



LIBRARY ORIENTATION FOR ACADEMIC STAFF AND STUDENTS

2020-2021 TERM

ISTANBUL GELISIM UNIVERSITY



Presentation:

Ahmet Şenol ARMAĞAN

Head of Directorate of Library and Documentation

asarmagan@gelisim.edu.tr

OUR VISION

Our vision is to be among the leading libraries of our country and the world in terms of service provided to our users.

OUR MISSION

Our mission is to provide, organize and present information resources that meet the expectations of our users and support the educational activities of the University and to develop continuously with the perspective of information literacy.



Our Team

Directorate of Library and Documentation (DLD)



**A. Şenol
ARMAĞAN**
Head of DLD



Seher İLERİ
Deputy Head of DLD



Tuğba KÖSE
Manager of Branch
Library



Aslı G. GÜVEN
Library and Doc.
Officer



Uğur KAÇAN
Librarian



**Muhammad
SHAHJAHAN**
Library and Doc.
Officer



Alper TÜRELİ
Library and Doc.
Officer



Altuğ ATAĞ
Librarian



Tuğba DEMİR
Librarian



Sercan ALİM
Library and Doc.
Officer

ISTANBUL GELISIM UNIVERSITY LIBRARY --WORKING HOURS--



1

Central Library (Tower Campus, Block J)

Weekdays: 08:30-18:30

2

Library of Health Sciences (Rectorate, Block A)

Weekdays: 08:30-18:30

3

Art & Engineering Library (Block C)

Weekdays: 08:30-18:30

4

School of Foreign Languages Library (Block F)

Weekdays: 08:30-18:30

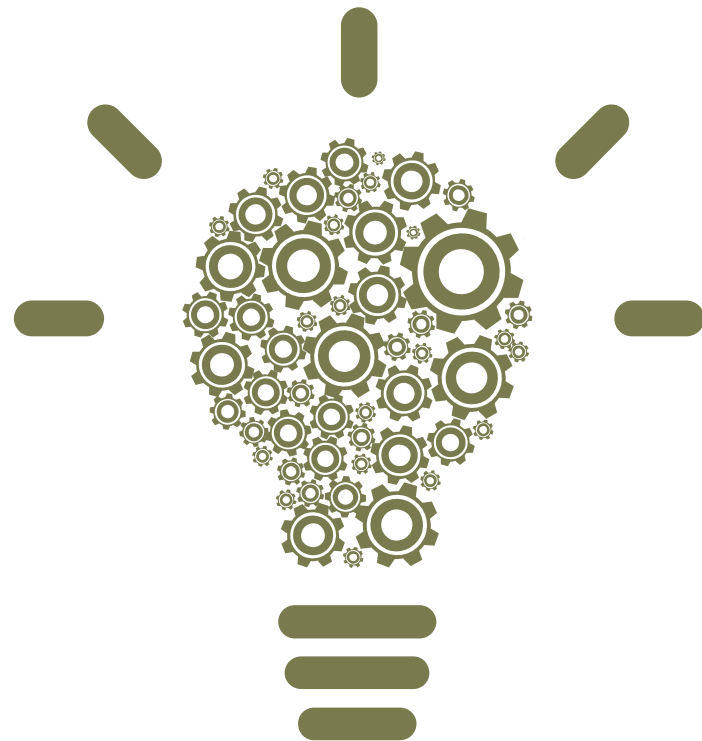
5

Vocational School Library (Block G)

Weekdays: 08:30-18:30

Note: During the semester break and in the summer term, all the libraries are open daily between 08.30 am and 18.30 pm.

What will we learn?



- 1 General Information**
What do we have?
- 2 Membership**
How can I become a member?
- 3 Borrowing Rules**
What are the borrowing rules?
- 4 Library Services**
What are the services in the library?
- 5 Catalog Search**
How to search the catalog?
- 6 Databases**
How do I access databases?
- 7 Interlibrary Loan (ILL)**
How do I request books from another institution library?
- 8 Plagiarism Detection Tools**
How can I find plagiarism detection tools?
- 9 Open Access Repository**
Where can I archive my publications?
- 10 Contact**
How can I contact you?

General Information

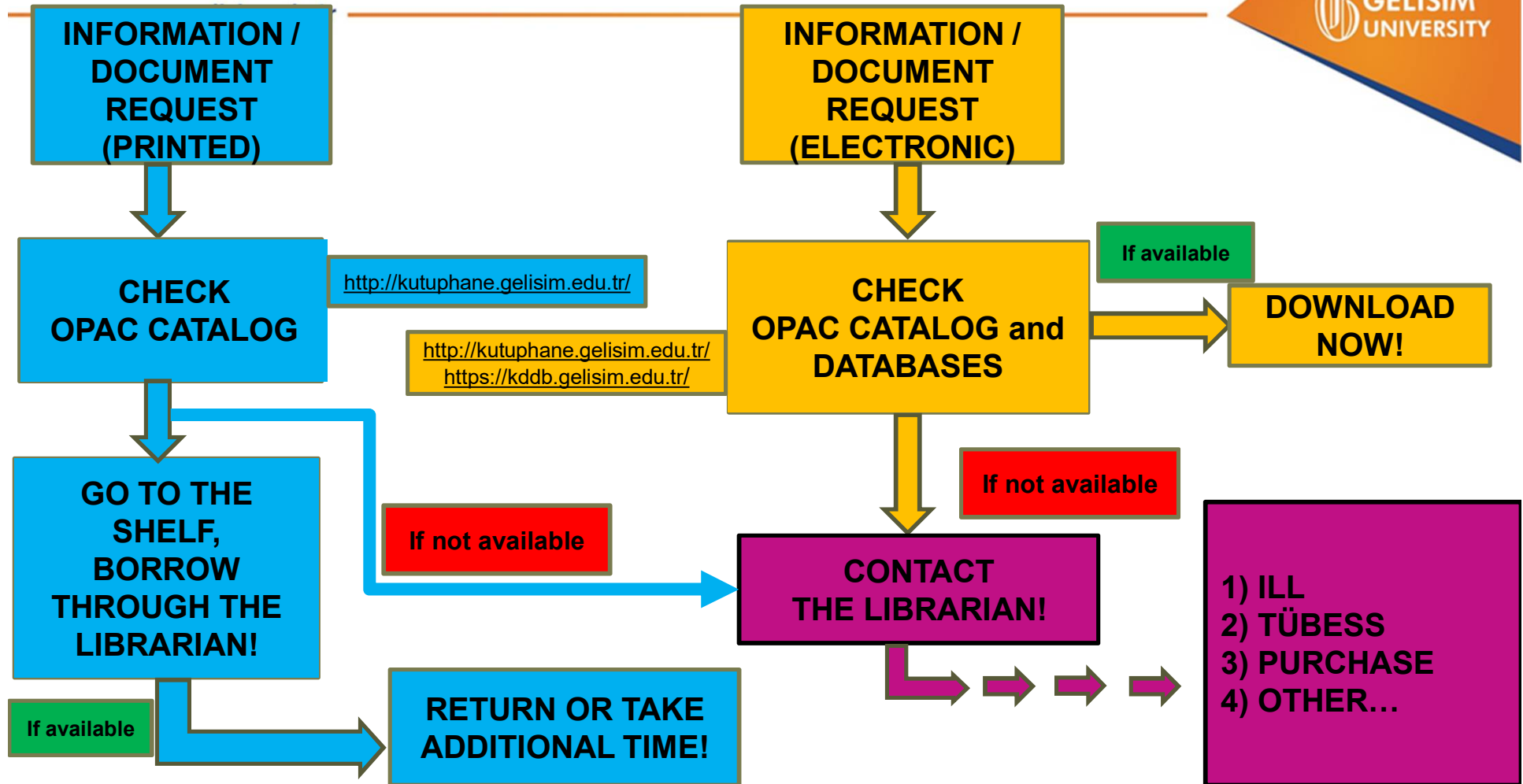
Istanbul Gelisim University Library has been established to support educational and scientific research activities and to meet the needs of students, academic and administrative personnel for all kinds of information and documents. Our users can benefit from Library services as a member and all services are provided free of charge. Istanbul Gelisim University Library provides service in five different libraries that are **Central Library, Library of Health Sciences, Art and Engineering Library, School of Foreign Languages Library** and **Vocational School Library** in five different campuses.

The information resources of our library are structured in accordance with the departments and programs of our university and are constantly diversified. Our library contains materials in many languages. Our library catalog (list of all the library resources) is available online 24/7 through our website <http://kutuphane.gelisim.edu.tr/> Every resources in all our libraries can be scanned from a single interface. The requested publication can be obtained from in which library it is or it can be brought to your campus for you through our librarians. When our users make their proxy settings from the page <https://kddb.gelisim.edu.tr> they can have continuous access our databases 24/7 outside the institution.

Qualitative and Quantitative Features:

- Friendly, solution-oriented service concept and experienced librarians,
- 5 accessible libraries in 5 campuses and more than 6.800 square meters of study area,
- Reader halls where a total of 1141 people can work at the same time and a large number of group study halls,
- More than 121.000 printed books,
- More than 240.000 electronic books,
- 30.000 electronic periodicals, subscription to 31 printed journals, and more than 12.000 printed journals,
- More than 5 million electronic theses,
- Uninterrupted access independent of time and space (24/7) to 5 reputable databases that we have subscription to, in addition 15 databases provided by the state.
- **iThenticate** and **TURNITIN** plagiarism detection tools,
- Wireless internet facilities and advanced computer rooms in all our libraries,
- 11.000 users and thousands of borrowed materials, as of 2020.

Meeting Information / Document Request Workflow



Borrowing Rules

- Members of Istanbul Gelişim University (faculty, students, administrative staff) can borrow materials. Other users cannot borrow resources, but can use them within the Library.
- Only books and periodicals can be borrowed. Advisory resources such as theses, reserved publications, dictionary-encyclopedia, rare and special value works are not lent to any user except academic staff. Academic staff can only borrow these resources for a short time.
- It is mandatory to show the university ID card during the loan process.
- The borrowed resource must be returned at the latest. If the return date is not exceeded, an additional period of time may be requested.
- The borrower has all the responsibility until the loan is delivered to the library.
- At least two (2) business days must be waited for the returned material to be borrowed again by the same user.
- A daily Refund Delay Fee is calculated for each material delivered to the library after the deadline.
- Library materials (due to copyright) may not be reproduced.

Terms of Borrowing Service (Academic Staff)

Academic Staff Borrowing Times	Return Time	Additional Time Request	Borrowing Limit	Material Type
	30 days	30 days	10 materials	Books and Periodicals
	7 days	7 days	5 materials	Audio-Visual and Graphic Resources

The academic staff of Istanbul Gelisim University can be a member of the library with their identity cards. They are required to show ID cards during the borrowing process.

Terms of Borrowing Service (Students)

Material Type	User	Return Time	Additional Time	Maximum Number of Borrowed Resources
Books and Periodicals	Student (Associate and undergraduate)	15 days	15 days	5 materials
	Student (Master / PhD)	21 days	21 days	7 materials
	Academic and administrative staff	30 days	30 days	10 materials
Audio-visual and graphic resources	Student (Associate and undergraduate)	3 days	3 days	2 materials
	Student (Master and PhD)	5 days	5 days	3 materials
	Academic and administrative staff	7 days	7 days	5 materials
Requests from other libraries within the scope of Interlibrary Loan (ILL);				
Books and periodicals	Requesting library	15 days	15 days	3 materials

The administrative staff of Istanbul Gelisim University can be a member of the library with their identity cards. They are required to show ID cards during the borrowing process.

LIBRARY WEB SITE



OBIS PERSIS GBS EBYS ÖMS PMS GAVSIS LMS DSpace E-Kapi IguMER

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Higher Education*

The Only University From Turkey "Shortlisted 1st"

LIBRARY

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IGU News

Japanese scientist with Turkish lovesick starts to teach courses

*in the International Strategy of the Year Category

Prospective Student

International Office

Certificate Programs

Library

Department of Health,
Culture and Sports

Canlı Destek
Online Chat

SOHBETE BAŞLA

Ondestek.

DIRECTORATE OF LIBRARY AND DOCUMENTATION



KOHA Catalog Search



Subscriptions



Trial Databases



TUBITAK ULAKBIM EKUAL Databases



Important Resources



Dspace@Gelisim



Proxy Settings For Remote Access to Databases



Events of Library



TURNITIN Plagiarism Detection Tool



iThenticate Plagiarism Detection Tool

Announcements

26
AĞU **8th Issue of IGU Journal of Health Sciences**
8th Issue of IGUSABDER Published!

8
AĞU **64th Book From IGU Press: IGUSAGOK 2019**
IGUSAGOK 2019: I. NATIONAL STUDENT CONGR...

24
TEM **IJET Journal 18th Issue Announcement!**
International Journal of Engineering Tec...

23
TEM **Intihal.net Unlimited Access Started!**
Intihal.net Unlimited Access Started!

30
NIS **IGUSABDER 7th Issue Has Been Published!**
IGUSABDER Seventh Issue

25
NIS **17th Issue of IJET Journal Has Been Published!**
17th Issue of IJET Journal Has Been Publ...

24
NIS **SPORTDiscus with Full Text Trial Access Started!**
SPORTDiscus with Full Text Trial Access

<https://kddb.gelisim.edu.tr/>

DIRECTORATE OF LIBRARY AND DOCUMENTATION



KOHA Catalog Search



Trial Databases



Important Resources



Proxy Settings For Remote Access to Databases



TURNITIN Plagiarism Detection Tool



Subscriptions



TUBITAK ULAKBIM EKUAL Databases



DSpace@Gelisim



Events of Library



iThenticate Plagiarism Detection Tool

Access to
KOHA on
our Web Site

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AGÜ

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SPORTDiscus with Full Text Trial Access

KOHA Catalog Search

- In our library, materials are classified using the Library of Congress (LC) classification system and cataloged according to the Anglo-American Cataloging Rules. The placement system in our library is open shelf system.
- The KOHA online catalog scanning system (OPAC) is available at <http://kutuphane.gelisim.edu.tr/>
- Materials with a place number can be taken from the shelf via the KOHA catalog search system. Materials can be borrowed through librarians. Some open access resources can be downloaded directly from the OPAC system.

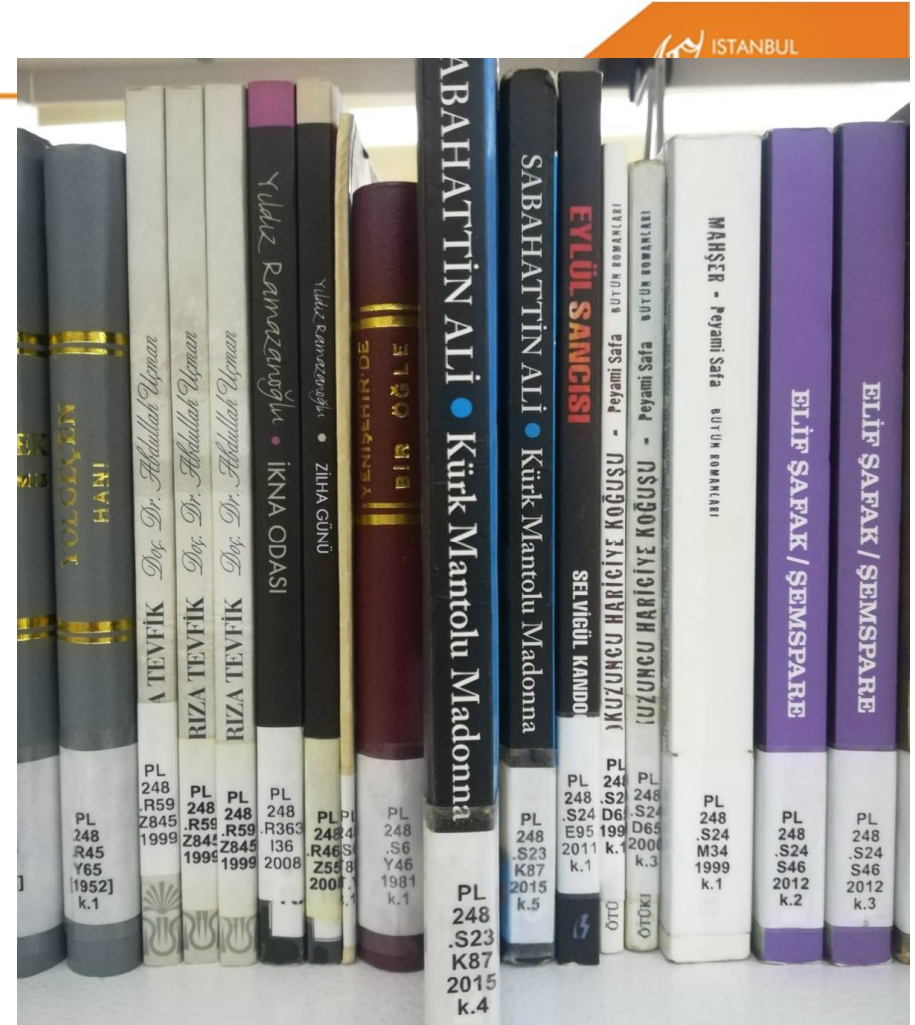
Catalog Search

The screenshot displays the library catalog search interface. The search query is "Sabahattin Ali Kurk mantolu Madonna". The results show 14 items. The first result is "Kurk mantolu Madonna : roman" by Sabahattin Ali. The availability information for this item is "Items available for loan: İGÜ MYO Kütüphanesi / İGU Vocational School Library [PL 248 .S23 K87 2010] (1)". A green callout box with the text "Branch Library and Place Number" has an arrow pointing to the availability information.

Branch Library and Place Number

Availability: Items available for loan: İGÜ MYO Kütüphanesi / İGU Vocational School Library [PL 248 .S23 K87 2010] (1).

The Library of Congress Classification (LCC) is a system of library classification developed by the Library of Congress.



Databases

DIRECTORATE OF LIBRARY AND DOCUMENTATION



KOHA Catalog Search



Subscriptions



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TUBITAK ULAKBİM EKUAL Databases



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IGUSABDER 7th Issue Has Been Published!

Subscriptions

Proquest E-Book Central



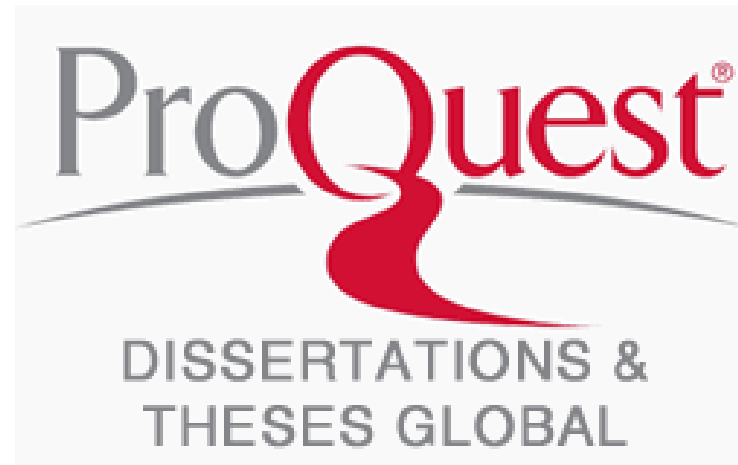
ProQuest
Ebook Central™

Our library has been subscribed to the **Proquest E-Book Central** academic electronic book database. In this context, around 220.000 e-books have been presented to the students, academic and administrative staff.

<https://ebookcentral.proquest.com/lib/gelisim>

Subscriptions

PROQUEST Dissertations & Theses Global Database

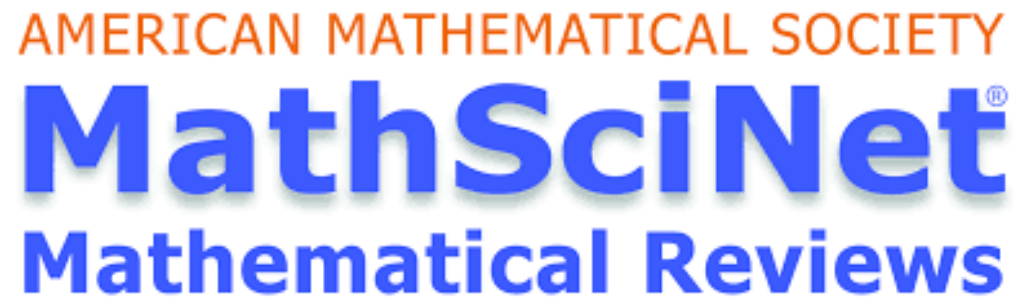


Our library started The PROQUEST Dissertations & Theses Global Database subscription. The system includes more than 5 million master and doctorate theses. Since PROQUEST is an official collaborator of the Library of Congress, every thesis produced in the USA is automatically added to this database. In addition, it also includes other countries' theses.

<https://search.proquest.com/pqdtglobal/>

Subscriptions

MathSciNet



Our library subscribes to the MathSciNet database, which is the Bibliographic Database for Maths and Applications, prepared by the American Mathematical Society (AMS).
In 2017, 65 universities from Turkey have subscribed to the MathSciNet database.

<https://mathscinet.ams.org/mathscinet>

Subscriptions

Oxford University Journals

OXFORD
ACADEMIC



Our library subscribed to the Oxford University Journals. Our access to 285 magazines in 2019 continues uninterruptedly.

Most of the subscribed journals are indexed by SCI, SSCI or A&HCI indexes. In other words, the most prestigious journals of the world are accessible from IGU IP addresses.

<https://academic.oup.com/journals>

Subscriptions

JEPPESEN Mobile FliteDeck Online Access



Our University has subscribed to the indispensable reference source of the "Flight Operations Management Program".

Mobile FliteDeck provides you with increased tactical capabilities in the cockpit through its intuitive user interface that's designed to enhance pilot workflow in either IFR or VFR conditions. Direct feedback from pilots went into our app design so you get maximum usability and minimize heads-down time. You'll also receive the latest alerts instantly, saving time on downloads.

JEPPESEN Mobile FliteDeck Online Access

www.jepesen.com

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www.sobiad.com

Subscriptions

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General Directorate of State Airports
Authority
DEPARTMENT OF AIR NAVIGATION
AIP System

<https://ssd.dhmi.gov.tr/Sayfalar/aipturkey.aspx>

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ELSEVIER



Scopus®

Proxy Settings for Remote Access to Databases

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Events of Library

Click here for proxy settings.
Modulate the Internet browser on
your PC as described..



Proxy Settings For Remote Access to Databases

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NIS

IGUSABDER 7th Issue Has Been Published!

IGUSABDER Seventh Issue

17th Issue of IJET Journal Has Been

Proxy Settings for Remote Access to Databases

Proxy Settings for Google Chrome:

- Click the Settings button in the address bar and click Options in the menu that appears.
- Go to the Advanced Options tab and click the Change proxy settings button.
- If you are using a ADSL modem or 3G modem with a USB connection: Select the connection you are using in the Dial-up and virtual private network settings box and enter the settings.
- Check the Automatically detect settings box.

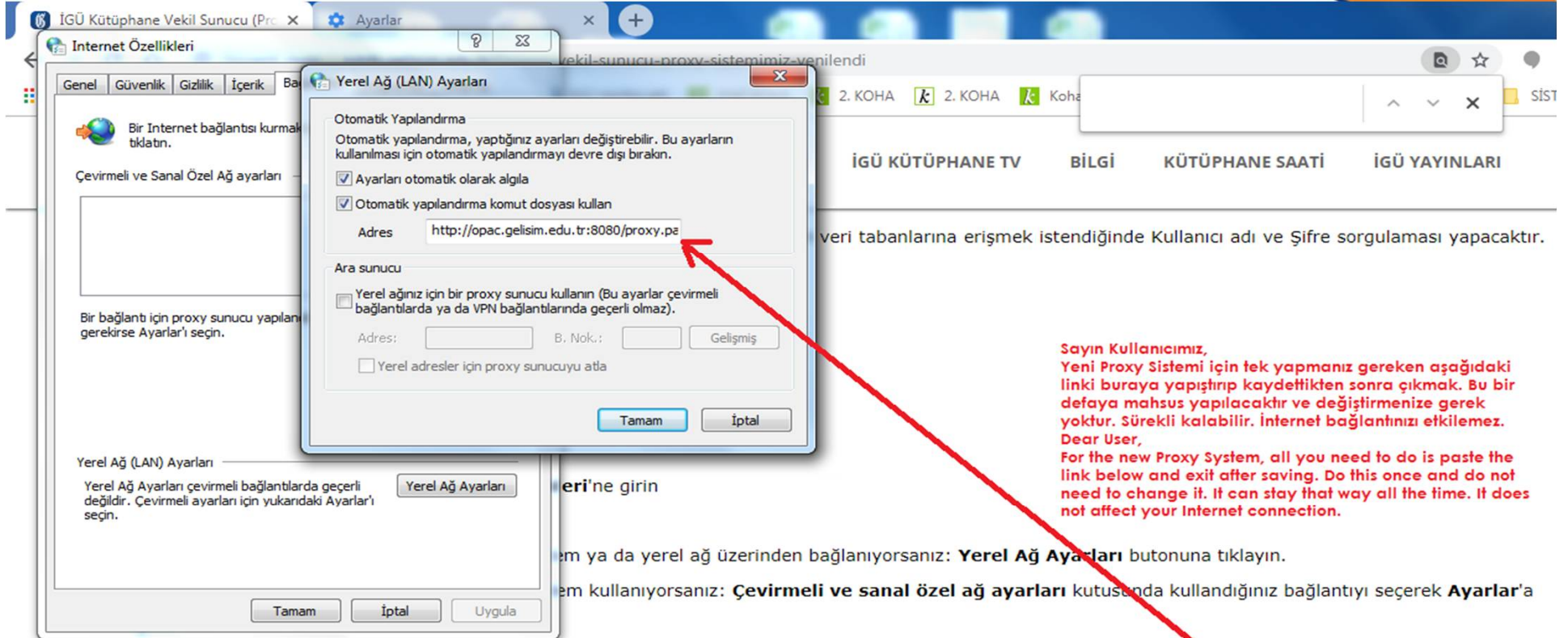
- Check the Use automatic configuration script box and enter the address in the address box:
<http://opac.gelisim.edu.tr:8080/proxy.pac>
- Click OK to exit.

- The user name and password to be requested in the next step are **the same as the wireless connection information** in the campuses.

Proxy Settings for Remote Access to Our Databases

www.gelisim.edu.tr

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İGÜ Kütüphane Vekil Sunucu (Proc X) Ayarlar

Internet Özellikleri

Genel Güvenlik Gizlilik İçerik

Bir Internet bağlantısı kurmak için tıklayın.

Çevirmeli ve Sanal Özel Ağ ayarları

Bir bağlantı için proxy sunucu yapılandırılması gerekiyorsa Ayarlar'ı seçin.

Yerel Ağ (LAN) Ayarları

Yerel Ağ Ayarları çevirmeli bağlantılarda geçerli değildir. Çevirmeli ayarları için yukarıdaki Ayarlar'ı seçin.

Yerel Ağ (LAN) Ayarları

Otomatik Yapılandırma

Otomatik yapılandırma, yaptığınız ayarları değiştirebilir. Bu ayarların kullanılması için otomatik yapılandırmayı devre dışı bırakın.

Ayarları otomatik olarak algıla

Otomatik yapılandırma komut dosyası kullan

Adres

Ara sunucu

Yerel ağınız için bir proxy sunucu kullanın (Bu ayarlar çevirmeli bağlantılarda ya da VPN bağlantılarında geçerli olmaz).

Adres: B. Nok.: Gelişmiş

Yerel adresler için proxy sunucuyu atla

Tamam İptal

eri'ne girin

em ya da yerel ağ üzerinden bağlanıyorsanız: **Yerel Ağ Ayarları** butonuna tıklayın.

em kullanıyorsanız: **Çevirmeli ve sanal özel ağ ayarları** kutusunda kullandığınız bağlantıyı seçerek **Ayarlar**'a

Sayın Kullanıcımız,
Yeni Proxy Sistemi için tek yapmanız gereken aşağıdaki linki buraya yapıştırıp kaydedtikten sonra çıkmak. Bu bir defaya mahsus yapılacaktır ve değiştirmenize gerek yoktur. Sürekli kalabilir. İnternet bağlantınızı etkilemez.
Dear User,
For the new Proxy System, all you need to do is paste the link below and exit after saving. Do this once and do not need to change it. It can stay that way all the time. It does not affect your Internet connection.

Ayarları otomatik algıla kutusunu işaretleyin

Otomatik yapılandırma komut dosyası kullan kutusunu işaretleyip adres kutusuna şu adresi girin: <http://opac.gelisim.edu.tr:8080/proxy.pac>

Tamam butonuna tıklayarak çıkın.

Interlibrary Cooperation (ILL)

- Academic / administrative staff and doctoral students, the materials that loan can borrow all the university libraries in Turkey through our library. For this, you can contact our librarians in our campuses.
(<http://kits.ankos.gen.tr/>)
- In addition, most of the theses that are not accessible in the Thesis Catalog of Higher Education Council (YÖK) are accessible for academic / administrative staff and doctoral students through our library (Printed form with copy fee). You can also contact our librarians in our campuses for this service.
(<https://www.tubess.gov.tr/ill/>)



IGU Institutional Open Access Repository



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institutional repository

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DSpace Home

IGU Institutional Open Access Repository

DSpace is a digital service that collects, preserves, and distributes digital material. Repositories are important tools for preserving an organization's legacy; they facilitate digital preservation and scholarly communication. Academic resources such as books, articles, theses, reports, reports, which are produced in İstanbul Gelişim University and decided to be shared as open access are stored on our DSpace@Gelisim page. This corporate open access archive serves within the framework of the "Senate Principles of Open Access Policy of İstanbul Gelişim University". DSpace@Gelisim has international standards, respects copyrights and supports the corporate open access philosophy.

Communities in DSpace

Select a community to browse its collections.

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İGÜ Genel Sekreterliği [23]
General Secretariat of IGU

İGÜ Rektörlüğü [58]
Rectorate of IGU

İGÜ Yayınları [303]
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Plagiarism Detection Tools



iThenticate is a plagiarism detection tool that is used to scan the scientific output of users with Ph.D. and higher degrees.

Turnitin is a plagiarism detection tool that is used to examine the thesis and projects of the students whose faculty members conduct their own studies and consultancy.

IGU Library

Official Social Media Accounts and Contact E-mail



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[IGUKutuphane](https://twitter.com/IGUKutuphane)



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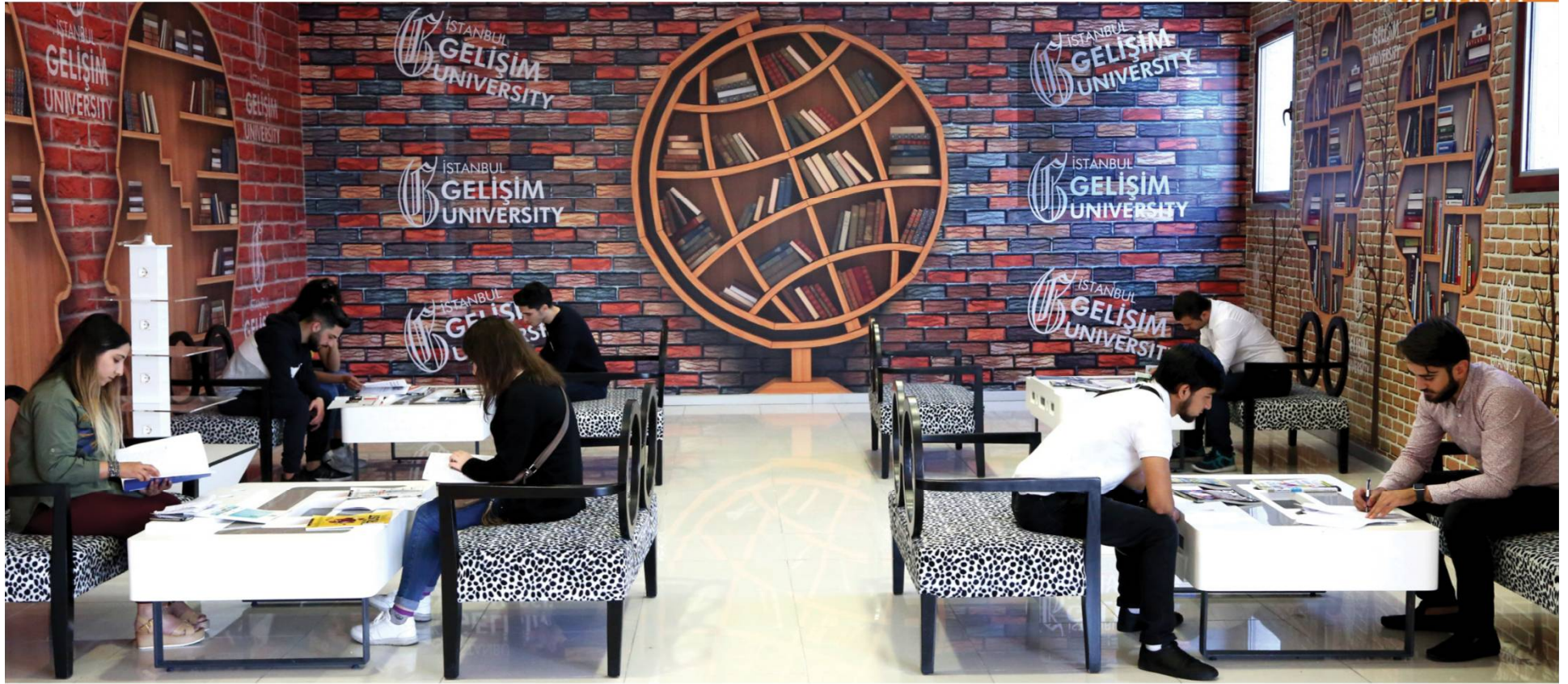






















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Istanbul Gelisim University Journal of Social Sciences

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59.868

165.498

Istanbul Gelisim University Journal of Social Sciences (IGUJSS), is an international peer-reviewed journal and will be issued biannually in **April** and **October**. Our journal is indexed by **ULAKBIM TR Directory** since 2015 and harvested as open access by **EBSCO, OpenAIRE, PROQUEST, SOBIAD** and **Ulrich's**. In our journal, scientific articles within the framework of the topics of **ADMINISTRATIVE SCIENCES, BUSINESS, COMMUNICATION, ECONOMICS, LOGISTICS, PHILOSOPHY, POLITICAL SCIENCES, PSYCHOLOGY, PUBLIC RELATIONS, SOCIOLOGY, STATISTICS** are accepted. Scientific articles with **ARCHEOLOGY, ARCHITECTURE, EDUCATION, FINE ARTS, HISTORY, INFORMATION TECHNOLOGY, LAW, LINGUISTICS** and **LITERATURE** are not accepted. There is no Article Processing Charges (APCs) or article submission charges application in our journal.

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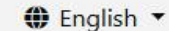
The *International Journal of Engineering Technologies (IJET)* seeks to stimulate and publicizes knowledge of the various topics of engineering technologies. The *IJET* is a new **peer review, open source and free of charge** journal, which accepts all types of papers about engineering technologies. The journal targets to present to the international community important results of work in the fields of engineering technologies such as imagining, researching, planning, creating, testing, improving, implementing, using and asking. The journal also aims to help engineers, researchers, scientists, manufacturers, universities, institutions, industries, world agencies, societies, etc. to keep up with new developments in theory and applications and to provide alternative solutions to current multi engineering issues.

The *International Journal of Engineering Technologies* is a quarterly published journal operating an online submission and peer review system. It allows authors to submit articles online and track their progress via its web interface. The journal aims for a publication speed of **60 days** from submission until final publication.

The coverage of IJET includes the following engineering areas, but not limited to:

.....

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Istanbul Gelisim University Journal of Health Sciences

Istanbul Gelisim University Journal of Health Sciences

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Istanbul Gelisim Universitesi Journal of Health Sciences (IGUSABDER) is an international peer-reviewed journal will be published three times a year (April, August, December). Our journal is registered in the Turkish Citation Index (Health Sciences Area Index).

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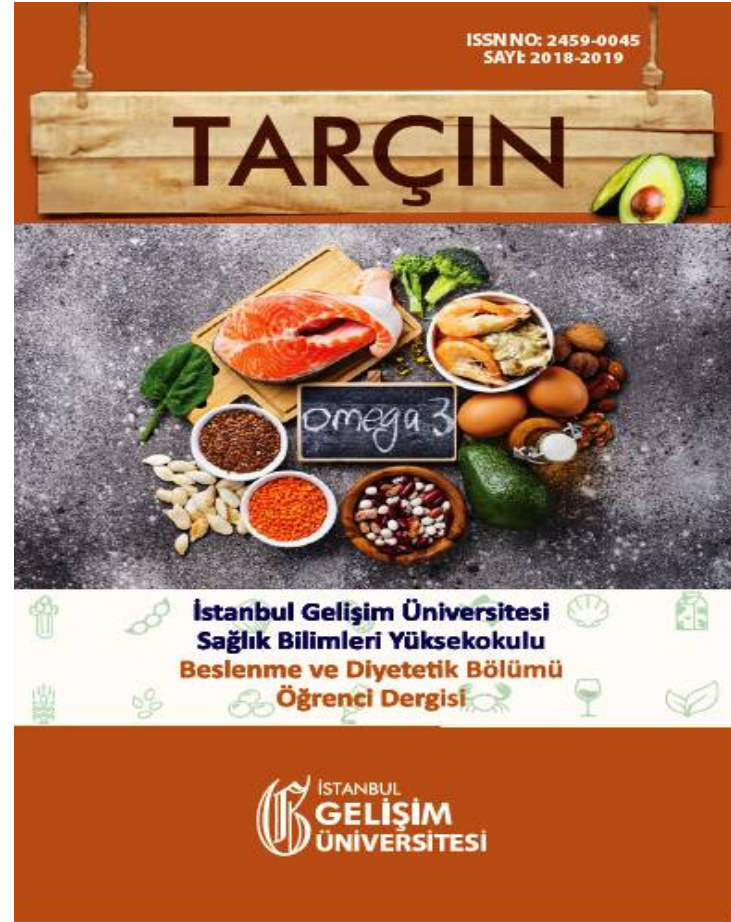
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