1. **PURPOSE**

The purpose of this policy is to determine and document the methods regarding to the provision, organization and serving of the archive collection within Suna Kıraç Library.

1. **SCOPE**

The policy applies on the Library and Corporate Communications Department personnel.

1. **REFERENCES**

* Y02-KDS/SAB-001 Acquisition Policy

1. **RESPONSIBILITIES**
   1. . Library Director is in charge of implementation of this policy.
   2. . Head of Bibliographic Control Department is in charge of the preparation and updating of this policy.
   3. Head of Bibliographic Control Department is in charge of the application of this policy.
   4. Corporate Communications Department is in charge of the provision of the document obtained from external resources.
   5. Corporate Communications Directorate and other relevant departments of the University are in charge of sending the printed, electronic and audio-visual resources of all types of activities held in the faculties, departments and branches affiliated with the university and the publications by the University to the Archive.

**5. DEFINITIONS**

**5.1. Archive**

It defines the place where all types of information sources related to the University are gathered, organized and kept prepared for use. As it is a place where the intellectual outcome of the University also is gathered and put in use, this archive possesses property of an “Institutional Repository”.

**5.2. Digital/Archival Resources Coordinator**

It defines the person responsible for the Archive Collection.

**6. METHODOLOGY**

**6.1.** Information resources to be accepted to the archive may be listed as such:

* + Catalogues, videos, CDs and DVDs prepared by the University with the purpose of promotion,
  + Student yearbooks,
  + Journals published within the University (Kule, KÜ Fener, etc),
  + Books published by the University,
  + Publications of the academic staff (articles, conference proceedings, presentations, etc within the extent of copyright agreements),
  + Other resources that come from the departments of the University and are related to the university (Student Registrar’s Office, Student Clubs, Precident’s Office, Faculties, Dean of Student, etc),
  + All resources regarding the activities held by Corporate Communications Department within and outside the University,
  + Audio-visual resources related to the activities held within the University (Dance Days, Folklore Festival, Graduation Ceremony, etc),
  + All laws, regulations and clauses published in the official gazette concerning the university,
  + All printed and electronic news published in the media concerning the University.
  1. **Two copies** of every resource produced within and about the University must be sent to Digital&Archival Resources Coordinator in order for them to be archived by relevant departments, branches and persons.
  2. The resources received are preserved in the Archive within the University, are not available for check-out but may be used within the Library.
  3. The archive resources in the digital media may be sent after being recorded in CD-ROM or via e-mail to branches and persons who wish to benefit from it.
  4. The special Archive Coding System created by the Library is used when classifying the archive resources.
  5. Archive resources may only be discarded, donated or deleted from records after the written approval of the Library management is received.

1. **RECORDS**

The bibliographic record of all resources in the Archive is entered into the Millennium library automation system and these records are accessable over web. The responsibility of these records belongs to the Bibliographic Control Department.

1. **REVIEW**

Head of Bibliographic Control Department is responsible for the revision and updating of this policy. The revision is made in the month of August of every year.

1. **REVISIONS / DISTRIBUTION / APPROVAL TABLE**

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| --- | --- | --- | --- |
| **Revised Page** | **Date** | **Revisions** | **Revised by** |
| All Pages | 13.08.2010  04.05.2012 | New Publication  Corporate Communications Department was updated as Corporate Communications Directorate under the title of “Responsibilities”.  Corporate Relations and Resource Development Directorate and Deanships were added to the “Distribution” part. | Library Directorate |

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| **Distribution (Relevant Units)** |
| The Library  Corporate Communications Directorate  Corporate Relations and Resource Development Directorate  Deanships |

|  |  |  |
| --- | --- | --- |
|  | Approval for Acceptance  (Human Resources Director): | Approval for Effectiveness  (Rector) : |