

Library Guide



Istinye University Library

#istinye values knowledge

Information Resources at Istinye University supports education and research programs at our university and it provides for users to access to exact information within the shortest time. Our library aims to provide for the students and staff members at Istinye University with support and convenience for all scientific researches and activities.

Istinye University Central Library is located on the 5th floor on Topkapı Campus, and the Vadi Campus Library is located on the 6th floor on Vadi Campus. Topkapı Central Library, with its collection of printed books, periodicals, e-books, and e-periodicals, has a total area of 1,050 m² (1 quiet study area, 1 research area and 1 computer area); as for Vadi Campus Library, it provides service on an area of 650 m²

The collection of our library is classified according to [Library of Congress \(LC\)](#) and [National Library of Medicine \(NLM\)](#) classification systems.



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General Informations

Library Hours

Topkapı Central Library

Weekdays: 08.00 - 22.00

Weekend: CLOSED

Vadi Campus Library

Weekdays: 08.00 - 20.00

Weekend: CLOSED

For Your Library and Off-Campus Access Account

Library Account:

<https://catalog.istinye.edu.tr/yordam/>

Off-Campus Access:

<https://catalog.istinye.edu.tr/vetisbt/?dil=tr>

For students:

- ✓ **Username:** Your student number
- ✓ **Password:** ISUPASS (OIS PASSWORD)

For academic staff:

- ✓ **Username:** The username part of your e-mail address before "@istinye.edu.tr" or "@isu.edu.tr"
- ✓ **Password:** Your mail password or the last 4 digits of your T.C. ID number

For administrative staff:

- ✓ **Username:** The username part of your e-mail address before "@istinye.edu.tr"
- ✓ **Password:** The last 4 digits of your T.C. ID number

SERVICES





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:

- ✓ at the Circulation and Information Desk,
- ✓ Materials you get from Vadi Campus Library you can return it to the Topkapı Campus Library,
- ✓ Materials you get from Topkapı Campus Library you can return it to the Vadi Campus Library,

! Materials borrowed from the library are the responsibility of the users.rules will apply for deliveries

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

Daily debts for overdue items are aimed at ensuring that items are returned or replaced on time. Thus, it is ensured that more users benefit from the same material.

! A Daily debt id ! 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;

- ✓ From 'My Pocket Library' application,
- ✓ From the lending counter,
- ✓ From the 'On Me' tab on the [My Library Account](#) page,
- ✓ It is done by sending e-mail to kutuphane@istinye.edu.tr

! If the material you have borrowed is held by another user, you will not be able to perform your extension.

Reservations

If you want an item to e reserved on your behalf, it is sufficient to enter the detail information of the item you want and press the "**Hold**" button after logging in from the [My Library Account](#) area.

When the material/materials you reserved are returned, you will receive a short message to your phone number registered in the system.

The material you have reserved is 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 \(CoHE THESIS CENTER\)](#) 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.

.You can find detailed information about loan transactions (number of loans, duration) in the "ILL SERVICE" table on page 3.

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 organized by the database companies we cooperate with from the "[Announcements](#)" section on [the home page of our library](#) or from the e-mails sent by the library to your corporate e-mails.





RESEARCH

In the Libraries of Istinye University

Printed Books:

36.007+ books,

<http://catalog.istinye.edu.tr/yordambt/yordam.php>

Printed Journals:

445 titles, 5615+ fascicle journals,

<http://catalog.istinye.edu.tr/yordambt/yordam.php>

E-Books:

A total of 1.300.000+ e-books accessed,

482,616+ e-books available for full text access and download

<https://library.istinye.edu.tr/tr/databases/e-books>

E-Journal:

77.736+ e-journal,

<https://library.istinye.edu.tr/tr/databases>

Rare Artifacts:

90 piece (Ottoman Turkish) rare books,

Databases:

41 of which are accessible within the scope of EKUAL,

Access is provided to a total of 48 databases, 7 of which are subscriptions.

<https://library.istinye.edu.tr/tr/databases>

LINK:

https://bit.ly/ISU_LIBRARY_Off-Campus_Access_and_E-resource_Access

CONTACTS

TOPKAPI CAMPUS

Istinye University Topkapı Campus, Maltepe District, Teyyareci Sami Street, No.3 Zeytinburnu, İstanbul, 34010

VADI CAMPUS

Istinye University Vadi Campus - Ayazağa District, Azerbaycan Street (Vadistanbul 4A Block) 34396 Sarıyer/İstanbul



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