
**DIRECTIVE of
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
MANUSCRIPTS AND RARE PRINTED WORKS**

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Directive is to determine the procedures and principles regarding the use of digital copies of manuscripts and rare printed works in the collections of Nevşehir Hacı Bektaş Veli University.

Scope

ARTICLE 2 - (1) This Directive covers the procedures and principles regarding the use of manuscripts and rare printed works in the collections of Nevşehir Hacı Bektaş Veli University.

Basis

ARTICLE 3 - (1) This Directive has been prepared based on the following legislation:
-Section 3, Article 34 of the Law on the Protection of Cultural and Natural Properties dated 23/07/1983 and numbered 2863,
- Ministry of Culture and Tourism "Periodic Usage Directive"
- Additional Article 1, added to the Regulation on the Procedures and Principles of Utilizing Works of Public Institutions and Organizations, which was put into force with the Decree of the Council of Ministers dated 25/09/1986 and numbered 86/11038, by the decision of the Council of Ministers dated 24/04/2017 and numbered 2017/10091.

Definitions

ARTICLE 4 - (1) In this Directive following expressions are used:
Department: Directorate of Library and Documentation,
Library: Libraries affiliated to Nevşehir Hacı Bektaş Veli University,
Museum: Museums affiliated to Nevşehir Hacı Bektaş Veli University,
Rare Printed Work: Works published before 3/11/1928, when the Law on the Acceptance and Application of Turkish Letters dated 1/11/1928 and numbered 1353, and printed works in the rare works collection of the University library,
University: Nevşehir Hacı Bektaş Veli University,
Manuscript: Hand- written works such as books, magazines, letters, decrees, patents, plates, calligraphy and etc., with history, art or content value.

SECOND PART

Main Provisions

Application

ARTICLE 5 - (1) Lecturers, students and researchers who want to benefit from the manuscripts and rare printed works in the collections of the University apply to the relevant unit of

the University where the work is located, with the application form in Annex-1, photo ID photocopy and student / lecturer certificate.

(2) In this form, the subject of study, the university where the instructor or student is; If the researcher is a book, article, conference text, etc. Publications and the names of the works or works that are subject to the request of these persons, the purpose of using the works, the method of utilization and the duration of the work to be done must be clearly stated.

(3) Applications can be made under the same conditions by mail, e-mail, on the internet and other means containing legal notice. In addition, low-resolution copies of the said works can be made available to academicians, students and researchers on the web.

(4) The digital copy requests of public institutions and organizations working on manuscripts and rare printed works, foundations with tax exemption by the Council of Ministers and associations working for the public benefit are made to the Department by following the application procedure set out above, and the request is evaluated by the relevant unit.

(5) Requests for digital copies of manuscripts and rare printed works whose copies are in the collections of the University and whose copyrights are owned by another institution or person must be made to the relevant institution or person.

Evaluation of applications

ARTICLE 6 - (1) Applications are evaluated by the University Library Commission by taking the opinion of an expert in the field of the requested work.

(2) Persons whose applications are accepted are given permission to benefit from the works within the scope of the study subject.

(3) Based on the subject they work on, applicants can benefit from digital copies for a maximum of 5 (five) subjects in a year, up to a maximum of 1000 (one thousand) foil digital copies per subject.

(4) Requests for copies of works that have not been transferred to electronic media are evaluated by the University Library Commission by taking the opinion of an expert in the subject of the requested work.

(5) Artistic pages of manuscripts such as illumination, miniature, bind, marbling, and works such as calligraphy, decree, and berat, no more than 5 (five) times a year, maximum 50 (fifty) digital copies can be used free of charge in each application. When more images are requested, the commission also evaluates the request.

(6) Articles and books, which are produced using the requested visuals and will be distributed free of charge, as well as thesis, scientific report, etc. It is ensured that a sample of the work is given to the University Central Library.

(7) If the visuals provided free of charge for the purpose of work are desired to be used for commercial purposes, high resolution images should be requested and a new permission should be obtained. In this case, the Periodical Usage Directive of the Ministry of Culture and Tourism applies.

Misuse

ARTICLE 7 - (1) In the event that the digital copies of the works utilized within the scope of this Directive are used for purposes other than foreseen or are shared in digital media without permission, the necessary legal actions are taken by the relevant unit of the University.

THIRD PART

Miscellaneous and Final Provisions

Force


ARTICLE 8 - (1) This Directive takes effect on the date it is approved by the Senate of Nevşehir Hacı Bektaş Veli University.

Executive

ARTICLE 9 - (1) The provisions of this Directive are executed by the Rector of Nevşehir Hacı Bektaş Veli

<i>Senate Decision Accepting the Directive</i>	
<i>Date</i>	<i>Number</i>
21.12.2020	2020.36.172.

ANNEX 1: APPLICATION FORM

 NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY DIGITAL VISUAL REQUEST APPLICATION FORM	
Applicant's	
Name and surname:	
Nationality:	
TC Identification number:	
Address:	
Email:	
Telephone:	
Application date:	
University of Teaching Staff / Department / Academic Title / ORCID No:	
University / Department of Student:	
Published Book, Article, Proceedings etc. publications: * The researcher will be specifically stated.	
Research Subject:	
Operation time:	
Piece To Be Worked:	

Collection Name	Fixture Number	Author of the Work/Piece	Title of the Work/Piece	Desired Section of the Work	The aim of the study
					Thesis:
					Journal:
					Article:
					Book:
					E-Article:
					E-Magazine:
					Facsimile:
					Commercial:
					Other:

TO THE ATTENTION OF THE APPLICANT

This application form has been prepared in accordance with the Directive on Utilization of Manuscripts and Rare Printed Works in the Units Affiliated to the University.

Photocopy of identity card, student / lecturer certificate and documents showing that the applicant is a researcher will be attached.

I agree and declare as an Applicant that I will not transfer the visuals and images of the work I requested to any institution, organization or person, I will state that I have benefited from the digital images and visuals provided by the University Museum or Library on the inner cover of non-commercial articles, theses, books and studies that I will prepare and I will send a copy of my work to the University Central Library.

Applicant:

Date:

Signature: