

## PROF.DR.ILHAN VARANK LIBRARY FREQUENTLY ASKED QUESTIONS

### 1-WORKING HOURS

#### ACADEMIC PERIOD

LIBRARY WORKING HOURS							
days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
General collection and multi-purpose hall	08:30-22:00	08:30-22:00	08:30-22:00	08:30-22:00	08:30-22:00	08:30-22:00	-
24/7 working hall	22:00-08:30	22:00-08:30	22:00-08:30	22:00-08:30	22:00-08:30	22:00-08:30	Full Day

#### SEMESTER AND SUMMER HOLIDAY PERIOD

Kütüphane Çalışma Saatleri							
days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
General collection and multi-purpose hall	08:30-17:30	08:30-17:30	08:30-17:30	08:30-17:30	08:30-17:30	-	-
24/7 working hall	17:30-08:30	17:30-08:30	17:30-08:30	17:30-08:30	17:30-08:30	Full Day	Full Day

### 2) Who can become a member of the library?

All students and staff registered to our university can become members of the library.

### 3) What are the required documents for membership?

All academicians, administrative staff and students who wish to become members of the library should apply to our library with their corporate identity card and fill in the membership form.

### 4)Do I need to be a member again every year?

You need to update.

### 5) How can we find the books we are looking for in the library?

You can browse the book using the Book Browsing button on the library web page. There are also kiosks for resource screening in the research hall.

## 6- How many books can members borrow?

Number of books that can be borrowed, return and extension periods;

USER	NUMBER	DURATION	TIME EXTENSION (WEB)
ACADEMIC STAFF	10 BOOKS	30 DAYS	3 EXTENSION
ADMINISTRATIVE PERSONEL	5 BOOKS	30 DAYS	1 EXTENSION
DOCTORAL STUDENT	5 BOOKS	30 DAYS	1 EXTENSION
POSTGRADUATE	5 BOOKS	21 DAYS	1 EXTENSION
UNDERGRADUATE ASSOCIATE DEGREE STUDETS	2 BOOKS	15 DAYS	1 EXTENSION

## 7)What kind of books can members borrow from the library?

All sources are lent except for advisory resources, magazines

## 8- Can journals be borrowed?

Faculty journals and periodicals are not borrowed for use outside the library. Periodicals can be used in the library.

## 9- Can encyclopedias and dictionaries be borrowed?

Encyclopedias, dictionaries, magazines and exam preparation books are not borrowed.

## 10- CD, VCD and so on. can I borrow?

An hourly loan form is filled out and a student ID is attached. Borrowed resources are returned to the same day after being used up to the specified time.

## 11- Can I book a borrowed book for myself?

Yes, you can. Read the procedure below to make the reservation.

From the library web page, enter the book browsing area. Click the "Login" button in the top left corner. Enter the member code and password and log in privately (by default the password is the first 5 digits of your T.C. ID number while the member code is your T.C. ID number). The book searched with the catalog search is displayed on the screen, and the work that appears on the screen is clicked. Click on the "Reserve" button that appears in the upper right corner. In the information screen that opens, if it has already been booked, it is listed in order of priority. When the reserved book arrives at the library, an e-mail is sent to

the separating student. The reservation process of the book that is not received at the time of reservation is canceled.

#### **12- Can I extend the period of the book I borrowed?**

If the source received by the users is not booked by someone else and the book's return period has not passed, you can log in to your user account through the book scanning system and perform the extension of the book. You can access the relevant user manual on our website homepage.

#### **13- Where and how are the borrowing-return transactions?**

Lending refund transactions are carried out by the members personally through the automatic loan / return kiosks located on the ground floor and 1st floor of the General Collection Halls of our library. You can contact the Circulation desk for support.

#### **14- What is the location number?**

The place number is the alphanumeric code that makes the book easy to catalog and find on the shelf according to the subject. You can easily find the source number you need from Catalog Search system and find the place on the shelf.

#### **15- Can the Library Catalog be accessible outside the campus?**

Library catalog page <http://kutuphane.mehmetakif.edu.tr/> 'catalog scanning and user operations' can be accessed.

#### **16- How can I use databases?**

In the Library web page, under the Browsing tab, you can search by selecting the appropriate database for your subject in accordance with the databases and descriptions that we subscribe to under the heading 'Databases'. If you want to search the databases collectively, you can use the 'Ulakbim-Ekual Discovery' tool on the library homepage. It is also possible to access databases off-campus. You can access the related user manual on our website homepage.

**17- How can I find the resource I am looking for?**

The Social Sciences collection is located in the Social Sciences Collection Hall on the ground floor of the library, while the Science collection is available in the Science Collection Hall on the 1st Floor.

**18- Is there a photocopy service in the library?**

No photocopy service is available in the library. Users who wish to obtain photocopy services from library resources can obtain PDF copies of the resources via portable memory or smartphone under 'COPYRIGHT FRAMEWORK'.

**19- Can I use my own laptop in the library?**

EDUROAM Wifi (wireless internet) service is provided in our library. Please contact the IT Department to make the necessary arrangements on your laptop.

For other questions and requests

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