02.2012 and numbered 2012/3 and the directive adopted at the meeting of Istanbul Gelisim Vocational College Board dated 05.03.2009 and numbered 4 was repealed.

Execution

Article 18

This directive is executed by the Rector of Istanbul Gelisim University.