Library Guide

#istinye values knowledge

Taking into account the information needs of students, academic and administrative staff, ISU Library aims to encourage and facilitate scholarly participation by providing access to both traditional and innovative resources, promoting excellence in lifelong learning, teaching and research, and strives to be an inclusive place for innovative research and development by collaborating with colleagues.

Istinye University Central Library is located in Vadi Main Campus, Topkapı Library is located next to the Congress Center (former Student Center) in Topkapı Campus, Liv Hospital Bahçeşehir Faculty of Medicine Library is located on the 8th floor in Liv Hospital Bahçeşehir, and Medical Park Gaziosmanpaşa Faculty of Medicine Library is located on the 2nd floor of Block D in Medical Park Gaziosmanpaşa.

With a collection of approximately 43 thousand printed books, 144 rare books (Ottoman Turkish) and 445 printed periodicals, a collection of approximately 200 thousand e-resources and 52 databases, the Vadi Central Library covers an area of 2300 m^2 (1 Super Silent Study area, research area, 1 computer area, 4 group study rooms and 375 seating capacity), Topkapı Library serves in an area of 810 m^2 (1 super silent study area, 1 research area, 1 computer area, 1 general area and 2 group study rooms and 186 seating capacity), Liv Hospital Bahçeşehir Faculty of Medicine Library serves in an area of 114 m^2 (36 seating capacity) and Medical Park Gaziosmanpaşa Faculty of Medicine Library serves in an area of 159. 50 m^2 (34 seating capacity).

The library collection is organized according to the Library of Congress Classification System (LCC) and the National Library of Medicine Classification System (NLM).

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General Informations

Library Hours

CAMPUS	WEEKDAYS	WEEKEND
Vadi Central Library	08.30 AM - 08.00 PM Library 2nd Floor 24/7 *Library 2nd floor is closed between 08:00AM-09:00AM for cleaning. H Block 6th Floor Study Area 24/7	CLOSED Library 2nd Floor 24/7 H Block 6th Floor Study Area 24/7
Topkapı Campus Library	08.30 AM - 05.30 PM Library Ground Floor and Super Silence Study Space 24/7 *Library is closed between 08:00 AM-08:30 AM for cleaning.	CLOSED Library Ground Floor and Super Silence Study Space 24/7
Liv Hospital Bahçeşehir Medical Faculty Library	08.00 AM - 05.30 PM	CLOSED
Medical Park Gaziosmanpaşa Medical Faculty Library	08.30 AM - 05.30 PM	CLOSED

For Your Library and Off-Campus Access Account

Library Account:

https://katalog.istinye.edu.tr/vufind/?lng=en

Off-Campus Access:

https://kutuphane.istinye.edu.tr/tr/veritabanlari

✓ **Username:** Your corporate e-mail address (@istinye.edu.tr, @stu.istinye.edu.tr)
✓ **Password:** Your corporate e-mail address password

Loan, Return, Loan Renewal, Reservation and ILL

User Category	Number of Copies (Book)	Loan Period (Day)	Loan Renewal Times
Academic Staff	10	30	3
Administrative Staff	10	30	3
Phd Students	10	30	3
Postgraduate Students	5	30	3
Undergraduate Students Associate Students	3	15	3

Interlibrary Loan and Documentation (ILL) Service

User Category	Book		Book Chapter	Article	Thesis
	Number of Copies	Loan Period (Day)	Number of Copies	Number of Copies	Number of Copies
Academic Staff	30	30	50	50	40
Administrative Staff	25	30	50	50	40
Phd Students	10	15	40	40	30
Postgraduate Students	10	15	40	40	30
Undergraduate Students	-	-	30	30	15
Associate Students	-	-	30	30	15

Returns

You can return your loans:
- ✓ You can do it from the Library Information Desk
- ✓ You can return the item(s) you have taken from the Central Library to Topkapı Campus Library
- ✓ You can return the item(s) you have taken from Topkapı Campus Library to the Central Library.

! Materials borrowed from the library are the responsibility of the users. Fines are imposed for item(s) that are not returned on time and damaged.

Why Am I Paying a Debt and How Much Is the Debt?

Daily debts for overdue item(s) are aimed at ensuring that item(s) are returned or replaced on time. Thus, it is ensured that more users benefit from the same item(s).
! A Daily debt ıd 1 TL is applied for each book.

Loan Renewal

Our members have the right to extent **3** time for each borrowed book.
The extension process is **3** days before the return date;
- ✓ Library Information Desk
- ✓ From the **Checked Out Items** tab on the **My Library Account** page,
- ✓ It is done by sending e-mail to kutuphane@istinye.edu.tr

! In the event that the item(s) you have borrowed are reserved by another user, you cannot perform the extension process, and the extension process cannot be performed for the item(s) whose return date has expired.

Reservations

If you want an item to e reserved on your behalf, it is sufficient to enter the detail information of the item(s) you want and press the "**Hold**" button after logging in from the My Library Account area.
When the item(s) you have reserved are returned, a notification e-mail will be sent to your institution e-mail address. The item(s) you have reserved are kept on the reservation shelf for 3 (three) days.
! If it is not borrowed within 3 (three) days, it will be put on the library shelf.

Interlibrary Loan and Documentation (ILL)

It is the service of borrowing the books, articles and thesis needs of the members of Istinye University that are not available in the Library Collection related to education and research activities from the domestic institutions with which we cooperate or providing them as documents.

Interlibrary Loan Service
It is the process of borrowing the printed books that are not in the Library Collection from the domestic libraries with which we cooperate, within the rules determined by the relevant institution, for certain periods.

Article and Book Chapter Supply Service
It is the service of providing articles and book chapters that are not in the Library Collection electronically from domestic libraries and institutions with which we cooperate, in accordance with copyrights.

Thesis Providing Service

It is the service of providing hard copies of theses, which are not allowed to be published in the Thesis Center Database as a result of the scans made from the National Thesis Center (YÖK THESIS CENTER) home page, via TUBESS through the University Libraries.
Theses, whose use is restricted until a certain date by the author of the thesis, can not be accessed until the specified date due to copyrights.

Seminars and Educations

This service is provided for all members of our institution in order to support their academic studies.

It will be sufficient to fill in the link below for your training request about the services offered by the library, such as research methods, use of electronic resources, and off-campus access.

- ✓ Library Training Request Form
- ✓ You can select more than one training you request from the training titles in the form.
- ✓ You can send your request to the library by filling out the form with the date, time and place information you have specified.
- ✓ You can select more than one training request in different days or hours.

You can follow the trainings and seminars organised by the databases companies we cooperate with from the "Announcements" section on the Library's home page, via e-mails sent by the library or through the library's social media accounts.

RESEARCH

ISU Library Collection in Numbers:

Printed Books:
46.265+ books
https://katalog.istinye.edu.tr/vufind/?lng=en

Printed Journals:
445 titles
https://katalog.istinye.edu.tr/vufind/?lng=en

E-Books:
A total of 156.335+ e-books accessed
https://library.istinye.edu.tr/tr/databases/e-books

E-Journal:
84.784+ e-journal
https://library.istinye.edu.tr/tr/databases

Rare Artifacts:
144 piece (Ottoman Turkish) rare books

Databases:
Access is provided to a total of 49 databases.
https://library.istinye.edu.tr/tr/databases

CONTACTS

ISTIYE UNIVERSITY CENTRAL LIBRARY

VADİ CAMPUS

Istinye University Vadi Campus, Ayazağa Mah. Azerbaycan Cad. (Vadi İstanbul 4A) Blok No: 3H Sarıyer/İSTANBUL

ISTIYE UNIVERSITY TOPKAPI CAMPUS LIBRARY

TOPKAPI CAMPUS

Istinye University Topkapı Campus, Maltepe Mah., Teyyareci Sami Sk., No.3 Zeytinburnu, İstanbul, 34010

📞 0850 283 61 89

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in /company/isu-kutuphane