EASTERN MEDITERRANEAN UNIVERSITY

ÖZAY ORAL LIBRARY

HANDBOOK

A GUIDE FOR USERS

2018-2019 Academic Year

Eastern Mediterranean University Library, Gazimagusa, North Cyprus via Mersin 10, Turkey

Tel.: +90 392 6301322
Fax: +90 392 3651077
E-mail: library@emu.edu.tr
Web: http://library.emu.edu.tr

Contents

http://library.emu.edu.tr

Introduction

The following information is provided so that you may become better acquainted with the personnel, facilities, resources, and services of Eastern Mediterranean University Library. We have also included information on some of the policies-rules which govern the operations of the Library. If you have any questions concerning policies, services, and/or resources, please do not hesitate to ask a member of the library staff. We look forward to assisting you in your pursuit of academic excellence!

Mission of the Library

Through its vast collection and the services it provides, our library aims to support teaching/instruction and research activities at our university, to meet students' and faculty members' needs for information in their academic programs and scientific research, and to contribute to improved access to information for the whole EMU community and the larger public.

Library Hours

Regular Hours (Normal Term Time):

DATE		OPEN	CLOSED
Monday – Friday	:	09:00	22:30
Saturday & Sunday	:	10:00	20:00

Circulation Desk (Borrowing): Weekdays: 09:00 – 17:00

Saturday-Sunday: Closed

* Changes in Library hours will be announced in advance.
  For more information please call: 0392 (630)1322, 0392 (630) 2290

Registration to the Library

Every member of the University can register and become a member of the Library. Library Registration Forms (membership cards) are offered at the Circulation Desk / 1st Floor in the Library. All applications must be made in person. -Fill the form in your own handwriting and submit it to the Circulation Desk-. For registration process please contact with Library Circulation Desk / 1st Floor. Tel: (0392) 630 2290, (0392) 630 2755, e-mail: besime.guresun@emu.edu.tr , semen.donerci@emu.edu.tr

EMU students, faculty, and administrative staff are allowed to check out materials – borrow- from the library. Other users may use materials within the Library building. This restriction is designed to ensure that the University's primary patrons -students, faculty and staff- have access to needed materials.

Every member of the Library accepts to observe the library rules.

Related Announcement: RegisterAnd Becomea LibraryMember !

General Rules - Conduct of Library Users

Library users must observe the "Library Rules" while using the library services. All library users should follow the instructions on the proper use of the Library as displayed in the Library and/or given verbally by the Library staff.

Exit Control (Checkpoint): The library reserves the right to inspect all bags, briefcases, backpacks, containers, books and any similar items. At the request of a Library staff member and/or a security staff member, all library materials and personal belongings must be shown for inspection at the Library exit. Do not take out any library materials which have not been properly checked out and/or permitted at the circulation desk or other information desks. The University will take disciplinary and/or legal action against users who remove library materials from the Library Building without completing the loan procedures and/or without permission.

Silence: The library is designed as a quiet place for reading, researching, or studying. Silence must be observed in the Library to maintain a quiet study atmosphere. All users are expected to conduct themselves in such a manner that will not disturb others.

Dangerous Devices: Firearms, knifes or other deadly weapons, explosives and/or explosive devices, or other dangerous devices are not permitted in the Library.

Mobile Phones: Use of mobile phones is prohibited within the Library.

Seating, Study Areas: Library users must sit in the places provided. Tables and chairs should not be moved. Library seats cannot be reserved. Please bring your personal belongings and vacate your seat if it is no longer required.

Shelving Books: Library users should not replace books on the shelves. Leave them on the tables. The staff will put them back on the shelves.

Food and Drink: Food and drink are not allowed in the Library except water. Smoking is prohibited in the library.

Personal Belongings: Personal belongings should not be left unattended. The Library will not be responsible for any loss or damage of personal belongings.

Taking Photos or Videos: Anyone taking photos or videos of the Library building or of Library users or staff must first obtain permission from Library Administration.

Posting Notices: Handbills, circulars, banners, notices or posters must have the permission of Library Administration before being posted on the Library notice board or being made available to the library users.

Use of Laptop Computers: Laptop computers are allowed in the library. Do not disturb other people in the Library. Wear headphones or turn off (mute) the volume on your laptop.

Wireless Access (Wi-Fi): The Library offers free wireless internet to all users in the library. All users are expected to use the library's wireless access in a legal and responsible

5

manner, consistent with the educational and informational purposes for which it is provided. The Library will not assume responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the library's wireless service.

Use of Plugs (Power Outlets): You can use any available power outlet to plug in your laptop. The wall plug outlets (electrical outlets) in the library are Three-Prong Plugs. Two-Prong Plug use is forbidden within the library. if your computer has a Two-Prong Plug than you must use a Plug Adapter. Do not unplug any Library equipment to access a power outlet. The Library is not responsible for any damage to your laptop computer or other equipment that may result from using the Library's power supply.

Copyrights: Copyright law should be strictly observed by all users when reproducing Library materials, whether by photocopying or by electronic means. Users are fully responsible for any legal consequences arising from infringement of applicable copyright laws.

Closing Time: Users are required to leave the library building promptly, ten minutes before the time of closing. Ten minutes before the time of closing, all library services shall cease and the entrance shall be secured. Books and other items must be checked out (borrowed) by 10 minutes before closing time.

Use of Internet and Computers:

Users are responsible to read, understand and follow the rules listed below;

- Users are expected to use the Internet and Computers for educational and research purposes.
- Library is not responsible for Internet content, reliability, accuracy or currency.
- The computers are available on a 'first come, first served' basis.
- Staff may advise the user to review the Library's Internet & Computer Use Policy.
- Users may not use the Library computers to attend chat sessions or game playing.
- Users may not violate licensing agreements or Copyright Laws.
- Users must properly cite and not plagiarize any sources.
- The Library is not responsible for any loss or damage to personal disks when downloading.
- Users may not make any attempt to damage computer equipment or software.
- You should be very careful about putting private information such as name, address or credit card information on any computer. It is your responsibility to protect your personal information. The Library cannot be responsible for your privacy.
- Users may not view, download or send pornography.
- Commercial use is strictly forbidden.

6

Borrowing - Loan Procedures

LOAN QUOTAS – LOAN PERIODS

Undergraduate students can borrow 3 books and/or 3 audiovisual(s) for a period of 15 days.

Graduate students can borrow 7 books and/or 7 audiovisual(s) for a period of 1 month.

Part-time academic staff can borrow 7 books and/or 7 audiovisual(s) for a period of 1 month.

Full-time academic staff can borrow 15 books and/or 15 audiovisual(s) per semester.

Administrative staff can borrow 7 books and/or 7 audiovisual(s) for a period of 1 month.

LIBRARY MEMBER ACCOUNT

The Library Member Account (My Account) service is accessible through the Library online catalog on campus or remotely from any computer connected to the internet. To log-in to your account go to the Library online catalog thenclick on the My Account (Login) button at the top right side of the screen.

Logging into your Library Member Account, allows you;

To make reservations for books on loan (Holds)

Check your reserved items list (Holds)

Check your borrowed items list (See what you have checked out)

Check due dates (book return dates)

Please visit Library Member Account page for more information.

LOAN PROCEDURES

Here is a table which shows the loan status of the collection:

7

NameoftheSection	LoanStatus
❗ Audio Visual(s) –Ground floor-	: Available to Borrow
❗ General Book Collection -2nd and 3rd floors-	: Available to Borrow
❗ Cyprus Corner -2nd floor-	: Available to Borrow
❗ Nevzat Karagil Collection -3rd floor-	: Available to Borrow
❗ European Information Centre -3rd floor-	: Available to Borrow
❗ Rare Books Section –Ground floor-	: Library use only
❗ Periodicals Section -Ground floor-	: Library use only
❗ Reference Books Section -2nd Floor-	: Library use only
❗ Cyprus Newspapers Archive -2nd Floor-	: Library use only
❗ Reserve Section Materials -2nd Floor-	: Available to Borrow Within the Library
❗ Thesis Collection -Ground Floor-	: Available to Borrow Within the Library

The Library operates a computerized issue system. To borrow a book, please bring the book and your University Identity Card to the Circulation Desk. The due date will be stamped at the back of the book.

The borrower bears all the responsibility of the book(s) on loan.

Readers cannot borrow on behalf of other library users.

If an item you are interested in is currently borrowed by another user; you can place the item on reserve (Hold) by your Library Borrower Account. The on-line Library Member Account system allows you to place a reservation (Hold) through the online catalog. After your reservation, when the reserved book returned back and is ready to be borrowed; you will be notified via your @emu.edu.tr email address that the item is ready and you can borrow the item from the Library Circulation Desk. If the reserved item is not taken out in 2 days after it is returned to the library, the reserve request will be cancelled.

Books with over due dates cannot be taken out from the library unless the due date has been extended.

In urgent cases, the Library can request the material to be returned before its due date.

OVERDUE BOOKS And LOST MATERIALS

A fine of 50 kurus per day will be levied on all library material, which is not returned within the stipulated period (return date).

Delay penalty application is limited for 2 months. In cases where the reader does not return the items on loan to him/her in two months, then these will be considered as "Lost" material

If the items are returned 2 months after the "return date", an additional 50% fine is charged for the late return.

For lost and damaged materials, a 50% fine is added to the value of the item. If the member provides the same or a new edition of the lost item, no penalty is charged except for the overdue fine.

In the Reserve Section, an hourly penalty is levied on late return books. The penalty is 50 kurus per late hour.

REMINDER And OVERDUE NOTICES

The Library utilizes the email system for delivery of communication to all Library members. Library communications and overdue notices will be sent to your emu.edu.tr email address only. Notices are sent as a courtesy. The library does not assume responsibility for fines resulting from un-received or un-read email. The return dates (due dates) for the borrowed book(s) are specified at the back of the book(s) with the 'Return date stamp'. Even if you do not receive a notice, you are expected to return all items on time.

By checking out Library materials, you accept all responsibility for them until they are returned to the Library. You are responsible for knowing due dates, and for returning book(s) in the same condition as when they were checked out.

* For Students; The Library sent reminding mails through the following @emu.edu.tr e-mail address:

  studentnumber@students.emu.edu.tr   Example: 019033@students.emu.edu.tr

Note: EMU email system is the official form of Library's electronic communication. If you do not have an EMU email account (@emu.edu.tr), please contact your Department Secretary to obtain an EMU email account.

The reminder and overdue notice schedule is listed below;

A courtesy reminder is sent three days before the due date (return date).

Second courtesy reminder is sent two days before the due date (return date).
The third courtesy reminder is sent on the due date (return date)
Overdue notices will be sent every Monday.

RESPONSIBILITIES Of The BORROWERS

Borrowers bear all the responsibility of the borrowed item(s).

Borrowers must check the items(s) are not damaged before borrow them. Borrower is responsible for damaged items.

It is the borrowers' responsibility to return the borrowed item(s) on or before the due date.

The rights of the Library Member can be suspended because of late returns, lost or damaged items, and when the penalties that have incurred are not paid. The member will be able to borrow library items when the compensation is received.

Graduating students must return all borrowed library item(s) and clear all library fines in order to receive their diplomas.

Any students who are planning to leave the University, must return all borrowed library item(s) and clear all library fines in order to obtain a "Termination Form".

Academic and Administrative Staff must return all borrowed library item(s) and clear all library fines in order to obtain a "Clearance Form".

RULES And GUIDELINES For RESERVE BOOKS

Items (mainly books and theses) in the Reserve Section can only be used within the library premises. They cannot be checked out.

Loaning these items for use in the library is possible during the Library's working hours. The duration for borrowing these items is 3 hours.

Borrowed item should be returned to the Reserve Section at the time specified. In cases where the item is not demanded by another user, it is possible to give an hour's extension. This hourly extension can be renewed. In order to get an extension, the user should apply to the Reserve Section. Otherwise the item will be considered as not returned and a late return fine (delay penalty) will be applied.

Late return fines in the Reserv Section are on an hourly basis. Overdue fines (late return penalties) are approved by the University Executive Board at the beginning of each academic year. (Overdue fine for each borrowed item in the Reserve Section is 50 Kurus for every late hour.)

A user can reserve an item -in circulation- from the Reserve Section. The item that is put on reserve should be borrowed not later than 30 minutes after the return hour. If the item is not checked out within the specified time limits, it would be given to the next user in the waiting list (If there is one).

To borrow an item, users should leave their Student Identity Cards or an equivalent document at the Reserve Section. These documents will be given to you once you return the book(s) to the Reserve Section.

Users bear all the responsibility of the borrowed item(s).

RULES For The THESIS COLLECTION

Theses do not circulate (cannot be checked out). They can only be used within the Reference and Reserve Section premises.

Some theses may be embargoed by the author for a specific period.

The duration for borrowing a thesis is 3 hours. Borrowed thesis should be returned to the Reserve Section at the time specified. In cases where the thesis is not demanded by another user, it is possible to give an hour's extension. This hourly extension can be renewed. In order to get an extension, the user should apply to the Reserve Section. Otherwise the thesis will be considered as not returned and a late return fine will be applied.

Late return fines in the Theses Section are on an hourly basis. Overdue fines (late return penalties) are approved by the University Executive Board at the beginning of each academic year. (Overdue fine for each borrowed thesis is 50 Kurus for every late hour.)

A user can reserve a thesis -in circulation- from the Theses Section. The thesis that is put on reserve should be borrowed not later than 30 minutes after the return hour. If the thesis is not checked out within the specified time limits, it would be given to the next user in the waiting list (If there is one).

To loan a thesis, users should leave their Student Identity Cards or an equivalent document at the Theses Section. These documents will be given to you once you return the theses to the Theses Section. Student Identity Cards or similar documents are given back only to their actual owners.

Users bear all the responsibility of the borrowed thesis.

REFERENCE BOOKS

Reference books are designed to be consulted or referred to for specific immediate information. They usually are comprehensive in scope and condensed in format for quick use. The reference collection is located near the circulation desk together with reserve collection and includes dictionaries, encyclopedias, yearbooks, handbooks, almanacs, and directories. Also available are biographical sources, atlases, etc. Since reference books are needed very frequently by many people, they do not circulate.

Interlibrary Loan (ILL)

It is a service for our readers by providing books and/or articles that do not exist in our library from other information centers in the country or abroad. For more information please call 1502 and/or visit Interlibrary Loan Page.

Donations to the Library

In order to enrich our collection, we try to obtain materials by means of donations.

All materials donated to our library are carefully evaluated, and those found suitable are added to our collection.

Materials that are not found suitable to be included in our Library are classified according to the audience they address, and then they are donated to libraries accordingly (elementary schools, junior and high schools, and public libraries.)

If the donated materials, like photocopied materials, pamphlets, magazines, etc are not feasible for any kind of classification so as to be placed on our shelves or not even suitable to be donated to other institutions, then they are made available at the Library Entrance for all readers, and who ever pleases may "Take One".

Reference Services / Training Sessions

Library staff are happy to assist students, academic staff and other users searching the Library Catalog and to provide guidance on using Library resources.

Users can send queries to the Library by using the Refrerence Desk / Ask a Librarian service via the Library Homepage.

Users can share their comments and ideas about the Library through the Library Online Suggestion Box.

Users can recommend books and other information resources for the library by using the Book Recommendation Form.

The Library offers instruction on how to use library services and resources by training sessions. Use the Library Training Request Form to schedule a training session. You can apply individually or in groups of 2-10 to participate in these training sessions.

The Library offers instruction on how to use the library's online databases and electronic resources by training sessions. Please click; EMU Library Online Databases User Training Programs for details.

Online Catalog and Classification System

The online catalog is the key to finding print books in the EMU Library Collection easily and quickly. All print books and most of the print journals (magazines) and non-print materials are listed in the online catalog. The catalog listing also includes information about their location on the shelves.

There are also electronic books available in the online catalog. These e-books are licensed and are available only to current faculty, staff and students of Eastern Mediterranean University. Members of the public may access e-books on the EMU Library premises.

Catalog terminals in the Library are located on the 2nd and 3rd floors. The Library online catalog is an Open Public Access Catalog (OPAC) and accessible anywhere on-or off-campus from the link on the EMU Library website.

How to search the library catalog:

To perform a simple search in the catalog, type any word or phrase in the blank box and press "Enter" or click the "Submit" button. This performs a general keyword search to locate any books with your search term in the title, as a subject or as an author, etc.

To perform a more specific search, select your search criteria from the menu –author search, title search, call number search, subject search, etc.- then type your word or phrase and press "Enter" or click the "Submit" button.

A list of search results will appear that contain your search word or phrase and includes the call number (shelf number), detailed information and availability (on shelf, on loan, etc.) of the items.

Using the Call Number (Shelf Number): When using the online catalog, users will find the call number located directly above the title of each entry. The call number will be displayed in bold letters and numbers. The first step in finding any material on the library shelves is to copy the call number -- all lines of it. The complete, accurate number is necessary to find the material on the shelves.

Call number (shelf number) example:

671.521	: Dewey classification number
ALA	: First three letters of the author's surname or main entry
2008	: Edition year

Note: When you pull books from the shelves, please leave them on the tables.

CLASSIFICATION SYSTEM

EMU Library uses the Dewey Decimal Classification System, in which books are grouped by subject and shelved according to numerical sequence.

The Dewey Decimal System organizes information into 10 broad areas, which are broken into smaller and smaller topics. Different topics are assigned numbers, known as "call numbers". A summary of the Dewey Decimal System is as follows:

000 - 099 General Works (e.g. general encyclopedias)

100 - 199 Philosophy (including psychology and ethics)

200 - 299 Religion

300 - 399 Social Science (sociology, education, etc.)

400 - 499 Language (grammars, dictionaries, etc.)

500 - 599 Science (biology, astronomy, etc.)

600 - 699 Technology (applied sciences, e.g., Mechanical Engineering)

700 - 799 Fine Arts (architecture, painting, photography, music, etc.)

800 - 899 Literature (including speech)

900 - 999 History (including geography and some biography)

* [Whole list](#)

Photocopying and Scanning

There are photocopying machines located in the library at the 1st Floor and Periodicals Section (Ground Floor). All the machines are self-service but if instruction in the use of these machines is needed, please ask to the Library staff.

Copy cards can be purchased from Library Circulation Desk (Borrowing Section) in weekdays between 09:00-17:00.

Scan service is available at the Online Databases Section / Ground Floor. Please ask for help from the staff before using the scanner.
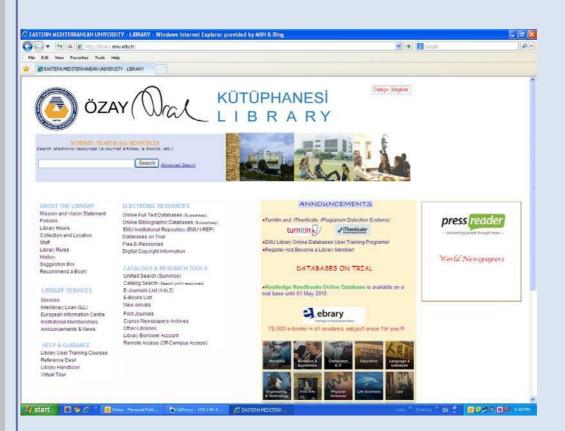
Security at the Exit (Check Point)

The library reserves the right to inspect all bags, briefcases, backpacks, containers, books and any similar items. At the request of a Library staff member and/or a security staff member, all library materials and personal belongings must be shown for inspection at the Library exit. Do not take out any library materials which have not been properly checked out and/or permitted at the circulation desk or other information desks. The University will take disciplinary and/or legal action against users who remove library materials from the Library Building without completing the loan procedures and/or without permission.

Library Homepage

We invite you to visit the Eastern Mediterranean University Library homepage at http://library.emu.edu.tr. The Library Homepage is the gateway to the library collections and electronic resources. Current information on the Library's services and facilities can also be found on the Homepage, including opening hours, Library regulations, Library news and helpful hints to use the Library.

Library Homepage

Library Computers

Computer terminals for internet access and accessing other electronic resources are located on the Ground floor. Additional computer terminals are located on the 1st Floor of the Library.

Computer terminals for only searching the Library online catalog are located on the 2nd and 3rd floors.

Wireless Internet Access

The Library offers free wireless internet to all users in the library. All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided.

WI-FI NAME
DAU-Net-Student *For all students of the EMU. Enter Portal user name and password for connection.*
DAU-Net-Staff *For Academic and Administrative staff of the EMU. Enter e-mail user name and password for connection.*
DAU-Guest *For Guests of the Library (external users).* *Enter the following user name and password for connection.* **User Name: qwert** **Password: qwert**

Please Note: The Library will not assume responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the library's wireless service.

Online Databases & Electronic Resources

A database is an organized, computerized collection of information comprised of records.

Online Databases include thousands of Electronic Journal subscriptions, also vast collection of accessible full texts; Reports, Abstracts, E-Books, Reviews, Indicators, Statistical Data, Working Papers, Standards and bibliographic records. You can thus have –save, print, download- full text copies of millions of articles and other documents through the Online Databases and electronic resources.

 Note: Full-text means the complete text of the article is available online.

Use of subscribed online databases and electronic resources is restricted to current EMU community. Members of the public may apply to the Library for accessing electronic resources on the EMU Library premises.

Our subscribed online databases can be classified under two categories:

Online Full-Text Databases: Contain the actual text of works ranging from journal articles to company annual reports and other types of documents.

Online Bibliographic Databases: contain citations and subject headings (descriptors) for publications such as journal articles, books, conference proceedings, etc.

Here are some links related to databases and e-resources on the Library

Website. OnlineFullTextDatabases(subscribed)

OnlineBibliographicDatabases(subscribed)

DatabasesonTrial

RemoteAccess(OffCampusAccess)

FreeElectronicResources

* Visit Library website for other links.

22

Remote Access (Off-Campus Access)

The online databases and electronic resources of the EMU Library are available to faculty, students and staff from locations outside the campus by Remote Access service . This means, members of the University community who use other Internet Service Providers, from home or off-campus or who are traveling are able to use the Library Remote Access service, to gain access to the Library's licensed electronic resources.

If you are in the library or using a computer from anywhere within the confines of Eastern Mediterranean University Campus, you will have automatic access to Library's electronic resources.

Members of the public are welcome to use our online databases and electronic resources on the EMU Library premises.

For more information and signup procedures, please visit RemoteAccess page.

Telephone Directory and Where is it?

TELEPHONE DIRECTORY

		(0392) 630
Security (Check Point)	Ground Floor	Ext. 1511
Audio Visual(s)	Ground Floor	Ext. 2715
Library Auditorium	Ground Floor	Ext. 2715
Periodicals Section	Ground Floor	Ext. 2739
Circulation Desk (Borrowing)	1st Floor	Ext. 2290
Photocopies	1st Floor	Ext. 1340
Reference Resources	2nd Floor	Ext. 1507
Reserve Books And Thesis Collection	2nd Floor	Ext. 1507
Cataloging Department	1st Floor	Ext. 1506
Acquisition	1st Floor	Ext. 1503
Computer Department	1st Floor	Ext. 1508
Secretary	1st Floor	Ext. 1322
Administrative Officer	1st Floor	Ext. 2102
Head of Technical Services	1st Floor	Ext. 2741
Library Director	1st Floor	Ext. 1322
General Book Collection	2nd Floor	Ext. 1502
Interlibrary Loan	2nd Floor	Ext. 1502
Cyprus Corner	2nd Floor	Ext. 1502
Cyprus Newspapers Archive	2nd Floor	Ext. 2387
Nevzat Karagil Collection	3rd Floor	Ext. 2387
General Book Collection	3rd Floor	Ext. 2387
European Information Centre	3rd Floor	Ext. 2387

WHERE IS IT?

Checkpoint	Ground floor
Library Auditorium	Ground floor
Reader Toilets	Ground floor & First floor
Music CDs and other non-prints	Ground floor
Watching Videos/DVDs	Ground floor
Listening Music	Ground floor
Computers for internet	Ground floor & First floor

24

Online databases and e-resources	Ground floor
Suggestion Box	Ground floor
Current periodicals -journals, newspapers, etc.-	Ground floor
Back issues of periodicals	Ground floor
Rare Books	Ground floor
Copy Machines and Scanner Services	Ground floor & First floor
Circulation Desk –borrowing, registration, etc.-	First floor
Reference Collection	First floor
Reserve Books and Thesis Collection	First floor
Audio Visual Hall	First floor
Very Silent Special Study Room	First floor & Third Floor
Exhibition Hall	First floor
Staff Offices	First floor
General Book Collection	Second floor & Third floor
Cyprus Corner	Second floor
Interlibrary Loan Office	Second floor
Cyprus Newspapers Archives	Second Floor
Online Catalog Terminals	Second floor & Third floor
Nevzat Karagil Collection	Third floor
European Information Centre	Third floor

Arrangement of the Library

GROUND FLOOR : Entrance – Security (Checkpoint) – Online Databases, Audio Visual(s) – Theses Collection – Periodicals Section – Rare Books – Auditorium – Reader Toilets.

1st FLOOR : Circulation Desk (Borrowing) – Audio Visual Hall – Study Room - Exhibition Hall – Staff Offices – Reader Toilets.

2nd FLOOR : General Book Collection – Interlibrary Loan – Cyprus Corner –Cyprus Newspapers Archives - Reference and Reserve Resources - Study Areas.

3rd FLOOR : General Book Collection – European Information Centre – Nevzat Karagil Collection- Study Areas

* *Library Virtual Tour*.

Lost and Founds

Personal items found in the library are held for pickup at the administrative officer's office. Tel : (0392) 630 2102, E-mail: akman.dincyurek@emu.edu.tr