1. **PURPOSE**

This policy determines the organization and working principles of Koç University Suna Kıraç Library and affiliated branch libraries.

1. **SCOPE**

This policy includes Suna Kıraç Library and branch libraries affiliated with this library.

1. **REFERENCES**

* Organization Chart
* Policies

1. **RESPONSIBILITIES**
   1. . Library Director is in charge of implementation of this policy.
   2. . Library Director is in charge of preparation and updating of the document.
   3. . Library Director and all personnel are in charge of application of this policy.
2. **DEFINITIONS**

**5.1. The university**

It defines Koç University.

**5.2. The Library**

It defines Research Center for Anatolian Civilizations (RCAC) and School of Nursing (SON) Branch Libraries as well as Suna Kıraç Library.

1. **METHODOLOGY** 
   1. **Foundation and Organization**
      1. The library is founded in order to provide, organize and put to use all information sources that are necessary in supporting educational programs and researches.
      2. The management and coordination of the Library is conducted by the organs below:

- Library Directorate

- Sub-sections of the Library

- Branch Libraries

* + - 1. Library Directorate: Center and branch libraries are directed and inspected by Library Directorate. Library Directorate works in connection with the Vice President for Academic Affaires.
      2. Sub-sections of the Library: All Library work is organized under four sub-sections.
    - Acquisitions Department
    - Bibliographic Control Department
    - Reference & Outreach Department
    - System, Access & ILL Department

The departments are directed by the Heads of departments appointed to work with Library Director. The working principles of the departments are determined by the library directorates and procedures prepared beforehand.

6.1.2.3.Branch Libraries: The library creates “branch libraries” in the other campuses and centers of the University when the need arises. Current branch libraries are such:

- School of Nursing Library

- RCAC Library

Branch Libraries are directed in guidance of Library Director and Head of Branch. The working principles are determined in accordance with all of the library policies and procedures.

6.1.2.4.The library building, resources and equipment is maintained and protected in accordance with the Building Maintenance and Security Policy.

* 1. **The Library System**

6.2.1.The library is currently using the Millennium Automation System that contains modules such as acquisition, cataloguing, serials, circulation and reserve. All resources that are provided in various manners (excluding digital resources) are processed with this system. The system is updated regularly with annual maintenance contracts.

6.2.2 All resources are catalog and classified in accordance with RDA (Resource Description and Access) and Library of Congress Classification System and the records are transferred into the computer system in MARC format.

6.2.3. The records of digitalized resources is entered onto the Content DM digital content managing system that was purchased in 2010 and may be accessed through this system.

6.2.4. The working principles concerning this system and the technological infrastructure are determined by the CIT.

**6.3. Collection Development**

6.3.1.The Library develops its collections using methods such as acquisition, donation and exchange of publications. While developing the collections, it provides information sources in various formats (books, journals, audiovisual sources, electronic publications – e-books, e-magazines, etc) and enables accessibility with the electronic catalog with which it creates bibliographic records in accordance with the international standards.

6.3.2.The principles of collection development are determined by the Resource Provision Policy, Acquisitions Policy, Printed Periodicals Policy, Electronic Resources Policy, Donations Policy, Archive Policy, Rare Materials Policy, Resource Handling Policy and related procedures.

**6.4. General Rules**

6.4.1. Main and branch libraries may be used by the academic staff, students and personnel of the University as well as the academic staff and PHD students of other universities. All users that are not included in these groups (external members) may benefit from the Library by paying an annual membership fee and a deposit.

6.4.2. The users must show the ID card given to them by the University. These cards are non-transferable.

6.4.3. The type, number and check-out time of the borrowed resources might vary according to the type of the user.

6.4.4. All resources owned by the Library are placed to use in open shelves and may be borrowed excluding special collections (rare materials, manuscripts, certain personal donations, reference and reserve resources, etc).

6.4.5. A fine will be given for late returns, according to the type of the resource. The user is also responsible for the compensation of the cost of the resources that are harmed or lost.

6.4.6. The academic and administrative staff that is on sabbatical, that are retired or that have resigned their position and the students that have graduated (cannot sever ties cümlenin Türkçesi “ilişik kesme işlemleri) with the University without returning the resources borrowed from the Library and paying the fines or compensation for the lost resources if there are any. The clearence form arranged by Human Resources Directorate must be signed by Library Director in order for the procedures to be completed.

6.4.7. The Library resources are protected by electronic security systems. No resources may be taken out of the Library without permit. Otherwise, legal action is taken.

6.4.8. The users are responsible for their belongings as long as they are in the Library and the Library cannot be held accountable under any conditions if these belongings are lost.

6.4.9. It is forbidden to enter the Library with food and beverages, smoke inside the building, make noise and speak on the mobile phones.

6.4.10. The principles of the Library use is determined by the Library use Policy, Reserve Services Policy, Interlibrary Loan Policy and relevant procedures.

1. **RECORDS**

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1. **REVIEW**

Library Director is responsible for the revision and updating of this directive. 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 | 21.07.2010  07.05.2012 | New Publication  The parts concerning Assistant Director and The Library Consultation Committee are deleted. | Library Directorate |

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| **Distribution (Relevant Units)** |
| The Library  Vice President  President |

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