

Frequently ask questions

I am an FBU student / staff member how can I become a member of the library?

Fenerbahçe University members are natural members of the library. In order to borrow publications / materials, access subscribed databases and benefit from off-campus access, they can come to the library and show their identity information to the library staff and activate their library accounts.

I am not FBU member, Can I use the library?

Outside users can be contacted daily in advance at kutuphane@fbu.edu.tr address. Also, they can visit the library by appointment.

I am a member of another university, Can I use the library?

As an outside user, you can subscribe from our library by filling out the FBU library membership form and fulfilling the conditions specified in the form. Request for application to kutuphane@fbu.edu.tr

BORROWING SERVICE

Who can benefit from the borrowing service?

FBU academic staff, administrative staff and students can benefit from this service.

I will use the borrowing service for the first time, what should I do?

If you are going to use this service for the first time, it is sufficient to apply to the library staff with your FBU ID card. If you do not have a card, your application will not be made.

Can I borrow publications without an FBU ID card ?

Borrowing transactions are not available without an FBU ID card.

Can I borrow publications with my friend's ID ?

No. Legal action will be taken if you use someone else's card.

How many publications can I borrow at a time?

The number of loans varies according to the user profile. Detailed information about the conditions of use can be found at

<https://www.fbu.edu.tr/ogrenciler/368/fbu-kutuphane>

How long can I borrow any publication ?

The loan period varies depending on the type of publication you want to borrow. For detailed information, visit

<https://www.fbu.edu.tr/ogrenciler/368/fbu-kutuphane>

How can I find out the return date of a publication I borrowed?

By accessing the member profile at <https://catalog.fbu.edu.tr/cgi-bin/koha/opac-user.pl> , you can see the records you have borrowed and their return periods.

Can someone else return the publication I borrowed?

Yes.

How can I renew a publication I borrowed?

You can renew the period of use of a publication you borrowed from the 'Circulation Desk' or send email to kutuphane@fbu.edu.tr.

What is the delay penalty for publications that are not returned on time ?

Yes. 1 TL per day.

Where and how can I pay the delay penalty ?

You can pay at the Circulation Desk.

I lost the publication I borrowed. What should I do ?

You must buy and deliver the latest edition of the publication you have lost. Or you have to pay the price to the library.

In which cases will my enrollment in student affairs be blocked?

If you have any publication (s) that you have not returned for a long time and are in lost status, they will be blocked and you will not be able to use the library services.

STUDENT RESERVE SERVICE

How long can I borrow publications in the Reserve Department?

Student Textbooks can be borrow for 5 days and cannot be extended.

How can I renew the publication I borrowed from the Reserve Department?

Extensions are not made for publications borrowed from the reserve department.

I am a faculty member, I want to borrow a semester course broadcast. What should I do?

Only the lecturer who teaches the course can receive the semester course broadcasts. It is sufficient to report this to the library.

INTER-LIBRARY LOAN AND DOCUMENT SUPPLY SERVICE

What is the interlibrary loan / document supply service?

It is a service of mutual utilization of library publications within the framework of cooperation between university libraries. Information resources that are not available in FBU Libraries within the scope of the service are provided by borrowing or copying from domestic libraries and information centers.

Who can benefit from the interlibrary loan / document Supply service?

FBU faculty, administrative staff and students can benefit from this service.

What should I do to benefit from the interlibrary loan / document supply service?

Please send the bibliographic information of the publication by e-mail to kutuphane@fbu.edu.tr.

How many requests can I make at the same time within the scope of interlibrary loan / document supply service?

You can request 5 printed publications.

Can I cancel the requests I have made?

Since the requests are processed within two days at the latest, the request can be canceled within this period. Processed requests cannot be canceled. In

order to cancel the request, you must send a message to kutuphane@fbu.edu.tr.

How can I find out if my requests have come to the library?

Information messages are made by e-mail. After your request is received at the library, a message will be sent to your e-mail address.

Do I have to pay any fees for requests?

You have to pay a fee for requests made within the scope of interlibrary loan / document supply (copying / shipping, etc.). Fees vary according to the policy of the university we request. For detailed information, you need to contact the relevant unit.

What happens if I do not receive the publication that I have brought through the interlibrary loan/document supply service?

The user who does not receive the publication within 1 month or pay the fee through the interlibrary loan/document provision service cannot make a new request and benefit from the lending services.

E-RESOURCES

Why can't I find journals which I found in the library database on the shelves?

Databases are provided in a different way than printed journals. All journals in our database collection may not be available in print at the same time.

How can I access the databases related to my research?

You can list databases related to your research subject by following the Research Tools / E-Resources path on our website.

<https://ekutuphane.fbu.edu.tr/vetisbt/>

How can I make research in academic databases?

Databases are online resources with different contents. While some databases provide full text content, some may contain bibliographic data such as abstracts, citations, and indexes. In addition, a limitation was made by listing them in three different groups, alphabetically according to their subject, names and by publisher. You can do your research using any of these options that suit

you. For more detailed questions, you can get information from our reference librarians or request information-literacy training.

What does Citations/Abstract/FullText/Fullimage mean?

Citation: It means a reference to a publication,

Abstract: Only summary information about the source is given,

Fulltext: the whole content of the resource,

Fullimage: The source contains the image resources

How can I access e-books?

You can access e-books from the e-resources tab under research tools on the library web page. <https://ekutuphane.fbu.edu.tr/vetisbt/>

Can I upload the e-book content to my computer?

E-book databases can implement different policies in this regard. Some databases allow saving, while others only allow printing. If you have any problems about this, you can get help from the reference librarians.

If I have an access problem in electronic databases, what can I do?

Please, send an email to kutuphane@fbu.edu.tr

REFERENCE

Where can I get help with my research?

You can always get help from reference librarians for your research.

What is the Library Catalog ?

The library catalog is a system in which the records of the information resources within the library collection are created in accordance with the cataloging rules (Anglo American Cataloging Rules) and in accordance with the LC Classification System, which is an international system.

These records created contain various information about the shelf place/subject of the publication, whether it is in the library and its available (status).

How can I do research in catalog browsing?

You can search by choosing one of the access points (author, title, subject, thesis, ISBN/ISSN, journal name). If your search for terms are related to your research topic, you can access the registration content by clicking the appropriate link from the list of search result.

In which order are library materials placed on the shelf ?

The library materials are numbered according to the American Library of Congress Classification system. To access the LC Subject list, please visit <https://www.loc.gov/catdir/cpso/lcco/>.