

# BEYKOZ UNIVERSITY

## DIRECTIVE ON LIBRARY AND DOCUMENTATION SERVICES

*Approving Authority, Date and Number: Senate, 22.05.2023 / 10*

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### SECTION ONE

#### Purpose, Scope and Basis

##### **Purpose**

**Article 1 – (1)** The purpose of this Directive is to define the organization of the Directorate of Library, Documentation, and Archives at Beykoz University, to specify the duties, powers, and responsibilities of the personnel working in these units, and to establish the principles regarding library services and conditions for using the library.

##### **Scope**

**Article 2 – (1)** This Directive covers the practices of Beykoz University libraries and the Directorate of Library, Documentation, and Archives.

##### **Basis**

**Article 3 – (1)** This Directive has been prepared based on Article 14 of the *Higher Education Law No. 2547*.

### SECTION TWO

#### Responsibilities

##### **Responsibilities of the Directorate**

**Article 4 – (1)** The duties of the Directorate of Library, Documentation, and Archives are as follows:

- a) To provide library services in accordance with contemporary standards to support the educational and scientific research activities conducted at Beykoz University.
- b) To make all library services available for use by individuals in need and to meet information requirements within this framework.

##### **Responsibilities of the Director**

**Article 5 – (1)** The Director of Library, Documentation, and Archives performs the following duties:

- a) To ensure that sufficient staff are employed for library services, to give opinions to the General Secretariat regarding personnel appointments or assignments, and to supervise and monitor library personnel across the University.
- b) To acquire necessary materials for education, research, and training from domestic and foreign sources in line with the collection development policy; to organize these systematically and make them available for users; and to manage and oversee library services.
- c) To ensure that library materials remain within the Directorate's collection.
- d) To ensure that the equipment, tools, computers, and similar materials in the Directorate are renewed in accordance with the latest technology.

- e) To prepare an annual detailed activity report on the Directorate's services and submit it to the General Secretariat each January.
- f) To organize internships and practical training programs for students of Beykoz University and for students from other universities studying library science.
- g) To use the Directorate's income (printing, photocopying, overdue fines, etc.) for collection development and regularly report the income and expenditures to the Rectorate.
- h) To determine and meet the training needs of library personnel.
- i) To perform other duties required by library services under this Directive and to ensure the Directorate operates according to modern standards.

## **SECTION THREE**

### **Principles, Services and Practices**

#### **Principles**

**Article 6 – (1)** It is essential that all library services within the University be organized and conducted under the central structure of the Directorate of Library, Documentation, and Archives.

#### **Services**

**Article 7 – (1)** Library, documentation, and archival services are organized and executed under two main categories: *technical services* and *user services*.

#### **Technical Services include:**

- I. Selection, acquisition (by purchase, donation, or exchange) of all library materials such as books, periodicals, theses, microfilms, audiovisual materials (videocassettes, CDs, DVDs, audiotapes), and electronic resources, in accordance with the collection development policy.
- II. Periodic (at least annual) weeding of materials to maintain an up-to-date collection.
- III. Preparation of information and directional signage to ensure easy access to materials on the shelves.

#### **User Services include:**

- I. Cataloguing, classifying, recording, and labelling library materials according to modern scientific methods and making them available for users via the library automation system.
- II. Providing access to all library materials through *on-site use* and *borrowing* systems.
- III. Facilitating access to electronic databases and other resources within or outside the University.
- IV. Organizing and conducting literature searches, internet usage, and other services such as access to electronic journals and online catalogues.
- V. Providing materials not available in the Directorate through interlibrary loan (ILL) services from national or international libraries.
- VI. Making audiovisual materials and equipment available for user access.
- VII. Promoting library services through seminars, conferences, training programs, publications, and digital communications both within and outside the University.
- VIII. Conducting user satisfaction studies using various research methods.

#### **Membership and Use of the Library**

**Article 8 – (1)** To use the Library, users must be registered members. Beykoz University students, academic and administrative staff, and members and employees of the founding foundation are natural members but must provide necessary information in person at the

library.

(2) Members are obliged to comply with the rules of the Directorate of Library, Documentation, and Archives.

### **Borrowing**

**Article 9 – (1)** Library materials are lent to members under the following conditions:

- a) Academic staff may borrow up to 8 books for 30 days and may renew twice if no reservations exist.
  - b) Students and administrative staff may borrow up to 3 books for 15 days and may renew twice.
  - c) Reserve materials designated by faculty for course use may be borrowed for 3 days.
  - d) Reference sources such as dictionaries, encyclopaedias, theses, maps, and similar materials cannot be borrowed.
  - e) Periodicals, except the most recent issues, may be borrowed for 2 days.
  - f) CDs, DVDs, and audio cassettes may be borrowed for 15 days by academic, administrative staff, and students.
- (2) Renewals can be made in person, by phone, email, or online using the user password.
- (3) Members must comply with the University's subscription and license agreements when using online databases.
- (4) Faculty may use the Interlibrary Loan (ILL) system, subject to the lending library's rules.
- (5) Users must track their loan periods and are responsible for late returns, loss, or damage.

### **Obligations of Borrowers**

**Article 10 – (1)** Borrowers are required to handle materials with care and return them by the due date.

Failure to comply may result in disciplinary action in accordance with this Directive and other applicable regulations.

### **Materials Not for Loan**

**Article 11 – (1)** The following materials cannot be borrowed and may only be used within the library:

- a) Reference works (encyclopaedias, dictionaries, bibliographies, guides, handbooks, atlases, indexes, abstracts, statistics, catalogues, reports, etc.)
- b) Theses,
- c) The latest issues of periodicals,
- d) Musical scores,
- e) Maps and slides,
- f) Art materials such as sculptures and paintings,
- g) Other materials determined by unit library managers as unsuitable for external use.

### **Overdue Returns and Fines**

**Article 12 – (1)** Users must pay a daily overdue fine determined and announced by the Directorate and approved by the Rectorate.

- (2) Users with outstanding fines or unreturned materials cannot borrow new items.
- (3) If the delay exceeds 30 days, the material is considered lost, and the user must pay the replacement cost plus 30 days of overdue fees to the Financial Affairs Directorate.
- (4) Graduating students or those leaving the University must settle all library obligations before receiving official documents.

**Damaged or Lost Materials**

**Article 14 – (1)** Users who damage or lose borrowed materials must replace them with an identical copy if available.

If not, they must provide an equivalent item approved by the Directorate or pay the current market price.

**Review and Approval**

**Article 16 – (1)** Revision requests for this Directive are evaluated by the Directorate, submitted to the University Administrative Board for opinion, and enacted upon the approval of the Rector and the Senate.

**SECTION FOUR****Final Provisions****Repealed Directive**

**Article 17 – (1)** The previous “Library Directive” published on the website of the Directorate of Library, Documentation, and Archives has been repealed.

**Enforcement**

**Article 18 – (1)** This Directive enters into force on the date it is approved by the Senate of Beykoz University.

**Execution**

**Article 19 – (1)** The provisions of this Directive shall be executed by the Rector of Beykoz University.