

GUIDE TO SEARCH INFORMATION RESOURCES IN THE LIBRARY

In order to search inside the printed or electronic information resources, first of all one needs to define basic concepts and key words concerning the subject.

The screenshot shows the library website interface. The search bar contains 'burak turna'. Below the search bar, there is a table of search results. An orange arrow points to the search bar with the text 'Place no'. Another orange arrow points to the 'Durum' column of the table with the text 'Borrowed or not'.

Sınıflama	Eser Adı/Yazarlar	Durum
1 PL 248 .U23 M48 2005 k.1	Metal fırtına / Orkun Uçar, Burak Turna	Rafta
2 PL 248 .T87 U28 2005 k.1	Üçüncü dünya savaşı / Burak Turna	Rafta
3 PL 248 .T87 M48 2005 k.1	Metal fırtına-2 : kurtuluş / Burak Turna	Rafta
4 PL 248 .T87 N85 2006 k.1	Nükleer darbe / Burak Turna	İade tarihi: 03.11.2009
5 PL 248 .U23 Z54 2005 k.1	Zifir / Orkun Uçar, Burak Turna	İade tarihi: 05.11.2009
6 PL 248 .T87 B44 2007 k.1	Bigeran / Burak Turna	İade tarihi: 12.11.2009
7 PL 248 .T87 M48 2007 k.1	Metal fırtına 3 : karşı saldırı / Burak Turna	Rafta

It is possible to search for an author name or book name and also other information sources available at the library on specific subject. For that go to: <http://library.ieu.edu.tr/yordam.htm>. You can examine any information source that has been recorded in the catalogue and the bibliographical information of the recorded sources through this address. If you find a useful source, you can find it on the shelf with the "categorization/place" number (for example PL 248.T87 B44 2007 k.1) given in the catalogue.

Sample Scanning Screen

When you click on the information source you chose, you will find all information on it in a screen like the one below:

The screenshot shows the detailed view of the book 'Bigeran' by Burak Turna. An orange arrow points to the 'Place no' (PL 248 .T87 B44 2007 k.1) in the search results table. A yellow box with the text 'Print info of the book' is positioned over the detailed information section.

Place no

Print info of the book

Eser Adı: **Bigeran**
Yazar: **Turna, Burak**
ISBN-10: 978-975-996-111-4
Yayın Yeri: **Yayıncı: İstanbul** : **Profil**
Yayın Tarihi: 2007
Fiziksel Nitelik: 205 s. ; 21 cm
Diz: Kaydı: **Profil** ; 60. **Hiper-kurum**
Notlar: **Kaan**, etrafıdaki kağıtları defterleri karıştırmaya başladı. Hepsi de çok güzel el yazılarıyla yazılmış, insanı derinden vuran mizahlardı. Sonra sıyah kapaklı defteri açtı. Bir şir yazılıydı içinde. Buradaki yazı, önceki yazılara benzemiyordu. Aynı elden çıkmış ama sanki çıkarken farklı bir fiziksel konumdaymışçasına yazılmış gibi duruyordu. İkinci sayfayı çevirdi.
Üçüncü, dördüncü... Sonu gelmeyen bir şir, bir destanı sanki... İlk satırı okumaya başladı...Yumuşak bir kumaş gibi benin,
Ve Uzun yoldan gelmiş gibi kalbin...
Şahin ölümü ile başlayan olaylar zinciri, insanları içinden çıkılması güç bir armin içine sürükler. Tüm insanlığı tehdit eden bir güç, adım adım yaklaşmaktadır.
Ve kader, bir ruh bilimci, bir gazeteci ve bir polisi yan yana getirir.
Bütün kötülüklerin arkasındaki gizemli güç neydi? Yoksa Kimdi diye mi sormalyız?
Burak Turna, kendine özgü üslubuyla, okuyucularını sırtları dolu bir dünyanın içine sürüküyor. Okurken iyile kütüphanesini karıştıracak, kendinizi ve bildiklerinizi sorgulayacak, akşamdan itibaren hissedebilirsiniz...
(Tanıtım Yazısından).
Konu Başlıklar: **Türk edebiyatı -- Roman -- Turkish literature -- Fiction**
Ayrıntı
Sınıflama: PL 248 .T87 /B44
Demirbaş: 31623
Özellikler: [Kitap : Roman] [Basılı : Kağıt] [Latin : Türkçe]
Çiğdem Kopya: k.1
Bağlama Şekli: Satır
Ödünç Sayısı: 1

It is essential to check “Status” and “Categorization” number that can be found on the screen that shows up in finding the information source you need.

Categorization: It is a unique code which signifies the exact place of the specific information source among others. It can be described as the address of the information source.

Status: It includes information showing whether the information source is available for borrowing or not. (For example; is it on a reader? When will it be returned? Is it lost? Is it being registered? and so on.)

If it is written “Return Date” on the “Status” info, it means that the source is on a reader. If you want to borrow the source when it is returned then you can **reserve** it. To reserve a source, click on the **Login** button on the top left corner of the scanning screen and write down your student number and library password (if it is your first time your password will be 1) on the spaces that appear. Thus you can logon and do the transaction. After doing this transaction, you will receive an e-mail by the Library, informing you that the source is returned. This e-mail will read that the source is reserved for you and you should pick it up in three days. Thus you will be provided with the privilege to borrow this source among the others within three days. Otherwise, the source will be sent to its shelf.

The screenshot shows a web browser window with the URL <http://e-library.izmirekonomi.edu.tr/>. The page title is "İzmir Ekonomi Üniversitesi Merkez Kütüphanesi". The search bar contains "sis ve gece" and the search results are displayed in a table. An orange arrow points to the "Ayrıntı" button in the right-hand column of the search results.

Sınıflama	Eser Adı/Yazarlar	Durum
1 PL 248 .U45 S57 2007 k.1	Sis ve gece / Ahmet Ümit	İade tarihi: 10.11.2009
2 PL 248 .M33 B33 2007 k.1	Babil'deki yalnız bebek / Deniz Madran	Rafta
3 PN 1997 S57 2008 k.1	Sis ve gece / Yönetmen Turgut Yasalar	MULTIMEDIA
4 PL 248 .E76 K87 2004 k.1	Kusma kulübü / Mehmet Eroğlu	Rafta

Ayrıntı

Sınıflama PN 1997 /S57
Demirbaş 29643
Bölüm MULTIMEDIA
Özellikler [Kitap Dışı : Film] [Elektronik : DVD] [Latin : Türkçe]
Cilt/Kopya k. 1
Sağlama Şekli Satın
Ödünç Sayısı 20

Öz/Özet/İçindekiler
Oyuncular : Uğur Polat, Oktay Kaynarca, Selma Ergeç, Ayten Ucuoğlu, Sara Meriç Cinbaro, Ümit Çirak, Yetkin Dilenciler, İlyas Salman, Mehmet Gülerüç, Sinan Albayrak, İtr Esen, Tardu Flordun, Devrim Nas, Tülay Günal, Savaş Akova.

How to find a source on the shelf?

It is very easy to find an information source on the shelf thanks to the “Categorization” number that can be found after a scan. A “Categorization” number is essential in finding on exactly which shelf the source is and on exactly which line it is. Through the letters and number of the “Categorization” number, one can easily find where the source is on shelves.

Sources (books, DVDs, CDs etc.) are located due to their subjects just after being recorded in the catalogue. In classifying according to subjects, LC system is used. LC means Library of Congress Classification. LC System basically based on letters which signify subjects. For example, D, H, K and P stand for history, social sciences, law and languages and literatures; respectively. These letters are classification signs. Thus, sources on the same subjects are on the same shelves and one can easily find all the sources on one specific subject and examine them all thanks to open shelf system. Letters and numbers given

on the information source determine the subject of the source and its location on the shelves. The “categorization” number which shows up as a result of catalogue scan is also stuck on the information source.

The sample books below symbolize books put on the shelf according to LC categorization system. As one can see on the sample, each book is placed alphabetically from left to right on the shelf.



On the sample below, this time books starting with the letter H are listed alphabetically. You can see that the letters HA comes before the letters HD and the letters HD comes before the letters HL.



On the other sample below, one can see that the books classified under HA category comes only after the books classified with the letter H. The books labeled with the letters HA are listed in an ascending sort according to the number comes after the letters. The letter that comes after the numbers are separated with a full stop.



If the numbers that come after the letter are also same with each other, the letters that come after full stop are listed alphabetically whereas the numbers are listed according to their digit value. (In the sample above, all the books are categorized with the letter A and the number 24.)

In this system, the digit value of the number that comes after the letter is important rather than its numerical value, thus, the digit value should be taken into consideration. As one can see in the example, books are put in order on the shelf as follows: the book with the place number ".A6" comes first and the place number ".A7" comes last. The books with the number **A65** and **A652** come before **A7** due to their digit value. In the place number, the numbers that come after "." and the "letter" are listed according to their digit value. This is why ".A65" and ".A652" comes before ".A7" in the sample.



In a different example seen below, the full stop is of high importance for the part that comes after “HC 501”. If the first letter and the numbers are the same and there are numbers with or without full stops coming after them, the one without full stop comes before the one without full stop. That is to say “HC 501 K25” comes before “HC 501.A25”. Here the symbol comes after the full stop which comes after “HC 501” is important. “HC 501.A25” categorization number is an extension of “HC 501”. However, “HC 501.3” is a different subject. Thus, the letter extension always comes before the number.



SAMPLE APPLICATIONS

1- How to find a printed book on shelves?

If we are to examine the book titled "Bigeran" by "Burak Turna", we can see that its "Categorization" number is "PL248 .T87 B44 2007 k.1". This group of letters and numbers consist of **categorization number** and **book number**.

Categorization number; "PL248" is the categorization number according to the subject of the book. It consists of the letters "PL" and the numbers "248" and the letter "PL" consist of the letters P and L which stand for "languages and literature" as a general subject and "Far East, Indian, African, Oceania, Turkish Languages and Literatures" as a sub-topic; respectively.

The number "248" is the unique number which differentiates the book from the others which are categorized under the letter "PL." The numbers "248" stand for "Turkish novels."

Book number; ".T87 B44" gives the information on the location of the book. "T" stands for the first letter of author's surname and the number "87" stands for the "U" and "R" letters of author's surname, which is based on the librarian rules titled "cutter." Moreover, "2007" is the date of publication and "k.1" stands for the copy number of the book. Generally, classification number ends with the copy number.

2- How to find a printed magazine on shelves?

Magazines can be found by scanning the online catalogue as it is the case with books. To do that, you can make a search on a specific magazine, title of the magazine or the subject of the magazine in the catalogue. Or you can directly go to the section where the magazines are found and examine the magazines listed alphabetically.

If you choose "Periodicals" on the "Search Options", you can see the screen on which all the magazines from A to Z are listed.

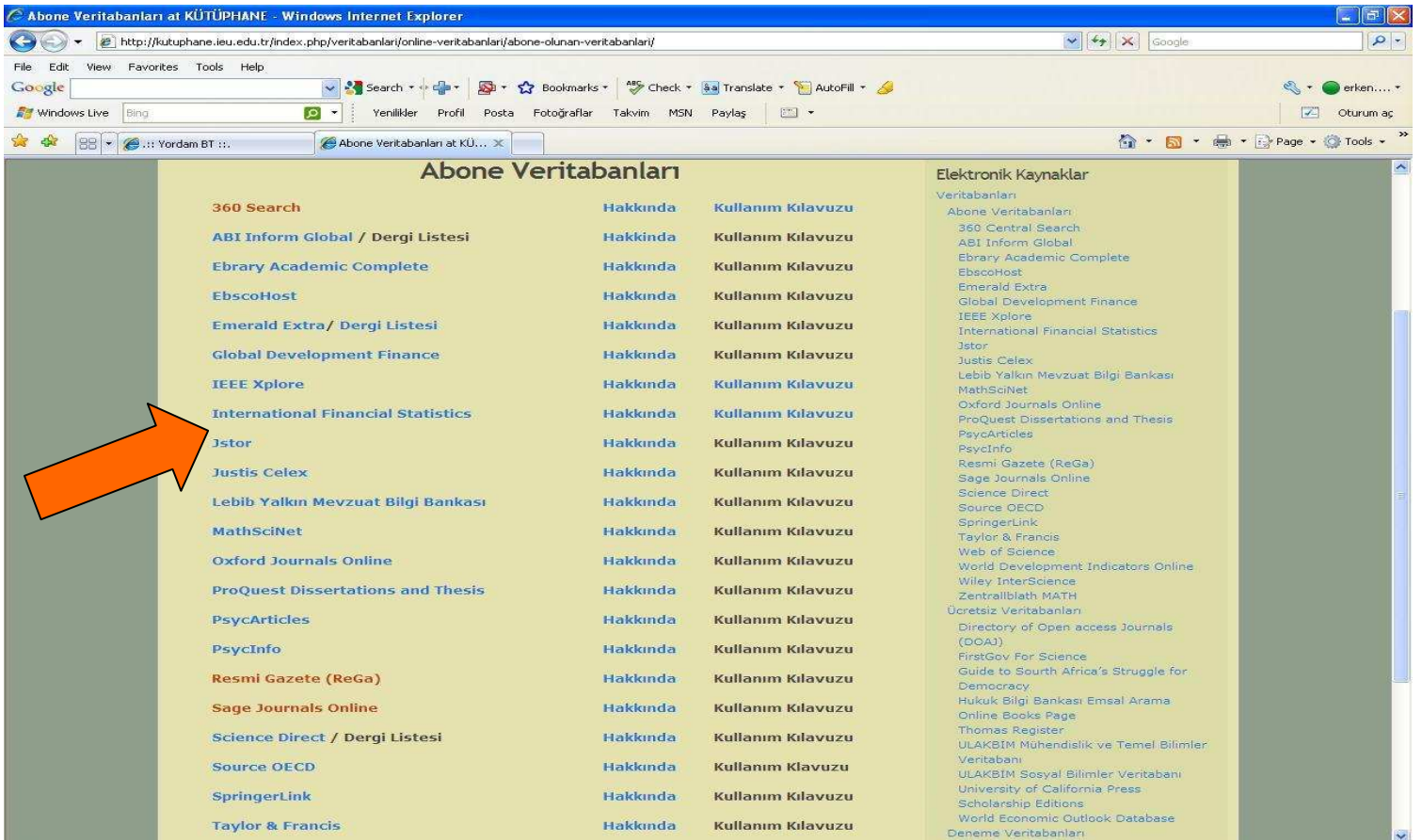
Search Screen for the magazines from A to Z available in the library.

The screenshot shows a web browser window with the address bar displaying "http://e-library.izmirkonomi.edu.tr/". The search interface includes a search bar, a list of search options (Bölüm, Alt Tür, Süre, Şekil, Ortam, Dil, Yayın Tarihi), and a list of letters from A to Z. An orange arrow points to the letter 'A' in the list.

3- How to make a search in the databases?

Our library is a member of various online databases of international publishers and provides access to a collection of academic electronic magazines and books.

As you can see below, you can go to the website of the library and then to "databases" and choose one of the database listed and make your search or choose "360 search" common search area above the list and make a general search.



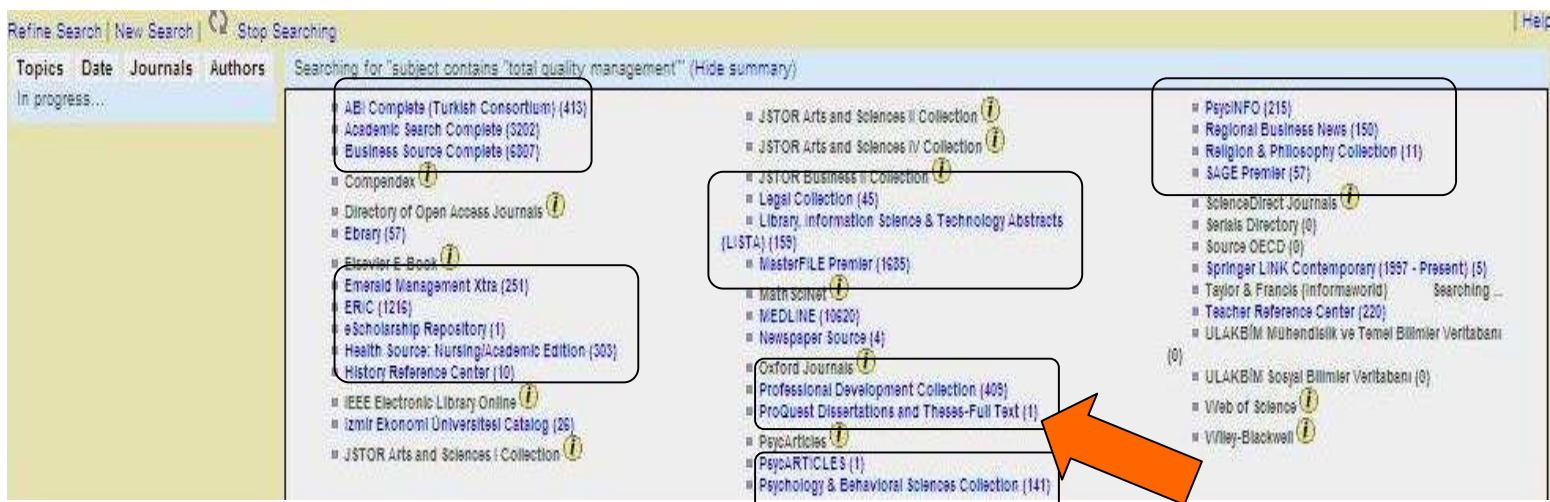
As you can see below, one can search for an information source in 360 search common search area either by using basic search or by using advanced search. In the basic search, readers can see the box in which they are going to write the keywords and below that the alphabetical database list. You can choose either specific databases from that list or all of them. In the advanced search, you can make a specialized search by choosing from the choices "subject," "author," "name of the publication" "keyword" "abstract" and "year" and the conjunctions "and", "or", "not".

Basic Search Screen

Advanced Search Screen



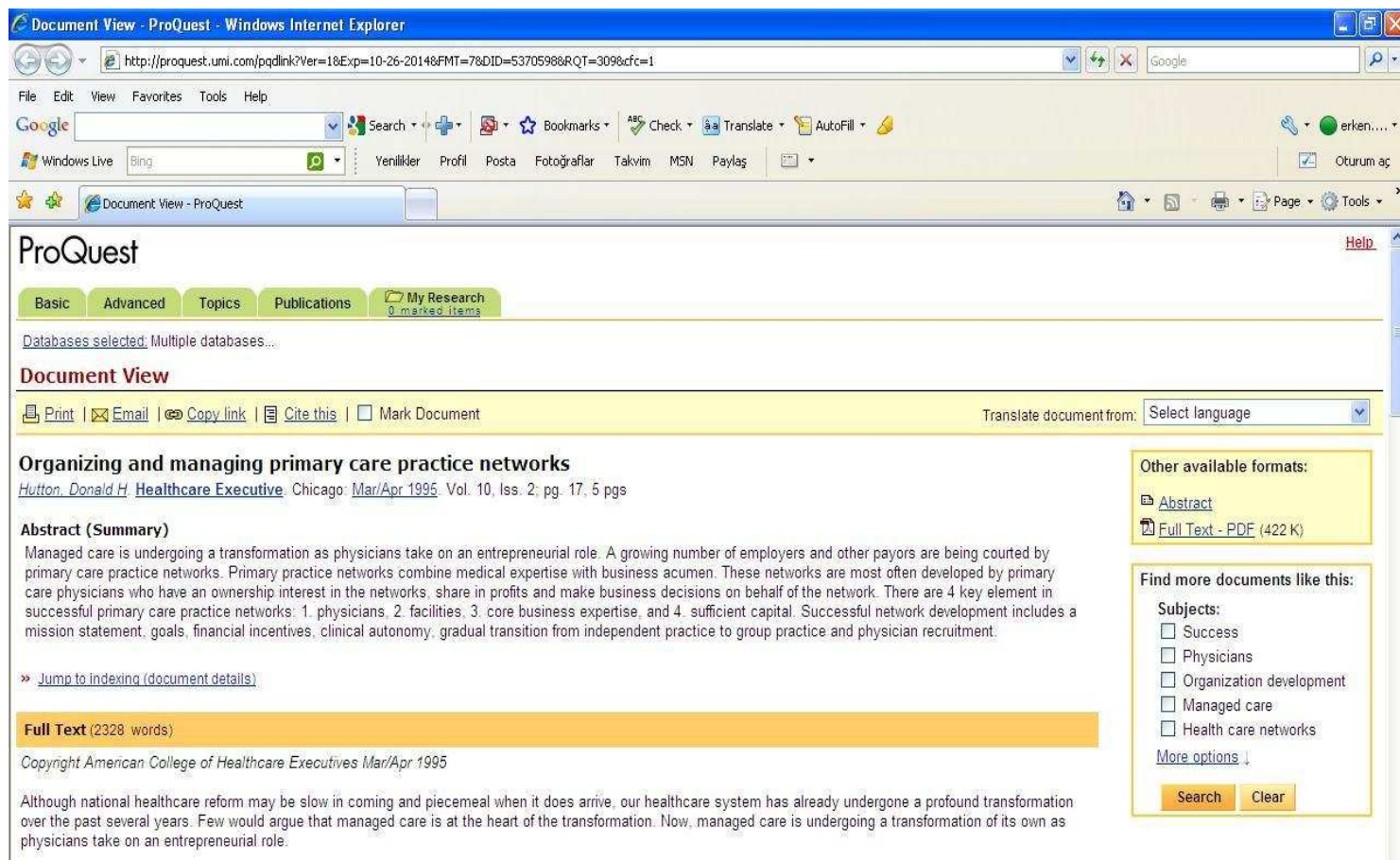
You will see all of the results together after your search as in the screen below:





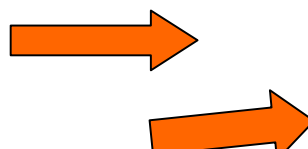
You can see all of the results together on the screen likewise you can see the active database link and see the results separately. We can see that there is only one result of “Proquest dissertation and Theses-Full Text” database on "total quality management" in “360 search” common search area. (See the sample above.)

When you click on the name of the result you will be directed to the database it was published on and see the information and the information source.



The search seen in the above given sample can be conducted both in “360 search” common search area and by choosing a single database. You can search for the name of the author, title of the essay or name of the subject. Additionally, you can search by typing only one word. For example, let’s make a search on full-texts in the EBSCO database with the keywords “European Union”, “Turkey” and “Enlargement.” (See the below given sample.)

Within EBSCO database, you can choose an appropriate sub-database or the whole EBSCO database to conduct your search.



Choose Databases | Select another EBSCO service [Library Logo](#)

To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click *Continue*.

Continue A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select / deselect all Note: Selecting all databases for search may result in slow response time.

A

Academic Search Complete
Academic Search Complete is the world's most valuable and comprehensive scholarly, multi-disciplinary full-text database, with more than 7,100 full-text periodicals, including more than 6,100 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 11,200 journals and a total of more than 11,700 publications including monographs, reports, conference proceedings, etc. The database features PDF content going back as far as 1887, with the majority of full text titles in native (searchable) PDF format. Searchable cited references are provided for more than 1,300 journals.
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B [Top](#)

BIR Entertainment
BIR Entertainment provides information on about 450,000 music titles and 200,000 DVD/video titles, with more being added regularly. With BIR, your patrons can find music or videos featuring a favorite artist or performer, or a specific genre.
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Computers & Applied Sciences Complete covers the research and development spectrum of the computing and applied sciences disciplines. CASC provides indexing and abstracts for more than 1,800 academic journals, professional publications, and other reference sources from a diverse collection. Full text is also available for more than 730 periodicals.
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Environment Complete
Environment Complete offers deep coverage in applicable areas of agriculture, ecosystem ecology, energy, renewable energy sources, natural resources, marine & freshwater science, geography, pollution & waste management, environmental technology, environmental law, public policy, social impacts, urban planning, and more. *Environment Complete* contains more than 1,957,000 records from more than 1,700

In the following sample, all provisions are chosen. Then you will see the screen on which you are going to search. Here you can choose basic or advanced search module. If you wish to reach full-texts of the information you need, you should click on the full text box.

Izmir Ekonomi Üniversitesi EBSCOhost: Advanced Search Sign In to My EBSCOhost Folder New Features! Ask-A-Librarian Help

New Search | Subjects | Publications | Images | More [Library Logo](#)

Searching: **Academic Search Complete**, [Show all](#) | [Choose Databases >](#)

Economic sector in SU Subject Terms ?

and Turkey in SU Subject Terms

and Policy in SU Subject Terms [Add Row](#)

[Basic Search](#) | [Advanced Search](#) | [Visual Search](#) | [Search History/Alerts](#) | [Preferences >](#)

Search Options


Search modes ?

- Boolean/Phrase
- Find all my search terms
- Find any of my search terms
- SmartText Searching [Hint](#)

Apply related words

Also search within the full text of the articles

Limit your results

Full Text 

Scholarly (Peer Reviewed) Journals

Image Quick View

References Available

Published Date from Month: Year: to Month: Year:

Publication

Image Quick View Types

- Black and White Photograph
- Color Photograph
- Graph
- Map
- Chart
- Diagram
- Illustration

After a search you will see the following screen and results concerning the subject you searched for on this screen. By clicking on the full text links on the screen, you can reach the information of information sources you wanted.

The screenshot shows the EBSCOhost search results page. The search criteria are 'Economic sector', 'Turkey', and 'Policy'. The results are sorted by Relevance. The first result is 'The semi-formal sector and the Turkish political economy' by Kamrava, Mehran, published in the British Journal of Middle Eastern Studies. The second result is 'Taking centre stage' by Bircanoglu, M. Erol; Ozbey, Begum, published in the International Financial Law Review. The third result is 'Inter-industry indicators of employment potential' by Diamond, Jack, published in Applied Economics. Each result includes a 'PDF Full Text' or 'HTML Full Text' link and a 'Yazari WOS'dan tarayin' button. The page also features a 'Narrow Results by' sidebar on the left and a 'Limit your results' sidebar on the right.

How to access to databases outside the campus?

Members of our university can reach the electronic services both from the library and outside the library. (You should read the instructions on the web site of the Library to learn about off-campus access!) People outside our university can reach the databases through the library or any computer in our campus or the Library of Izmir Chamber of Commerce (<http://e-library.izmirkonomi.edu.tr/turkce/vt.htm>).

By clicking on the "Off-Campus Access" button on the website of the Library, you can read the instructions of off-campus access of the databases and apply to IT helpdesk and have the proxy adjustments of your computer done.

For more information you can come to the Library or call +90 232 63 01 00 or e-mail to library@izmir.edu.tr.

4- How many information sources can be borrowed for how much time?

You can borrow or return the sources by coming to the borrowing counter located at the library through your member/university card (for in-house readers university card, for the others library membership card.)

For more information on the period of time that you can borrow one source, how many times one can extend the borrowing time, how much delay fee is paid etc. refer to the table below:

Material	Borrowing Time	No of the Materials	Delay Fee (TL)	Extension time
Books, Books with records	21 days	5	1,00 per material each day	2 times
Magazines	7 days	3	1,00 per material each day	1 time
Multimedia	7 days	2	1,00 per material each day	1 time

Within an Academic Year

Week days : 08:30 - 22:00
 Saturday : 10:00 - 16:00
 Sunday : Closed

Summer and Semester Holidays

Week days : 08:30 - 18:00
 Weekend : Kapalı

Address:

İzmir Ekonomi Üniversitesi Kütüphane Müdürlüğü
 Sakarya Cad. No: 156 Balçova / İZMİR 35330

Phone : (0232) 488 83 87 – 89

Fax : (0232) 48 88 404

E- Mail : library@izmirekonomi.edu.tr

Web : http://kutuphane.izmirekonomi.edu.tr

GROUND FLOOR OF THE LIBRARY IS OPEN FOR 24 HOURS