



REPUBLIC OF TURKEY
YAŞAR UNIVERSITY
Information Center Procedures and
Principles
CHAPTER ONE
Aim, Definitions

Aim

ARTICLE 1: (1) The aim of these procedures and principles is to provide users with quick and maximum access to knowledge and resources by using state of the art technology, to establish an infrastructure for learning/teaching, and scientific research and development and to provide realistic and sufficient services aimed at supplying intellectual knowledge.

Definitions

ARTICLE 2: (1) In this procedures and principles;

a) **Center:** refers to Information Center.

b) **User:** refers to the students enrolled at Yaşar University, its full-time and part-time faculty members, its administrative personnel and external member users. Users are the natural member of the center and have the right to use the resource materials and services free of charge.

c) **Resource Materials:** Includes all printed and electronic books, printed and electronic periodicals, audio-visual materials, software (Information Center automation software, software utilized in academic services, exploration tools etc.) database information sources. All information sources and documents are catalogable, storable and when needed quickly accessible resources. These resources are located in the center, ready-to-use by the students, faculty, and administrative personnel of the University and the external users.

CHAPTER TWO
General Rules of the Information Center

The Use of the Center

ARTICLE 3: (1) The rules concerning the use of the center are as follows:

a) No smoking, food or drinks are allowed in the Information Center.

b) Cell phones must be kept in silent mode. It is forbidden to speak loudly in the Information Center.

c) It is forbidden to make noise in the Information Center

ç) It is forbidden to leave unattended backpacks, bags, suitcases or personal belongings in the Information Center. The employees of the Information Center are not allowed to hold anything for anyone. The center's administration cannot be held liable for anything stolen or lost in the Information Center.

d) Information Center users may not use the equipment intended for the staff without permission and they may not change the location of the tools and equipment that belongs to the Information Center.

e) The users of the Information Center may only use audio-visual materials with headphones or earplugs. When there's a problem concerning the use of such material please seek help with the Information Center staff.

f) The Information Center users may ask for help from the Information Center personnel for their problems concerning the Information Center.

g) The users may not duplicate a printed or electronic resource registered to the Information Center in its entirety via Xerox, printing or other means.

ğ) The Information Center is open between 08.30 am and 10.00 pm on weekdays during the academic season and between 08.30 am and 06.00 pm on weekdays during the fall and summer vacations

h) The users may utilize the Information Center for studying during off hours by accepting the rules stated in this procedures and principles and filling out the application form on the center's website.

Services of the Center

ARTICLE 4: (1) Services of the Center are:

- a) Technical Services (Providing Resources, Cataloging, Classification).
- b) User Services (Lending, Lending Between Libraries (ILL), User Training)
- c) Reference Services and Faculty Support Services (Providing Textbooks, Institutional Archive, Universities of İzmir Platform, and Obtaining ISBN-ISSN)

CHAPTER THREE **Technical Services**

Providing Resources

ARTICLE 5: (1) Providing resources consist of providing printed and electronic books, printed and electronic periodicals, audio-visual materials, and electronic magazine and book databases via subscription according to the requests of the faculty and the administrative personnel.

(2) Dean's Offices and school administration's request for resources by filling out the forms prepared and announced by the center.

(3) Donated and distributed resources are selected according to their collection content and the donation policy of the center, then put to use.

Cataloging and Classification

ARTICLE 6: (1) Cataloging and Classification consist of selecting, buying or obtaining through donation or barter all Information Center materials such as books, electronic books, bound magazines, periodicals, thesis, audio-visual materials; cataloging and classifying these materials according to the contemporary scientific methods and making them available for the users.

Collection Elimination and Inventory

ARTICLE 7: (1) In time, materials may lose their original value for the Information Center. In some cases, they may be required to be removed from the collection. The elimination process is also described as "Reverse Selection"

(2) Out of these publications, the copies that are physically in good shape may be donated to institutions along with a formal listing and removed from the Information Center's collection. Publications that are physically unusable and not donatable are sent away for recycling.

(3) The conditions of the elimination are as follows:

- a) Check the last borrowing date of the book, if the date is far in the past, consider the book for elimination
- b) If there are too many unused copies of the same book, eliminate the unused copies.
- c) Eliminate the worn, dirty, drawn upon, torn, disjoined books or books with missing pages.
- ç) The year of publication is an important elimination criterion. Consider books with publication dates earlier than the year 2000 for elimination.
- d) Eliminate the older editions of the same book
- e) Lost volumes of voluminous books compromise the integrity of the book, therefore eliminate the remaining volumes
- f) A Material Selection Committee consisting of three people chosen by the Yaşar University Information Center Directorate assess and accept books, periodicals and other materials donated to the Information Center
- g) In every five (5) years, the Information Center's general inventory is updated.

CHAPTER FOUR

User Services

Lending

ARTICLE 8: (1) All students, academic and administrative staff of Yaşar University and external member users may borrow reference sources, audio-visual materials, theses, dictionaries, books and bound magazines – except unbound magazines – for the following loan periods

(2) Checkout is mandatory for all materials leaving the building. All borrowings are done with a valid University ID card.

(3) Ph.D. and Graduate students may borrow 5 books simultaneously for 21 days. If there's no waiting list for the material, they may extend the loan period twice for 15 days.

(4) Graduate and College students may borrow 3 books simultaneously for 15 days. If there's no waiting list for the material, they may extend the loan period twice for 10 days.

(5) Faculty may borrow 10 books simultaneously for 30 days. If there's no waiting list for the material, they may extend the loan period twice for 15 days.

(6) Administrative Staff members may borrow 5 books simultaneously for 21 days. If there's no waiting list for the material, they may extend the loan period twice for 15 days.

(7) External Member Users may borrow 3 books simultaneously for 21 days. If there's no waiting list for the material, they may extend the loan period once for 15 days.

Usage of non-book materials

ARTICLE 9: (1) Usage of all audio-visual materials and sheet music that is not considered books are subject to rules applied to reference sources.

(2) Audio-visual materials that cannot be borrowed, are accessible through computer labs and sheet music are accessible through reference shelves with a valid University ID.

Usage of Study Rooms and Reader Hall

ARTICLE 10: (1) Group study rooms are available weekdays during operating hours.

(2) These rooms are not available at night. Groups have priority over individuals in using Group study rooms.

(3) Room keys are available at the borrowing desk with a valid University ID submitted.

(4) The rules for study rooms are as follows:

- a) You may get the keys for study rooms from the borrowing desk at the ground floor upon surrender of a valid University ID.
 - b) Students may use the study rooms for one (1) hour.
 - c) You may reserve a room for the whole day a week in advance depending on the availability.
 - ç) The Information Center reserves the right to give the rooms to waiting students in case of no-show after fifteen (15) minutes.
 - d) Please keep the rooms clean.
 - e) No food or drinks are allowed in study rooms.
- (5) Users are required to respect the rules of reading halls as described in the general procedures and principals of the Information Center.
- (6) Please keep your cell phones in silent mode, do not make noise, and do not eat or drink in the reading hall.

Policy concerning the overdue or lost items (sources)

- ITEM 11:** (1) Borrowed sources must be returned in due time in their ready-to-use original condition.
- (2) For each overdue material, the daily fine is 2 TRY (Two Turkish Liras). Overdue exceeding 100 days are fined with an upper limit of 200 TRY (Two Hundred Turkish Liras).
- (3) If a material is lost, the member is charged with the current market value of the material, plus 50 TRY (Fifty Turkish Liras) for operational costs (cataloging, classification, labeling, magnetic taping, bounding), and overdue fines if applicable.
- (4) Fines are transmitted to the users by the Information Center, and they are collected by the Directorate of Finance.
- (5) The user must provide the payment receipts of his/her overdue and lost fines to continue to use the Information Center's services or for the approval of his/her checkout.

Lending Between Libraries (ILL)

- ARTICLE 12:** (1) ILL is a system of lending and borrowing books, theses, papers, and book sections between University Libraries.
- (2) The center acquires a publication through lending between libraries only if it is needed by the faculty and is not in the center's collection.
- (3) Basic reference books, periodicals, rare publications, and the materials frequently used by the library are excluded from lending between libraries.
- (4) When a material acquired through ILL is lost, stolen, overdue or damaged, members are fined according to the applicable rules.

Publicity of the Information Center and User Training

- ARTICLE 13:** (1) Information Center tours are available for the visitors, in which they can get information about the activities, the collection, and the rules of the center.
- (2) At the beginning of each semester, upon the request of the related faculty, the Information Center staff organize user training sessions where they give general information about the center, explain how to use the resources and equipment in the center.
- (3) Subjects covered in these training include basic catalog searching, electronic sources, library discovery services and rules and conditions concerning the use of the center.

External Membership

- ARTICLE 14:** (1) Everyone who is not a member of Yaşar University and a natural member of the center may become a member of the Information Center.
- (2) Persons who want to become a member may apply to the Directorate of Information Center with the payment receipt of the yearly membership fee and the following documents.
- (3) The membership fees are as follows. The Directorate of Information Center updates the fees every year considering the economic conditions.

- (4) Membership is for one (1) year. Membership must be renewed every year.
- (5) Following documents are required of external members:
- a) Membership form,
 - b) A signed copy of Rules of Utilization,
 - c) Xerox copy of national ID,
 - ç) 2 passport pictures,
 - d) The membership fee payment receipt,
- (6)The yearly fees are as follows:
- a) Individual members: 75 TRY
 - b) Commercial and Industrial Institutions: 250 TRY
- (7) If approved, external members are provided with a “Yaşar University Information Center Membership Card.”
- (8) The member must submit this card for every visit to the information center.

CHAPTER FIVE

Reference Services

Short-term lending

- ARTICLE 15:** (1) Reference services consist of directing the users to the Information Center’s resources and services for the efficient use of these resources.
- (2) Face-to-face, telephone or email services are available within this scope.
- (3) The faculty determines the materials to be used as reference sources. Reference sources are placed on the reference shelves.
- (4) These sources are only available for use inside the Center upon submission of a valid University ID.

CHAPTER SIX

Faculty Support Services

Providing Textbooks

- ARTICLE 16:** (1) At the beginning of each semester textbooks required by the faculty is itemized and listed by the Information Center and the supplying company.
- (2) Supplying company sells the textbooks within the campus for one (1) month, at the beginning of each semester. For the rest of the year, the supplying company supports the center by either supplying the books or directing students to another supplier.

Institutional Academic Archives

- ARTICLE 17:** (1) The purpose of the archives is to collect, store and make the scientific knowledge produced within Yaşar University accessible to the public without any obstacles (articles, papers, books/book sections, theses, projects, reports, conference statements/presentations, technical documents, data sets, banners, video recordings etc.).
- (2) The primary targets of the Institutional Archives are to increase the availability, thus the influence of the scientific knowledge produced within the Yaşar University, to document the contributions of Yaşar University to the universal body of knowledge, and to store the academic works produced within Yaşar University and make them accessible for the public.
- (3) The faculty members of Yaşar University is liable for submitting – directly or through the center – their academic works to the archives, according to the Institutional Archive Policy of Yaşar University.

Universities of Izmir Platform

ARTICLE 18: (1) By a joint decision of Universities of Izmir, an external membership form has been created by the Information Center.

(2) Through this form, all Ph.D. students and faculty members from the Universities of Izmir may use the libraries of other Universities as their own, respecting the specified rules.

ISBN-ISSN Alma

ITEM 19: (1) Information Center obtains ISBN and ISSN for printed and electronic works and periodicals published from Yaşar University Publications.

CHAPTER SEVEN

Final Provisions

Effective Date

ARTICLE 20: (1) These Procedures and Principals are effective if signed by the president of Yaşar University.

Execution

ARTICLE 21: (1) These Procedures and Principals are executed by Yaşar University Rector.

*In cases of any discrepancy, Turkish version of this document shall apply.

[Adopted on 03.11.2014](#)