T.R. HALIC UNIVERSITY LIBRARY AND DOCUMENTATION DEPARTMENT PUBLIC SERVICE INVENTORY TABLE

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SERIAL NO.** | **CORPORATE CODE** |  **STANDARD FILE PLAN CODE** | **NAME OF SERVICE** |  **SERVICE** **DESCRIPTION** | **NAME AND ARTICLE NUMBER OF THE LEGISLATION ON WHICH THE SERVICE IS BASED** | **SERVICE BENEFICIARIES** | **NAME OF THE INSTITUTIONS/****UNITS IN CHARGE/AUTHOR-****IZED TO PROVIDE THE SERVICE** | **SERVICE DELIVERY PROCESS** | **IS THE SERVICE PROVIDED ELECTRONICALLY?** |
| **Central Administration** | **DOCUMENTS REQUIRED FOR APPLICATION** | **FIRST****APPLICA****-TION****AUTHORITY** | **PARAPH LIST** | **INTERNAL CORRESPONDENCE THAT THE ORGANIZATION SHOULD MAKE, IF ANY** | **EXTERNAL CORRESPONDENCE THAT THE ORGANIZATION SHOULD MAKE, IF ANY** | **COMPLETION TIME OF THE SERVICE SPECIFIED IN THE LEGISLATION** | **AVERAGE COMPLETION TIME OF SERVICE** | **ANNUAL NUMBER****OF OPERATIONS** |
| **1** | B.08.6.YÖK.2.HÜ.0.78 | KDDB F 01 |  Membership  Procedures | Notification of Library Use Conditions for Users | Haliç University Library and Documentation Department Services Directive/Article 6 | Tüm Haliç Üniversitesi Mensupları | Haliç University Library and Documentation Department | Halic UniversityIdentity Card | Library Reference Services Unit | Reference Librarian |  |  |  | 5-10 min.. |  | No |
| **2** | B.08.6.YÖK.2.HÜ.0.78 | KDDB F 02 | Book Lending/Returning Service | Lending/Return of Printed Materials to Library Users | Haliç University Library and Documentation Department Services Directive/Article 6 | All Haliç University Members | Haliç University Library and Documentation Department | Halic UniversityIdentity Card | Library Reference Services Unit | Reference Librarian |  |  |  | 3-5 min. |  | No |
| **3** | B.08.6.YÖK.2.HÜ.0.78 |  |  Extension Procedures | Extending the Duration of the Lent Material in Accordance with User Rights | Haliç University Library and Documentation Department Services Directive/Article 6-i. | All HaliçUniversityMembers | Haliç UniversityLibrary andDocumentationDepartment |  Haliç University Identity Card /  Extension Email | Library Reference Services Unit | Reference Librarian | Sending/Responding Extension Email |  |  | 1-3 min. |  | Yes [https://yordam.h](https://yordam.halic.edu.tr/yordam/) [alic.edu.tr/yorda](https://yordam.halic.edu.tr/yordam/) [m/](https://yordam.halic.edu.tr/yordam/) |
| **4** | B.08.6.YÖK.2.HÜ.0.78 |  | Disassociation | Deletion of Membership Record of a User Leaving the University | Haliç University Library and Documentation Department Services Directive/Article 12- e. | All Haliç University Members Leaving the University | Haliç UniversityLibrary andDocumentationDepartment | Haliç University Identity Card/DisassociationForm | Library Reference Services Unit | Reference Librarian |  |  |  | 1-3 min. |  | No |
| **5** | B.08.6.YÖK.2.HÜ.0.78 |  | Library Orientation Programs / Resource User Trainings | Providing Library General Rules of Use, Library Resource Usage Trainings | Haliç University Library and Documentation Department Services Directive/Article 1. | All HaliçUniversityMembers | Haliç UniversityLibrary andDocumentationDepartment | No Document Required. | All Units of the Library andDocumentationDepartment | All Library Personnel | Training/Orientation Request e-mails |  |  | 1-2 hours |  | Online User Trainings Are Provided |
| 6 | [B.08.6.YÖK.2.HÜ.](https://kutuphane.halic.edu.tr/)0.78 | KDDB F 04 | Interlibrary Loan Service (ILL) | Acquisition of Materials Not in the Library Collection | Haliç University Library and Documentation Department Services Directive/Article 10. | Haliç UniversityAcademic Staff | Haliç UniversityLibrary andDocumentationDepartment | Interlibrary Loan Request Form | Library E-ResourceServices Unit | ILL Supervisor |  |  |  |   5-7 Working days |  |  Yes <https://kutuphane.halic.> |
| [edu.tr/](https://kutuphane.halic.edu.tr/) |
| 7 | B.08.6.YÖK.2.HÜ.0[.78](https://kutuphane.halic.edu.tr/) | KDDB F 03 | Publication Purchasing Service | Library Collection Development Service | Haliç University Library and Documentation Department Services Directive/Article 4. | All HaliçUniversityMembers | Haliç UniversityLibrary andDocumentationDepartment | Official Publication Request Letter/E-mail Publication Request Box | Purchasing Unit | Library Purchasing Supervisor | Publication Request Form |  |  | 7 Working days-1 Month |  | Yes [https://yordam.halic.e](https://yordam.halic.edu.tr/yordam/) [du.tr/yordam/](https://yordam.halic.edu.tr/yordam/) |
| 8 | B.08.6.YÖK.2.HÜ.0.78 |  | E-Source Subscription | Database Subscriptions | Haliç University Library and Documentation Department Services Directive/Article 4. | All HaliçUniversityMembers | Haliç UniversityLibrary andDocumentationDepartment | Database Request Official Letter / E-mail | Purchasing Unit | Library Purchasing Supervisor | Database RequestOfficial Letter/E-mail |  |  | 7 Working days-1 Month |  | No |
| 9 | B.08.6.YÖK.2.HÜ.0.78 |  | Donated Publication Acceptance Procedures | Acceptance of Donated Publications in line with Collection Development Policy | Haliç University Library and Documentation Department Services Directive/Article 4/d. | All Haliç University Members/ External Users/ External Donors | Haliç UniversityLibrary andDocumentationDepartment | No DocumentRequired. | Library ReferenceServices Unit | Reference Librarian |  Donation Acknowledgments | Donation Acknowledgments |  | 1 Working day-1 Month |  | No |
| 10 | B.08.6.YÖK.2.HÜ.0.78 |  | Correspondence | Incoming-Outgoing Document Tracking |  | Department Directorate | Haliç UniversityLibrary andDocumentationDepartment | Incoming Documents |  DepartmentHead | According to Article 20 of the Regulation; Officers, Branch Managers, Assistant Secretary General of Department Heads, Secretary General |  |  |  |  1-3 Working days |  | No |
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