

## METU LIBRARY

### SELECTION AND VALUE ASSESSMENT RULES

#### OF THE INFORMATION SOURCES TO BE PROVIDED THROUGH DONATION AND EXCHANGE

**The Commission of Selection and Value Assessment Rules of Information Sources to be provided through Donation and Exchange:** It is a commission constituted with the intention of value assessment of information sources whose financial value cannot be determined in terms of collection development policy standards of information sources to be provided to the METU Library through a donation from individuals or institutions, and through exchange.

**The Assignment of Commission Members:** The commission members are assigned by the Head of Library and Documentation Department from among the expert staff in the Library's department of Acquisition and Cataloging, Electronic Resources, Circulation, Reference, Quality Management, Open Access, and Institutional Archive. The commission, when needed, takes the opinions of the academics in the related department or discipline for the information sources to be provided through donation and exchange.

**The Tenure of the Commission:** The members are tenured in the commission for 5 years.

**The Change of the Commission Members:** In case of retirement, resignation, relocation, or the end of tenure in the commission, a reassignment for the vacant memberships is made.

#### **A. The Selection of the Information Sources:**

1. The information sources that will be added to the collection are chosen among the resources that are not in the library collection. If the information source to be donated is in the collection, it is determined depending on the borrowing statistics of the source.
2. The publication date of the information source to be provided in the field of science is restricted to the last 5 years.
3. There is no restriction for the publication date of the information sources in the field of social sciences whose value is approved by the Value Assessment Commission.
4. The physical conditions of the information sources should be convenient to use.
5. The publications with the printed time and the newspaper that are bounded and brought together will not be accepted.
6. The commission adds the information sources deemed appropriate to the collection by taking the opinions of the relevant specialist to assess the rare work.
7. The requests of the donators for a special place are not accepted to protect the shelf integrity of the collection.
8. The information sources reproduced by photocopy or similar means are not accepted.
9. When necessary, at least 3 individuals are assigned from the commission to select the information sources to be donated on site.
10. The donated book list deemed appropriate to be added to the collection by the Value Assessment Commission is submitted to the approval of the Rectorate. The information sources that are not added to the collection due to not receiving suitability/approval are returned to the donator. The information

sources that are not accepted return within 20 workdays as of the date on which the request of the Library for the return is notified to the donator can be assessed in line with the Library's initiative. The donator cannot claim financial rights and right in rem over the information sources that he donated.

## **B. The Value Assessment of the Information Sources Whose Value cannot be Determined:**

### **Donation and Exchange**

1. If the publication of the information sources provided through donation or exchange is ongoing, their financial value is determined by using various means (e.g. online database, publisher catalogs, bookstores, provider firms, second-hand booksellers, etc.).

2. For the value assessment of the information sources that are donated to the Library by the user and whose value cannot be determined by the method mentioned in Article 1, the following evaluation method seems appropriate;

**2.1. Domestic Printed Information Sources:** The average unit price of the domestic printed information sources purchased to the Library in the previous year is the basis.

**2.2. Information Sources Printed Overseas:** The average unit price of the information sources printed overseas purchased to the Library in the previous year is the basis.

In the case of the absence of domestic or overseas purchasing in the previous year, the price increase is added to the last determined price, at the rate of the annual CPI announced.

**2.3. Dissertations** are unpublished works, thus instead of determining their price, the token value determined by the Ministry of Finance will be applied.

### **Commission Members**

#### The Head of Commission

Handan Kılıç

#### Commission Members

Didem Ardanuç

Onur Atlı

Şemsa Olşen Güzeldere

İdil Aker

Gökçe Karadeniz

Hüseyin Coşgun

Üstün Berk Sezgin

Duygu Tatar