

Library Directives

BEZMIALEM VAKIF UNIVERSITY

LIBRARY DIRECTION

Goal

Article 1- This directive has been designed with the purpose of defining the definition of BEZMIALEM VAKIF University Central Library, Faculty Library, Vocational School of Health Services (SHMYO) Library and Institute Library, working principles and conditions for using library services.

Scope

Article 2- This directive covers the operation and operation of the libraries of all campuses connected to the BEZMIALEM VAKIF University Library and Documentation Directorate.

Definitions

Article 3 - In this regulation;

- a) Director: BEZMIALEM Vakif University Library and Documentation Directorate,
- b) User: Academic and administrative staff benefiting from the library and students of the university,
- c) Library: BEZMIALEM All Faculties, SHMYO, Institute Libraries affiliated to Vakif University,
- d) Material: Any sources of information available in libraries,
- e) Central Library: The library in the campus where the Rectorate is located,
- f) Rector: BEZMIALEM Rector of the VAKIF University,
- g) University: BEZMIALEM refers to Vakif University.

Organization Shape

Article 4 - It is essential that the library services in the university are organized and conducted within a single central library. Faculties, colleges and institutes may establish a library provided that they are adhered to the central library. Libraries can not be created for departments and lower level units.

Purpose of Establishment

Article 5 - Libraries are established and provided for this purpose in order to meet the needs of research, education and training in the direction of university education.

Libraries to accomplish this purpose;

- a) Provide all necessary information and documents.
- b) Organizes the information and documents provided so that it is available to all researchers, university students and employees.
- c) In order to ensure the best utilization of existing information sources, users at all levels provide in-house and out-of-service services.

Governance

Article 6 - BEZMIALEM Library services of VAKIF University shall be regulated and executed by the General Secretariat, the Directorate and the Library Manager within the framework of the provisions of this directive.

Photocopy Service

Article 6 - Photocopying services are provided by the library under the following conditions:

- a) To make photocopy of reference sources that are not borrowed out.
- b) To assist the reader in the photocopies needed by readers.
- c) To inform the management of the technical problems encountered in the photocopy unit.
- d) Photocopies of the entire work are not taken pursuant to Article 22 of the Idea and Art Works Act No. 5846. Photocopies from the original source must not exceed a magazine article or part of the book (or 10%). Users can request a photocopy of up to 3 books at a time. For this reason, the desired page spacing must be specified.
- e) It is strictly forbidden to use it for commercial purposes contrary to the Law on Intellectual and Artistic Works No 5846.
- f) Photocopy service is available on the days and times when the Library is open.
- g) Photocopying is a concrete subject.

Library Services

Article 7- Library services are divided into "Technical Services", "Reader and Information Services" and "Administrative Services":

a) Technical services; Library Collection (Printed-electronic-audiovisual) Providing and Developing, Asset, Stamp, Security RFID tagging, Registration, Bookback, Protection and Counting, Classification and Cataloging, Electronic Resources Providing and Disbursing Processes, ISBN / ISSN Operations, Automation Software Installation and Support, Binding, Repair and Baseoration Operations, Providing Web Page Layout,

Supporting Institutional Processes (EBYS, OHS, Promotion Activities, etc.).

b) Reader and Information Services; Librarianship and Institutional Collaboration Services, Academic Publishing Service, User Trainings, Librarianship and Inter-Institutional

Collaboration Services, which provide the most effective use of information resources and libraries by users, Orientation services and Professional national and international activities, Announcement of current announcements, Announcement and attendance services.

c) Administrative services; Planning, Statistical, Reporting and Evaluation Studies, Identification of Materials and Materials and Requirements Materials, Organization of Hardware and Fixtures, Institutional Memberships and Internship Procedures at National and International Institutions (Information and Document Management Department from relevant faculties of universities and Medical Documentation and Secretariat Program, etc.). This is the duty and authority of the supervisor

Responsibility.

Terms of Use from the Library

Article 8- Library usage rules are as follows:

a) When entering the library, it is necessary to move next to the university ID cards and be shown when asked.

b) It is strictly forbidden to enter the library with food and beverage items and to use tobacco products in the library.

c) It is forbidden to use the mobile phone in the library with a loud voice, to speak generally loudly and to act in such a way as to disturb other library users, to make noise.

d) The library users are obliged to protect the products located there. The library management can not be held responsible for possible stolen and lost events in the library hall.

e) It is forbidden to shoot with cameras, cameras and similar devices in library without permission from library management.

f) It is mandatory to show the university ID card during library loan.

g) It is forbidden to unauthorized removal of any materials (books, dictionaries, etc.) and any library materials (paper, pen, posters, hardware, etc.) that have not been borrowed from the library staff. It is imperative that you borrow and borrow materials from the library. The library collection is secured by magnetic door control system. It is necessary to assist the attendant when hearing the warning sound.

h) Books taken from shelves should be left in fairy tale, and should not be tried to place rafa.

i) Users can not enter the library before the opening time and are expected to leave the library at the closing time. Because the library automation system is closed for 15 minutes to closing time, borrowing transactions can not be done. Closing time is 15 minutes and users are checked out by the library staff.

i) The library authority may require users to leave the library immediately in case of emergency.

- j) The library must replace or provide material for loss or damage.
- k) Users can not use the library staff's tools without permission and can not change the location of the tools and materials in the library
- l) Users are allowed to copy or print any material. they can not reproduce it, it is absolutely necessary to comply with Copyright. (See Article 13)
- m) Users can not copy the programs on the computers in the library.
- n) Users can not access web addresses that contain illegal items during internet use.
- o) Users can inform their library staff about their problems, opinions and suggestions with library staff. objections that are not made in writing are not official.
- ö) It is compulsory for the users to comply with the rules generally stated in the Library Directive.
- p) It is the responsibility of the library personnel to follow the rules and rules of library management.
- r) Library management is in disruptive practices in the library, in possible undisciplined behavior, in offensive applications to books and library resources, and in cases contrary to the above-mentioned codes of conduct; keep records about the persons concerned. In this case, the library usage rights of the users can be basericted.
- s) Library, when not in use by the user at the books, etc. it is forbidden to reserve the tables by leaving. If the user has left the table for more than 30 minutes, another user can use the same table. The library staff is obliged to warn the user if this situation is encountered and may use the table for others.
- u) BEZMIALEM Vakif University users have 24/7 in-house or remote access to all electronic databases that the library is a member of and all electronic resources within the library. In addition, for the publications that are not accessible from our university, library staff provide publishing services for users. To get support in all these matters
- our users can send an email to [kutuphane@BEZMIALEM .edu.tr](mailto:kutuphane@BEZMIALEM.edu.tr) or the "Publication Request Form" and "Remote Access Form" found on the library web page may be filled.

Borrowing Materials

Article 9- (1) Membership Conditions

- a) BEZMIALEM Being a student at the VAKIF University academic, administrative staff and BEZMIALEM VAKIF University is enough to be a member of the library.

(2) Terms of Use

Members who are members of the University can borrow material (books, atlas, dictionary etc.) from the library according to the following rules:

a) Only university staff and students can benefit from lending services. In order to benefit from this service, it is obligatory for users to obtain identity or equivalent documents and membership.

b) The bandrails in the identities of the students must belong to the current academic year.

e) Retired Academic Staff can borrow 3 books at a time for 15 days and this period can be extended 2 times if the book is not booked.

(4) Use of Periodicals

a) Periodicals are strictly not borrowed, only photocopies can be made in the library.

b) The responsibility for the time the source photocopy goes belongs to the user.

(5) Use of theses

a) Theses are definitely not borrowed; only photocopies can be made in the library.

b) Photocopy of the entire theses is prohibited. Up to 10 pages can be photocopied.

c) The responsibility for the time the source photocopy goes is the responsibility of the user.

d) Photocopies of maximum 1 thesis work per day are allowed.

(6) Borrowing

a) The user must show the University Identification Card when borrowing the book.

b) Books borrowed on behalf of another person or by ID can not be taken.

c) Borrowing transactions are made through the library automation system through the library and via the web.

d) All responsibility for the repayment of the loaned material belongs to the user.

e) The user is obliged to use the borrowed material well and return it on the specified return date.

f) There shall be no extension of the loaned material. The rule in the "amount of books borrowed" can be applied if it is notified before the delay. At the return delay, the user is automatically sent a reminder mail.

g) Members who have overdue borrowed material (such as books, dictionaries, atlas, magazines, audio and visual broadcasts) can not borrow material for a second time without returning them and paying the delay penalty.

i) The library manager may require the borrowed material back from the user if necessary.

The user must bring this material within 2 days.

j) Application books, periodicals and theses, writings and rare prints, audio-visual material and computer-generated materials are not borrowed. However, they can be used in the library and photocopied, or borrowed on a daily basis during the course and exam.

k) When necessary, the person in charge of the library may re-determine the borrowing times and the number of materials that can be given. In addition, special applications can be made according to the requests in these matters.

l) Reproduction of all borrowed works by photocopying and electronic methods is prohibited in accordance with article 71 of the Law No. 5846 on Intellectual and Artistic Works. The library is not responsible for the duplication of the entire book borrowed.

(7) Returning

a) Resources may be returned by someone else.

b) The receipt will be canceled from late returned books with a delay fee. The delay fee is \$ 1 per book per day. This amount is collected on a daily basis as a donation to the university.

c) It is the responsibility of the user to remind the return date that it is not the responsibility of the library to return the material on time.

d) The returned books must be returned to the librarian personally within the knowledge of the librarian, and the material must not be placed on shelves without informing the librarian. Otherwise the user is responsible for the lost material.

e) The returned item can be borrowed again by the same user after at least 2 (two) business days from the date of return.

f) No refund can be made from the automation system (via web).

g) In the return delay, the user is automatically sent a reminder mail.

(8) Extension

a) Users may extend the book borrowed for a period of 1 week if not reserved by another user. Academic staff can be extended 2 times for 1 week.

b) Extensions may be done in person or by mail or web page membership process.

c) Users are informed about the new return date.

d) If another user has reserved the relevant book, extension can not be done.

(9) Sorting (Reserved)

a) Materials (such as books, magazines, audiovisual publications) that are found in another user are booked through the automation program.

b) The user can book a maximum of 2 books at the same time.

c) When the book is returned to the library, the user reserving the book is informed by the library.

d) The relevant book is not waited for 3 days and is kept waiting for the booker to reserve. Books not taken within 3 days are placed on rafa.

(10) Exmatriculation

a) It is obligatory for the students of our university to obtain the approval of "no relationship" by returning the resources they have received in case of disconnection of the university by administrative and academic personnel for any reason.

b) Academic and administrative personnel retiring or resigning must also be dismissed from the library.