

# FENERBAHÇE UNIVERSITY

LIBRARY AND DOCUMENTATION SERVICES DIRECTIVE

# PART ONE

## Purpose, Scope and Definitions

Purpose

**ARTICLE 1 –** (1) The purpose of this directive is to establish the procedures and principles governing the provision of library and documentation services.

## Scope

**ARTICLE 2 –** (1) This directive covers the procedures and principles governing the provision of library and documentation services of Fenerbahçe University.

## Basis

**ARTICLE 3 –** (1) This Directive has been prepared on the basis of 14th Article of the Higher Education Law dated 04/11/1981 and numbered 2547.

## Definitions

**ARTICLE 4 –** (1) The definitions in this directive are as follows;

1. Open Access System: The archiving of academic outputs, such as books, articles, theses, papers, and reports produced within the university, in accordance with Articles 12/c, 42/c, and 42/d of Higher Education Law No. 2547, and making them publicly available in compliance with copyright regulations, with the aim of increasing their effectiveness,
2. Department: Fenerbahçe University Department of Library and Documentation,
3. Head Librarian: Head of the Department of Library and Documentation,
4. Dspace: Institutional open access archive,
5. User: Individuals who are not registered library members but are permitted, by appointment and under specified rules, to access the library's information resources and services for a short time,
6. External member: Individuals who are not affiliated with the university but have the right to use designated library facilities upon payment of a membership fee,

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1. Institutional Member / Regular Member: Students enrolled in associate, undergraduate, or graduate programs with completed registration, and academic or administrative personnel with an institutional connection to the university, who benefit from information resources and services according to management rules and have the right to borrow materials,
2. Material: Printed (books, theses, journals, newspapers, reports, etc.), visual, audio, electronic (online databases), and multimedia (CDs, DVDs, etc.) information sources owned by the Department of Library and Documentation,
3. Board of Trustees: The Board of Trustees of Fenerbahçe University,
4. Student: Students enrolled in associate, undergraduate, or graduate programs at Fenerbahçe University,
5. Rector: Fenerbahçe University Rector,
6. System: SirsiDynix library automation system,
7. University: Fenerbahçe University,
8. University Personnel: The permanent academic and administrative staff of the university.

# PART TWO

## Organization and Management

Organization

**ARTICLE 5 –** (1) Library and documentation services at Fenerbahçe University are provided by the Department of Library and Documentation. The Department comprises the following sub-units:

1. Collection Development and Technical Services Unit
2. Reference and Reader Services Unit
3. Automation Management Unit
4. If institutional needs require, the organizational structure may be changed upon the proposal of the Head Librarian, the positive opinion of the secretary general, and the approval of the rector.

## Duties of the Head Librarian

**ARTICLE 6 –** (1) Duties of the Head Librarian are as follows:

* 1. To prepare and implement the necessary plans to meet the educational and research needs of academic staff and students, within the bounds of available resources.
  2. To develop cooperation with stakeholders such as the ANKOS (Anatolian University Libraries Consortium) Union and ÜNAK (University and Research Librarians Association).
  3. To conduct studies aimed at introducing new applications and technologies to the unit by following developments in the fields of information management and electronic resources.

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* 1. To support scientific research and artistic activities by publishing materials such as bibliographies, thesis catalogs, periodical catalogs, and art and design exhibition catalogs.
  2. To support scientific research and artistic activities by publishing resources such as bibliographies, thesis catalogs, periodical catalogs, and art and design exhibition catalogs.
  3. To conduct studies and prepare reports aimed at improving unit services.
  4. To direct, supervise, and evaluate the unit’s employees to ensure effective execution of in-unit services.
  5. To ensure the standardization of services across units.
  6. To prepare an annual activity report for the unit at the end of each academic year, along with the budget proposal for the following year.
  7. To determine the need for human resources and create a staffing norm.
  8. To determine the principles of collection development, prepare plans and programs, and ensure, supervise, and evaluate their implementation.To fulfill the duty of representing the unit in professional and academic circles when necessary.
  9. To ensure the functioning of the university’s open access system and to carry out access procedures.
  10. To enable students in university programs related to information and document management to complete internships and practical training.
  11. To carry out copyright registration, ISBN/ISSN assignment, stamping processes, and similar tasks within the scope of university publication activities.
  12. To carry out other tasks within the scope of this Directive.
  13. To perform the duties assigned by the managers to whom they are affiliated.
  14. To carry out other duties assigned by this directive and relevant legislation.

## Duties of the Department

**ARTICLE 7 –** (1) The Department carries out the following duties:

* + 1. Information: To provide users with basic information about the services, direct them to appropriate sources, and offer bibliographic scanning services.
    2. Lending: To enter and update member records in the system, process borrowed materials, monitor loans, carry out return transactions, and impose sanctions in cases of damage or delay.
    3. Web services: To provide up-to-date information about information resources and services, and to facilitate access to e-services and electronic information resources such as book reservations and loan extensions.
    4. Providing documents and publications: To supply resources from other institutions to support the academic studies of university members and students, and to fulfill resource requests from other institutions.
    5. E-Reserve: To provide students with electronic access to documents designated by university members.

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* + 1. Disability Services: To ensure that people with disabilities have access to information resources.
    2. Training Services: To provide informational training on the promotion and use of unit services and facilities.
    3. Institutional academic and digital archives: To present the university’s scientific outputs internally or publicly, in accordance with copyright regulations.

## Duties of the collection development and technical services unit

**ARTICLE 8 –** (1) This unit carries out the following tasks related to collection development, provision of printed and electronic publications, and organization of existing printed and electronic information:

1. Resourcing and collection management: To identify physical information sources and inform members of the University, to purchase selected resources, to provide resources through donations, exchanges, and loans, to deduct damaged and lost resources from the inventory record, to purchase new copies, and to carry out inventory work.
2. Organization of information: Cataloging and classifying resources, assigning subject headings, organizing authority indexes, conducting studies to ensure consistency between the collection and catalog records, and performing metadata entry in DSpace software for the open archive.
3. Institutional academic and digital archives: To coordinate the entry of metadata for scientific outputs produced within the University to ensure open access, to monitor these records, to archive eligible materials for inclusion in the national repository in accordance with established standards, to digitize necessary printed sources for preservation or public access, to enter data for video recordings of scientific meetings, and to publish them electronically.

## Duties of the reference and reader services unit

**ARTICLE 9 –** (1) This unit carries out the following tasks related to information resources and services:

1. Circulation: To carry out membership procedures, lending, providing information, directing users, and facilitating the use of physical facilities. To plan and carry out training and orientation processes to ensure effective access to resources.
2. Electronic resources: To manage databases, e-books, e-journal packages, and other electronic subscriptions and licenses, to evaluate new resources and tools, to inform University members, to make available resources accessible, to perform access controls, to monitor usage intensity, and to organize publisher training meetings.
3. Providing documents: Supplying materials that are not accessible or owned, sourced from national and international libraries to the extent possible.
4. Periodicals: To determine needs and provide subscriptions for printed and electronic periodicals, to monitor and evaluate usage intensity, to supply missing issues, to ensure access for users, to catalog printed materials, to arrange bindings, etc.

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1. Information: To inform users about resources, to assess the information needs of academic units, to facilitate internal communication for including the University’s scientific productions in the institutional academic archive, to contribute to data entry and record loading activities, and to provide information literacy training to users.
2. Website: To carry out necessary tasks to ensure that the content on the library’s website and social media pages is up-to-date and informative, and that access services offered online remain uninterrupted.
3. Support work: To shelve returned materials and those left on tables, to maintain order in the reading room, to ensure the proper functioning of scanning terminals, to verify the accuracy of shelf order, to list all new incoming materials, to perform pre-cataloging and post-cataloging procedures such as inspection, registration, stamping, barcoding, and labeling, to prepare completed magazines for binding, to carry out collection maintenance, and to provide administrative support services such as document registration and filing.

## Duties of the automation management unit

**ARTICLE 10 –** (1) This unit, in close cooperation with the Department of Information Technologies, manages and develops library automation software, open archive software, unit programs related to web services, the open-source SirsiDynix software, the open-source DSpace open archive system, web services, and other related information system infrastructures. It monitors and evaluates data security, performs necessary software updates, coordinates with relevant companies for improvements and problem resolution, ensures reader computers remain operational, provides web services and social media management, and carries out other related tasks.

# PART THREE

## Material Supply Criteria and Collections

Material supply criteria

**ARTICLE 11 –** (1) The following criteria are taken into consideration when supplying library and documentation materials:

1. The material aligning with the university’s educational programs and research and development plan.
2. The material being current.
3. The material being intradisciplinary, interdisciplinary, or multidisciplinary.
4. The reliability and standards of publishing.
5. The material’s compliance with scientific criteria.

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## Collections

**ARTICLE 12 –** (1) Materials are made available within the scope of the following collections:

1. Reserved course materials (reserve) collection: A collection created by instructors’ written requests for teaching purposes, containing materials that students need intensively for a specific period and are lent for a short duration.
2. Public collection: The main book collection that is accessible to users and available for borrowing.
3. Oversized collection: An open book collection that can only be used within the library and is housed in separate areas due to its size (over 34 cm in height or 46 cm in width).
4. Multimedia collection: A collection of information sources such as CDs, DVDs, and other media containing text, graphics, audio, and animation elements.
5. Reference collection: A collection comprising primary reference sources that are available for use only within the library.
6. Periodicals collection: A non-lending collection consisting of subscribed publications and hardcover magazines.
7. Fenerbahçe University publications archive: A special collection comprising university publications, accessible for use within the library.
8. Fenerbahçe University thesis archive: A special collection that includes undergraduate graduation projects, master’s theses, doctoral/proficiency-in-art theses, and other graduation projects prepared at the university, accessible for use within the library.

# PART FOUR

## Utilization of Services

Persons eligible to use library services, rights and conditions of use

**ARTICLE 13 –** (1) Persons eligible to use library services, their rights and conditions of use are as follows:

1. Only academic and administrative staff who are members of the University and registered students are permitted to borrow library materials.
2. Members of the University and students are members of the library.
3. The Head Librarian decides on the eligibility of applications submitted by external institutions seeking to benefit from the library. Persons whose applications are approved may use the services only on library premises, within the limits set by copyright laws, related legal regulations, and license agreements.
4. Participants in educational activities, such as certificate programs and courses conducted by the university, may benefit from the library as external members under the scope of this directive.
5. Anyone wishing to use the library as an external or regular member must present a valid identity card.

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1. Members of the University and students may request information sources from all collections.
2. Requests for the reserved course materials collection must be submitted by the end of the previous academic year at the latest, for each academic year.
3. Users and members are required to comply with Law No. 846 on Intellectual and Artistic Works when using the materials. Users and members are personally responsible for any violations of intellectual property and other rights protected by national and international laws.
4. Users and members are obliged to comply with the rules established under license agreements when using subscribed electronic resources. Only users and members are responsible for any penalties resulting from rights violations due to improper use. Only users and members are responsible for actions such as using robotic software or similar tools to systematically print or make multiple copies from electronic resources regardless of the purpose, sharing personal passwords, or using information for commercial purposes.
5. The principles of confidentiality regarding personal information of external and regular members are strictly observed.

## Borrowing times

**ARTICLE 14 –** (1) The unit may set different lending limits and durations based on the nature of the collections, considering the volume of materials and demand balance at the beginning of each academic year.

## Borrowing conditions

**ARTICLE 15 –** (1) Members may borrow materials within the framework of the following rules:

* 1. When borrowing materials, members are required to present their own identity cards.
  2. The timely return of the borrowed material is the responsibility of the member. Not receiving a warning message from the unit does not eliminate this obligation.
  3. Members who have overdue materials cannot receive any new materials without returning the overdue items and paying the delay fee.
  4. Materials can be put on hold. If materials put on hold are not picked up within 2 days of the notification, the hold will be canceled. Multimedia materials cannot be put on hold.
  5. If not requested by another reader, the loan period for borrowed materials may be extended up to two times.
  6. The Department may request the return of any borrowed material from the member if necessary.

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* 1. Application resources, periodicals, theses, encyclopedias, dictionaries, atlases, rare works, oversized materials, university theses, and archive materials are not lent outside the library.
  2. University members and students may borrow reserved course materials on an hourly basis, depending on the nature of the resource and the specified loan period.
  3. The Department does not approve the "Exmatriculation" or "Termination of Employment" documents issued by the University during the graduation or resignation process of members who have overdue materials or unpaid penalty fees.
  4. All library users are obliged to comply with the library usage rules. Sanctions defined by the Department are applied to those who persistently fail to comply with the rules.

(2) The inter-library loan system is used to meet the need for materials not available in the collection. The member fulfills this request by completing the interlibrary publication request form. The conditions for using the system are as follows:

1. The number of requests a member can make is limited to 10 materials at a time.
2. The return period and any extension for materials borrowed from another library are determined according to that library’s rules.
3. Extension requests must be made at least one week before the return period expires.
4. In cases of late returns, loss, or damage, the rules of the lending library apply.

## Material provision

**ARTICLE 16 –** (1) The Department determines the number and quality of materials to be provided free of charge to University staff from Turkey and abroad each academic year and submits this plan for the rector’s approval. Procedures related to the procurement of materials approved by the Rector are carried out by the Department.

## Fees, security deposits, and late fees

**ARTICLE 17 –** (1) The fees, security deposits, and late fees charged under this directive are determined at the beginning of each academic year based on the Head Librarian’s proposal, the secretary general’s approval, and the rector’s final authorization.

(2) If borrowed materials are not returned on time, a late fee will be charged. The late fee continues to accrue even during the hours when the library is closed. For general and multimedia collection materials not returned after the borrowing period expires, an hourly late fee is applied to daily reserved course materials.

## Loss and wear of materials

**ARTICLE 18 –** (1) Anyone who loses or damages a material is required to compensate for the loss or damage and pay the associated fees. If the material is available on the market, the person responsible must either purchase and deliver it to the library or pay its price. The amount payable in foreign currency is converted into Turkish Lira at the Central Bank’s buying rate on the payment date. In cases of damage repairable by replacing the cover, only the cost of the cover will be charged.

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(2) The value of books not available on the market is determined by a commission formed from library officials under the chairmanship of the Head Librarian and charged to the person responsible for the loss.

## Declaration of materials as lost

**ARTICLE 19 –** (1) Materials not returned within 60 days for general and multimedia collections, or within 48 hours for reserved course materials after the loan period expires, are declared lost.

1. The market value of the materials, along with the processing fee, are collected. If this payment is not made on time, the late fee will no longer accrue, but the fixed fee for 60 days and 48 hours will be collected, provided it is paid within the specified period. If no payment is made within the specified period, the fixed amount will be calculated and collected for each period.
2. If the lost material is returned, the material cost will not be collected.

## Termination of membership

**ARTICLE 20 –** (1) Membership is terminated by the library in the following cases:

* 1. For their employment to be terminated, University personnel who have left or whose duty has ended must return any borrowed materials and settle any outstanding debts.
  2. In order for students to be exmatriculated, they must return all borrowed materials and settle any outstanding debts upon graduation or when their records are to be deleted for any reason.
  3. These procedures are carried out jointly by the Student Affairs Department and the Library and Documentation Services Department.

## Withdrawal

**ARTICLE 21 –** (1) Materials that are worn out and considered lost, as well as those not found on the shelf for three months, are removed from the collection by the Department, and a withdrawal report is filed.

## Weeding Procedures

**ARTICLE 22 –** (1) The weeding process refers to the removal of outdated or unused materials from the collection inventory. The following procedures are applied to materials selected for weeding from the library collection:

* + 1. Review of university education programs.
    2. Evaluation of the collection size and shelf capacity.
    3. Review of material utilization statistics.
    4. Listing of materials recommended for weeding.
    5. Removal of materials from inventory.

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# PART FIVE

## Miscellaneous and Final Provisions

Enforcement

**ARTICLE 23 –** (1) This directive enters into force on the date of its adoption by the Senate.

## Implementation

**ARTICLE 24 –** (1) The provisions of this directive are implemented by the rector.

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