

Republic of Türkiye
ISTANBUL AYDIN UNIVERSITY
LIBRARY DIRECTIVE

CHAPTER ONE
Purpose, Scope and Definitions

Purpose

ARTICLE 1 –

This Directive regulates the duties, authorities and responsibilities of Istanbul Aydın University Libraries; their operating principles; the conditions and responsibilities of users benefiting from the libraries; and coordination with other education–training units.

Scope

ARTICLE 2 –

This Directive covers the IAU Central Library and the Bahçelievler Library.

Definitions

ARTICLE 3 –

In this Directive, the following abbreviations/terms mean:

- a) University: Istanbul Aydın University,
- b) “Library”: Istanbul Aydın University Library,
- c) Rector: the Rector of Istanbul Aydın University,
- d) Rectorate: Istanbul Aydın University administration,
- e) System: the library automation system,
- f) Member: academic and administrative staff and students working/studying at IAU,
- g) User: persons benefiting from Library services and information resources, regardless of membership,
- h) Circulation Desk Unit: the location where long-term lending transactions are carried out,

- i) Exchange student: students who come to the University for a certain period through international exchange programs (such as Socrates, Erasmus),
- j) ILL (Inter Library Loan): interlibrary loan transactions,
- k) Information resources: printed (books, journals, newspapers, reports, etc.) and electronic (online databases, CD, DVD, cassette, etc.) resources in the Library collection,
- l) Transaction cost: the cost calculated for the transactions carried out in the process of acquiring information resources.

Organization and Management

ARTICLE 4 –

The Library's coordination, management and services are carried out by the following bodies:

- a) Coordination Board: consists of one faculty member or lecturer selected for two years by each IAU-affiliated unit. The Head of Department is a natural member of the Coordination Board. When necessary, it convenes under the chairmanship of the Rector or a faculty member representing the Rector.
- b) Department Headship.

Duties and authorities of the library bodies

ARTICLE 5 –

- a) Coordination Board: makes recommendations to the Department Headship regarding determining the Library's objectives and ensuring coordination between units and the library.
- b) Department Headship: determines the principles of the services to be provided by the library and ensures its operation in line with the advisory decisions of the Coordination Board; submits decisions to the Rectorate for approval; ensures execution of all library services; provides and supervises coordination between the branch libraries affiliated with the central library.

Library services

ARTICLE 6 –

- a) Collection development: procurement of printed and electronic publications—through purchase, subscription, donation and exchange—to support education–training and contribute to research, and to support users' social and cultural needs. Publication requests received from IAU members are evaluated by the Collection Development Division. In evaluating requests, the following are considered:
 - Subject of the requested publication (compatibility with IAU's education–training policy).
 - Interdisciplinary use.
 - Currency.

- Quality of the publisher.
- Proportion of the subject within the collection.
- Price.
- Language of the publication.
- Physical format (printed, electronic, microform, etc.).
- Whether the same copy already exists in IAU Libraries.
- If missing publications cannot be found within a certain period: repurchase depending on usage and demand.
- If publications are physically unusable: repurchase depending on usage and demand.
- For electronic resource subscriptions: scientific quality, subject, license terms, ease of use, and usage statistics.

As a result of the evaluation, procurement of resources decided to be acquired is carried out by the Purchasing Unit. Purchased resources are added to the library system and assigned an inventory number. Resources to be used as course materials are loaned to academic staff for a semester period.

ARTICLE 6 – (continued)

b) Technical services: all work carried out until all publications provided by the collection development division are made ready for user access. Cataloging and classification: all materials are organized according to contemporary cataloging and classification systems and made available to users.

c) User services: services offered to enable users to benefit from information resources and library services. User services are carried out by expert librarians of sufficient number and qualifications to ensure efficient delivery of these services.

1) Reference services: introducing library resources and services, providing training for efficient use, literature search services, announcements of new publications, and all work carried out for effective delivery of information and document services.

2) Lending services: ensuring and supervising the in-library and out-of-library circulation of all publications within the framework of the principles specified in this directive to meet the education–training, research, scientific activity and cultural needs of IAU members.

3) Interlibrary loan/document supply service: obtaining—by interlibrary loan or photocopy—information resources needed by IAU members that are not available in IAU Libraries. Rules regarding this service are determined separately by the Department Headship and enter into force with the Rector’s approval.

4) Training and orientation services: organizing application and internship programs for students studying in information and document management departments; in-service training programs for library staff; and user training programs for students and faculty to enable efficient use of library resources and services.

CHAPTER TWO

Library Use Conditions

Members

ARTICLE 4 –

- a) IAU academic and administrative staff, undergraduate, associate degree and graduate students are permanent members of the Library.
- b) Members are obliged to notify the library in a timely manner of changes in the information contained in the registration form.

External Membership Conditions

ARTICLE 5 –

Users who do not fall under the definition specified in Article 4(a) may benefit from library services as stated below.

IAU Library External User Membership Conditions

Users other than IAU members may become members of the library and benefit from services. There are four types of membership:

1) Membership with Borrowing Rights

The user may enter the library, benefit from services, and borrow three (3) materials to take outside the library. Only university and high school students have the right to use the library's 24/7 area. A photo membership card is issued by the library.

Documents required for membership:

- Membership form (printed or electronic).
- Photocopy of Republic of Türkiye ID card (for foreign nationals: photocopy of passport).
- Two (2) photographs.
- Invoice issued in the user's name or residence certificate.
- Annual use fee: 300 TL and a 300 TL deposit (the deposit is refunded when the member's relationship is terminated).

If the membership application is deemed appropriate by the administration, a "Member Card" is issued. Each member is deemed to have undertaken to comply with IAU Library rules. The membership card must be shown at each entry. All memberships are valid for one (1) year; renewal requires repeating the membership process.

For members:

- Users may borrow three printed materials for seven (7) days. The use period for multimedia resources is three (3) days.
- Materials designated as course resources are not loaned.
- No extension is granted for borrowed materials.
- If borrowed materials are not returned on time, a fee determined each year by library management is collected as a penalty (1 TL per day).
- The library sends a reminder message to the reader's e-mail address three (3) days before the due date.
- No new materials are loaned to users who have overdue materials.
- Replacement cards are not issued for lost cards without a newspaper notice.
- Users who do not bring their membership card cannot enter the library.
- Members are obliged to inform the library when there is a change in identity or address information.
- Members who lose borrowed resources are obliged to supply the same resource. If it cannot be procured for certain reasons, the determined value of the book is collected as a penalty. The library does not accept books without banderol.
- Non-circulating resources include: basic reference resources, dictionaries, reserve resources, periodicals, theses and CDs.

2) Rights for MEYODER Members

The user may enter the library, benefit from services, and borrow three (3) materials to take outside the library. A photo membership card is issued.

Documents required for membership:

- Membership form (printed or electronic).
- Photocopy of Republic of Türkiye ID card (for foreign nationals: photocopy of passport).
- Two (2) photographs.
- Invoice issued in the user's name or residence certificate.
- Graduate external user fee: 200 TL; annual deposit: 150 TL (refunded when relationship is terminated).
- IAU MEYODER membership card.

Other rules and lending conditions are the same as the "Membership with Borrowing Rights" section above. The user has the right to use the library 24/7 area.

3) Membership Granting 24/7 Area Use Rights (No Borrowing)

The member may use the library collection inside the library (photocopy, etc.) but cannot borrow materials. A photo membership card is issued. Only university and high school students have the right to use the library 24/7 area.

Documents required for membership:

- Membership form (printed or electronic).

- Photocopy of Republic of Türkiye ID card (for foreign nationals: photocopy of passport).
- Two (2) photographs.
- Invoice issued in the user's name or residence certificate.
- Annual membership fee: 250 TL.

If the membership application is deemed appropriate by the administration, a "Member Card" is issued. All memberships are valid for one (1) year; renewal requires repeating the membership process.

4) Daily External User

The user may visit the library daily. They may use the library collection inside the library (photocopy, etc.) but cannot borrow materials. Daily external user access is for 7 days, between 08:00–17:00. At entry, the user must show their ID card and obtain approval from the staff member. The user fills out the information form prepared for external visitors (institution visited from, reason for visit, etc.).

Persons who wish to become members must first pay the membership fee at accounting after completing the required documents, obtain the receipt/slip (or make a bank transfer and have the receipt approved), and then submit the documents to the library.

ARTICLE 6 –

Regardless of whether they are members, all users accept that they will comply with the Library Directive.

ARTICLE 7 –

Users are obliged to comply with the Law on Intellectual and Artistic Works while using information resources. Due to any violation of this article, the user cannot impose any legal liability on the University.

CHAPTER THREE

Lending Rules

ARTICLE 8 –

a) Members must show their university or institutional ID cards when borrowing information resources. Personnel who lost their ID card must bring a document from the Directorate of Personnel Affairs; students must bring a document from the Directorate of Student Affairs.

b) Information resources cannot be borrowed using another member's ID card and no extension can be made.

- c) Users who have overdue information resources cannot borrow new resources or extend loan periods without returning the overdue resource and paying the delay penalty.
- d) The library has the right to request the return of borrowed information resources without waiting for the due date when deemed necessary. After the user is notified, the resource must be returned within three (3) days at the latest.
- e) Periodicals, reference books (encyclopedias, dictionaries, almanacs, etc.), master's and doctoral theses and rare works are not loaned.
- f) Prior to the due date, the system sends a warning notice to the member's e-mail address. However, the responsibility for tracking due dates belongs to the user. Failure to receive the system notice for any reason is not accepted as a valid reason to avoid delay-related sanctions.
- g) Three (3) reminder notices are sent for borrowed resources that are not returned on time.
- h) Information about members is not provided to other users.

CHAPTER FOUR

Principles Regarding Rules

ARTICLE 9 –

At the beginning of each education–training year, the Library and Documentation Department Headship notifies the Rectorate of proposed changes regarding rules. Changes are made by a University Senate decision and enter into force as of the beginning of that education–training year.

LENDING RULES

Academic and Administrative Staff

- Academic staff may borrow a total of five (5) books for twenty (20) days; and, if for course-material purposes, may borrow the requested resources for a semester period.
- If the resource has not been reserved by another user, books borrowed for 20 days may be renewed three (3) times. Semester-long course books cannot be renewed.
- If reserved resources are not borrowed within three (3) days, the reservation is cancelled by the system.
- Administrative staff may borrow five (5) books for twenty (20) days. If not reserved by another user, they may renew three (3) times. They may reserve three (3) resources via the system; reservations not collected within three (3) days are cancelled.

Students

- Graduate students may borrow five (5) books for fifteen (15) days and may reserve three (3) resources via the system; reservations not collected within three (3) days are cancelled.
- Undergraduate students may borrow three (3) books for fifteen (15) days. If not reserved by another user, they may renew (as specified in the system) and may reserve three (3) resources; reservations not collected within three (3) days are cancelled.
- Associate degree students may borrow three (3) books for fifteen (15) days. If not reserved by another user, they may renew (as specified in the system) and may reserve three (3) resources; reservations not collected within three (3) days are cancelled.

Other Users

- Exchange students benefit from the library under the same conditions as IAU students.
- Academic and administrative staff who benefit via the Interlibrary Loan (ILL) system may borrow three (3) books within the period allowed by the lending rules of the counter institution. They cannot renew. They cannot reserve resources loaned to other users. They cannot borrow journals and books in the Reserve Collection.

Rules to be applied in case of delay, loss and damage

- For delays in returning resources borrowed from the Circulation Desk Unit, a penalty of 1 TL per day per resource is charged for delays between 1 and 40 days.
- Users who damage information resources (inside or outside the library) must provide a new copy. If they cannot, and the item is out of print, the out-of-print rule applies; if in print, the current price plus a 10 TL transaction fee is charged.
- If out-of-print books are lost or damaged and market value can be determined, the TL equivalent is calculated using the Central Bank foreign currency selling rate of the day the library performs the transaction.
- If a CD-ROM supplement is lost, 10 TL is charged; if a DVD-ROM supplement is lost, 30 TL is charged.
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CHAPTER FIVE

Use of Electronic Resources

ARTICLE 10 –

- a) Electronic resources may be accessed from inside and outside the campus only by IAU faculty members and students.
- b) Publications may not be copied in large quantities or transferred systematically to personal computers or external storage devices by downloading using robots or similar software.
- c) Part or all of copied articles, books, theses, etc. may not be distributed via data storage devices or e-mail lists and may not be sent to persons or institutions outside the University.

d) Users who do not comply with the rules above are reported to the Rectorate for the necessary legal action.

CHAPTER SIX

Rules to Be Observed Inside the Library

ARTICLE 11 –

- a) No food or beverages may be brought into the library building.
- b) Mobile phones must be kept switched off inside the library building.
- c) No filming/photography is allowed without permission using cameras, photo devices, mobile phones, etc.
- d) Users are responsible for their belongings. The Library and Documentation Department Headship is not responsible for lost or stolen items.
- e) Loud talking and group study are not allowed in reading rooms and corridors.
- f) Borrowing and return procedures must be completed 15 minutes before closing.
- g) Computers in the library are used only for education–training and research purposes.
- h) If library rules are not followed, the user is obliged to heed the warnings of library personnel.
- i) Users who damage library resources or property (computer, table, chair, etc.) are reported to the Rectorate for necessary legal action.
- j) If information resources are taken out of the library without permission or an attempt is made, the user is reported to the Rectorate for necessary legal action.

CHAPTER SEVEN

Rules to Apply When Members Leave the University

ARTICLE 12 –

- a) For members leaving the University due to retirement, resignation or other reasons, clearance procedures are not completed without returning borrowed resources and paying any penalties.
- b) Students' registration renewal, graduation and clearance procedures are not completed without returning resources and paying any penalty amounts, if any.

c) A member who leaves the University for any reason without returning borrowed resources is reported to the Rectorate for necessary legal action.

CHAPTER EIGHT

Donation Policy

ARTICLE 13 –

Our library uses the “Donation” channel—besides “Purchase”—as a method of collection development. Donated materials are evaluated and accepted within the collection development policy.

In order to support education–training, contribute to research, and develop the library collection in line with users’ cultural needs, library materials (books, periodicals, audiovisual materials, etc.) that comply with the purpose and principles of the university library are accepted from natural and legal persons.

In accepting donations of all kinds of printed and electronic materials, IAU Library takes into account the following:

- Upon the application of donors to the Information Center, a committee consisting of two or three librarians—organized under the Acquisition Division—is appointed by the Department Headship to examine the donation collection and perform necessary technical procedures.
- Donated resources are delivered to the library with a “Donation Delivery Report”. The authority to decide whether to add donated resources to the collection, donate non-added items to other institutions, or send them for recycling belongs to the Department Headship.
- The donation is accepted only after the committee examines the collection and deems it appropriate. Suitable resources are processed, assigned accession numbers and added to the collection for user access.
- Priority of technical processing of donated materials is in line with the acquisition policy. User-requested and purchased materials receive priority.
- The library may also apply to natural or legal persons for collection donations.
- Donations must be current and retain scientific value, be suitable for education, or support researchers socially and culturally.
- Materials intended for ideological or religious propaganda; incompatible with moral rules; containing terrorist propaganda; or with content insulting national and religious feelings are not accepted.
- Multi-volume works (e.g., encyclopedias) must be complete. Materials lacking volume integrity are not added. For periodicals to be accepted as donation, the beginning or continuation of the collection must exist in the library.
- Extremely worn materials, with broken bindings, torn/missing pages, etc., are not accepted.
- Manuscripts and rare works accepted as donations are preserved in their relevant section.

- Donors of 1,500–3,000 books are recorded as “silver donors”; 3,000–5,000 as “gold donors”; and 5,000+ as “platinum donors” on the Donation Board. For donors of 7,500+ books, a separate section is created.
- If the donated publication already exists in the library collection (excluding reserve publications), it is not accepted.
- Special placement requests by donors are not accepted in order to preserve shelf integrity.
- If deemed appropriate, the Department Headship reserves the right to return donated materials or donate them to another library.
- Donors cannot later claim any rights or make requests regarding their donations.
- Institutional books/journals etc. belonging to an institution and published by that institution are not accepted as donation (except IAU publications).
- If donors wish, they may request the list of donated materials after technical processing is completed.
- If donors wish, they may have a stamp prepared indicating the donation (name and surname) and deliver it to the library; the stamp is applied to the inside cover of donated works. Donor name and donation date are recorded in the automation system.

Materials that will not be added to the collection as donation:

- Primary and secondary education textbooks (excluding current textbooks of the Ministry of National Education).
- Lecture notes (including current and past).
- Pirated or photocopied materials.
- Duplicate materials for which a second or further copy is not needed.
- University activity reports, statistics, etc. (excluding IAU publications).