1. **PURPOSE**

The purpose of this policy is to determine and document the issues related to the maintenance and preservation of the building, equipment and printed resources that are the three main components of the Library and the main methods that are followed.

1. **SCOPE**

The policy applies on all library personnel.

1. **REFERENCES**

- Rare Materials PolicyY02-KD-BKB-003

- Binding Procedure

- Processing Procedure

- Fire Safety Guideline

1. **RESPONSIBILITIES**

4.1. Library Director is in charge of implementation of this policy.

4.2. Library Director is in charge of preparation and updating of the document.

4.3. Library Director and all personnel are in charge of application of this policy.

**5. DEFINITIONS**

5.1. ***The Building***

According to this policy the definition “building” includes the building and furnishings of RCAC Library and SON Library as well as Suna Kıraç Library situated in Rumelifeneri Campus.

5.2.***Equipment***

The definition includes all tools and appliances owned by the Library.

Example: Self check machines, barcode readers, spiral machine, computers, scanners, etc.

5.3.  ***Resources***

Books, rare materials, printed journals and all library materials that are placed on shelves.

1. **METHODOLOGY**
   1. **The building:** The Library is responsible for checking and inspecting all aspects of the building. Library Building Maintenance and Security Assistant conducts daily inspections in this context and reports malfunctions using the system named “Track-it” in necessary situations.
      1. The parts of the building that are determined in cooperation with the Construction Office undergo the process of wood maintenance and/or painting.
      2. The parts that are again chosen in cooperation with the Construction Office undergo preservation after the necessary approvals.
      3. The ventilation and heating systems, elevator maintenance, illumination and card accessed doors of the building are operated, repaired and maintained by the employees of the Technical Management.
      4. Security Management conducts the 24-hour inspection of the building in cooperation with Library Building Maintenance and Security Assistant. Malfunctions that occur during the night (ex: Water leakage from the roof) must be handled by the Security Management via taking the first action and informing the authorities.
      5. The maintenance and inspection of all fire extinguishing tools is the responsibility of the Fire Chief in accordance with the Fire Safety Guidelines.
      6. The cleaning of the building is handled by ISS Company and inspected by a manager from the ISS.
   2. **Equipment**: The Library is responsible for keeping in working condition, checking and inspecting the library equipment.
      1. The daily inspection of all kinds of technical equipment, preservation processes on a certain level are conducted by Head of System, Access and ILL Department and the System Assistant in coordination with the CIT.
      2. All computers, scanners and telephones belong to the CIT of the University and their preservation and maintenance are followed by the same department. Malfunctions and situations that necessitate support are reported to them via “Track-it” system.
      3. The preservation and maintenance processes of the security doors, automatic loan machines, magnetic band discharging tools are followed by Gemini company. An annual maintenance contract is signed with the company, through Procurement Department of the University.
      4. The malfunctions of the inventory machines and Zebex brand barcode readers are followed with Bilkur company.
      5. There is an annual maintenance contract with the Innovative Interfaces for the library automation system Millennium excluding the hardware. CIT is in charge of the hardware part (including back-up).
      6. The problems with the POS devices in the building are reported to Yapı Kredi Bank.
      7. In case of a problem with the photocopy devices, technical support is requested from the employees of the Copying Center.
      8. In case of a malfunction in the fax machines, DVD players, VHS players and television sound system equipments, Procurement Department of the University assist in sending them to the technical service.
      9. In case of a malfunction of a kitchen appliance such as refrigerators, dishwashers, microwave ovens, Procurement Department assist in sending them to the technical service.
      10. In case of a malfunction in humidifiers, Procurement Department of the University assist in sending them to the technical service.
   3. **Resources:** The Library is responsible for constantly checking and servicing all resources in order to maintain their conditions.
      1. All printed books and journals that are put into service in open shelves are viewed by the reference librarian on a regular basis. The ones with problems in their binding are delivered to Acquisitions Department, the ones with problems in their labels are delivered to Bibliographic Control Department.
      2. Acquisitions Department sends the publications that have been delivered from the floors, the periodicals due for binding and newly purchased but deemed appropriate for binding in order to be kept on shelves for a longer period to the contracted bindery and follow the process in accordance with the Binding Procedure.
      3. New labels are prepared for the publications delivered to Bibliographic Control Department using the library automation program and these are printed on special labels with foiled backs purchased from the Gaylord. These labels are stuck on the publications by student employees (in lack of these, Department employees).
      4. When the binding material is canvas, a transparent protective band is stuck on the label in order to prevent it from peeling off.
      5. All printed publications that enter the Library or return from the bindery are processed in accordance with the Processing Procedure.
      6. Rare materials and manuscripts are handled in accordance with the special rules in the Rare Materials Policy and Binding Procedure.
      7. The maintenance and preservation of the resources harmed by mould, dampness or flood are conducted in accordance with the accepted standards.
      8. Back-ups are taken within the extent of available technology for the DVDs, CD-ROMs, video-cassettes, audio-cassettes, etc that are included in the context of audio-visual resources and these copies are named. The original copy is not put into circulation but maintained as the archive copy.
      9. Resource types that are no more widely produced and pose a difficulty in utilization such as audio and video cassettes are converted into appropriate formats within the extent of available technology and in accordance with copyright arrangements.
      10. The protection and accessibility of the resource types such as slides, photographs and negatives are facilitated by digitalization projects.

**7. RECORDS**

* Material and equipment lists that are reviewed and updated annually, Track-it records.

**8. REVIEW**

The Library Director is responsible for the revision and updating of this policy. The revision is made in the month of August every year.

9. REVISIONS / DISTRIBUTION / APPROVAL TABLE

|  |  |  |  |
| --- | --- | --- | --- |
| **Revised Page** | **Date** | **Revisions** | **Revised by** |
|  | 02.08.2010  04.05.2012  14.12.2012 | New Publication  Assistant Library Director information under the part of responsibilities was updated as the Library Director.  The information of the technical support for the photocopy devices was altered under the sub-title of Equipment in “Method” title and the digitalization process was updated under the subtitle of “Resources”.  “ELC Library” was removed from article 5.1. | Library Directorate |

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| **Distribution (Relevant Units)** | | |
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| Library  CIT  Director of Construction  Office of General Secretary |  |  |
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| --- | --- | --- |
|  | Approval for Acceptance  (Human Resources Director): | Approval for Effectiveness  (President) : |