

T.R.
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE FOR MATERIAL PURCHASE, DONATION ACCEPTANCE
and SELECTION, EVALUATION of REDUNDANT BOOKS

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this directive is to frame the procedures and principles to be implemented in the acquisition of books to Nevşehir Hacı Bektaş Veli University libraries through purchase or donations by the real or legal entities.

Scope

ARTICLE 2 - (1) This directive encompasses the use and selection of the materials acquired to Nevşehir Hacı Bektaş Veli University through purchase and donations and the evaluation of the redundant donated materials.

Basis

ARTICLE 3- (1) This directive was prepared in accordance with the 14. Article of the 2547 numbered Higher Education Law, promulgated in the Official Gazette No. 17506 on 06/11/1981, 124 numbered and 07.10.1983 dated Statutory Decree of Supreme Institutions of Higher Education Institutions and Administrative Organization of Higher Education Institutions, and the 2. Paragraph of the 7. Article and the 1. Paragraph of the 12. Article in the Directive of Nevşehir Hacı Bektaş Veli University Libraries.

Definitions

ARTICLE 4 – (1) The expressions in this directive mean:

- a) Head of Department: Head of Nevşehir Hacı Bektaş Veli University Library and Documentation Department,
- b) Directorate of Department: Directorate of Nevşehir Hacı Bektaş Veli University Library and Documentation Department,
- c) Commission: Nevşehir Hacı Bektaş Veli University Library Commission,
- ç) Library Purchase and Donation Evaluation Commission: The sub commission composed of an academic personnel from every unit and that evaluate the purchases and donations for the library in terms of their appropriateness for the education and teaching, research fields and cultural needs of the university and, and responsible for reporting to the Library Commission,
- d) University: Nevşehir Hacı Bektaş Veli University,
- e) Material: Books, periodicals, handwritten and rare works, calendars, microfilms, microfiche, disks, diskettes, compact disks (CD), DVDs, records, tapes, maps, plates, stamps, money, pictures, paintings, sculptures, photographs, gravures, scraps, reproductions, video cassettes, pins, lottery tickets, announcements, banners, figures, posters, postcards, and similar archive materials,
- f) Collection: All the materials registered in the Library,
- g) Accession: Procedures like the deliverance, registration and cataloguing of the collections.

PART TWO

**Establishment and Responsibilities of Library Purchase
and Donation Evaluation Commission**

Establishment of Library Purchase and Donation Evaluation Commission

ARTICLE 5- (1) A Commission, composed of one academic staff from the University units, is established to make recommendations to the Library Commission. The members term in this commission is one year and they can be re-elected every year.

Responsibilities of Library Purchase and Donation Evaluation Commission

(2) Library Purchase and Donation Evaluation Commission has the responsibilities below:

- a) Control of the materials acquired through purchase or donations for their suitability to the education-teaching, research and cultural activities of the University,
- b) Control of the materials to be purchased if they are already in the collection, or not (apart from the frequently used sources like course books or main resources),
- c) Control of the purchased or donated materials if they are worn, broken or pirate copy,
- ç) Reporting to the Commission about the materials to be included in the collection, or not.

PART THREE

The Procedures of Material Purchase, Gathering Demand Information, and Evaluation Gathering Demand Information

ARTICLE 6- (1) University staff and students can demand materials by filling the Book Demand Form in Appendix 1.

(2) The units can make publishing demands about their discipline by Book Demand Form and an official letter to the Directorate based on Departmental Committee decision and confirmation of the Dean or Director,

(3) The official demands from the units are prioritized.

(4) The library users' demands made on the Library Information System with their usernames and passwords, are evaluated.

Evaluation Procedure

ARTICLE 7- (1) The Commission decides whether the demanded books will be purchased, or not.

(2) If the Commission wants, the books demanded to be purchased are reviewed by the Library Purchase and Evaluation Commission and reported to the Commission. The Commission evaluates the book purchases in accordance with the budget and the report by the Library Purchase and Evaluation Commission.

(3) Banned publishing houses are checked.

(4) The confirmed demands by the Commission are sent to the Directorate under signatures.

Purchase procedures

ARTICLE 8 – (1) The directorate runs the purchase procedures for the confirmed materials by the Commission in accordance with the budget limits.

PART FOUR

Donation Applications, Evaluation, Control and Acceptance Procedures

Donation applications

ARTICLE 9- (1) Real or legal entities that want to donate apply to the Directorate with the Book Donation Form in the Appendix 2. Real or legal entities that want to donate can deliver the materials themselves or ask the Directorate to collect the materials from them.

(2) The application is sent to the Commission for evaluation.

(3) The Commission may ask the Library Purchase and Evaluation Commission to evaluate.

Donation acceptance criteria

ARTICLE 10- (1) The materials that are already in the library collection are accepted on the confirmation of the Commission. The Commission doesn't accept the materials below as donations:

- a) Basic education course books and preparation sources,
 - b) Reference sources as encyclopaedia, dictionary prepared for basic education level,
 - c) Class notes and notebooks,
 - ç) Reproduction or photocopy materials,
 - d) Works that are worn out, broken, torn, or scabbled in a level that cannot be accepted as collection material,
 - e) Periodicals that cannot form a wholeness within themselves and single volumes apart from the rare works,
- (2) The materials except from the ones above are evaluated by the Commission.

Material acceptance and evaluation

ARTICLE 11- (1) The donation materials are evaluated by the Commission in terms of their quantity and quality.

(2) In case the real or legal entities demand the materials to be picked up from them, if the materials are more than 100 pieces and they are thought to be valuable in their quality, at least two commission members make a preliminary evaluation with a vehicle allocated by the Directorate and the personnel. After this evaluation a short bibliographic list (name of the work, author, and publication date) of the donated materials to be accepted is made and signed along with the acceptance document by the applicant and Commission members.

(3) The donated materials sent or brought to the Directorate by the applicant are run through a preliminary evaluation by at least two Commission members. After this evaluation a short bibliographic list (name of the work, author, and publication date) of the donated materials to be accepted is made and signed along with the acceptance document by the applicant and Commission members.

(4) The Commission may ask the Library Purchase and Evaluation Commission for an evaluation for the quality and quantity of the donated materials.

Material control and acceptance procedures

ARTICLE 12- (1) If the Commission asks, Library Purchase and Evaluation Commission control whether the donated materials are already in the library Directorate Collection and for their quality.

(2) After their accession procedures are completed, the materials that are already in the Directorate Collection are delivered to the relevant units with attached lists and an official record. After the movable property procedures are completed, the Movables Consolidate in Charge is informed by a document. The materials are delivered to the relevant unit for cataloguing and registration in the Directorate database. The materials of which procedures are completed, are put on the central or unit library shelves ready for the users benefit.

(3) The materials that are not needed to be added in the library collection are sent to other institutions.

(4) Redundant materials that are not accepted by the institutions are sent to the recycling on the Commission decision and only on the condition that the donor confirms in the Appendix 2.

PART FIVE

Miscellaneous and Final Provisions

Provisions about the real or legal donors

ARTICLE 13 - (1) A certificate of appreciation signed by the Commission Director is sent to the material donors.

(2) The donors cannot claim any right or make any demand about their donation.

(3) The donors cannot create a special collection, part or shelf that will break the wholeness of the entire Collection.

(4) Conditional donations or similar demands are not accepted except the articles defined in this directive.

Validity

ARTICLE 14 – (1) This directive goes into effect as approved by Nevşehir Hacı Bektaş Veli University Senate.

Implementation

ARTICLE 15 – (1) The articles in this directive are implemented by Nevşehir Hacı Bektaş Veli University Rector.

Date and Number of Senate Resolution

25 August 2021

Number: 2021.27.162.