

ATILIM UNIVERSITY KADRIYE ZAIM LIBRARY

SELECTION POLICY FOR DONATED SOURCES

The sources donated to the Library are reviewed and selected by “Donation Evaluation Commission”.

If a source is not approved by the commission, it is returned to donating person/institution.

1. Sources must be complying with the purposes of the Library, educational program and language of the University, up-to-date and scientifically acceptable.
2. Sources must be original and in good physical condition. Torn or copied sources are not accepted.
3. The sources another copy of which is already available in the collection are not accepted (except frequently used course books or basic sources).
4. Sources on science must be up-to-date and published within the last 5 years.
5. In addition, sources on social sciences cannot be older than 20 years except for manuscripts and rare books. Works of literature are not subjected to publication year limitation.
6. Newspapers and the publications distributed by newspapers as a promotion are not accepted.
7. Donated DVDs must be free of damage.
8. Periodicals which are still in publication are accepted on the condition that they are donated to the Library regularly. In addition, the ones of which publication has been terminated are accepted according to the needs of users.
9. Donated sources are cataloged according to LC Classification System and placed in relevant shelf. Special requests for the place of donated sources are not accepted. The name of donating person or organization is written in catalog record.

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- Confirm the transfer of the sources to another university or schools. ()
- Confirm the return of the sources to my address through counter payment. ()

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