Usage of the Web Site and the Catalog of the Library

This guide was prepared by the Middle East Technical University Library on 18 January 2008.
Web Site – General Information

The menu on the left hand side is active on all pages except forms and catalogs.

The menu on the right hand side only appears on homepage.
Web Site – General Information

Catalogs only appears in search mood on the homepage. On the other pages they appears as buttons. (See the 4th slide)
Catalog buttons.
Web Site – OPAC (Online Public Access Catalog)

Displays the bibliographic records, locations and status of print books, journals, and theses made in METU.
Select a collection to search.
For advanced search click on this button.
After writing the keywords in search boxes, you can select the appropriate options from menus, then click on the “Search” button.
There are some search tips on the advanced search page.

**Search Tips**

**Phrase Searches**
Search for complete phrases by enclosing them in quotation marks. Words enclosed in double quotes will appear together in all results exactly as typed.

**Wildcards**
Words may be right-hand truncated using an asterisk. Use a single asterisk * to truncate from 1-5 characters. Use a double asterisk ** for open-ended truncation.
You may also use a question mark (?) to replace a single character anywhere within a word.

**Boolean Operators**
Use AND or OR to specify multiple words in any field, any order. Use AND NOT to exclude words. Select the operator you wish to use from the selection list. Parentheses group words together when using Boolean operators.

**Proximity Operators**
The NEAR operator is used to retrieve records that contain the specified words or phrases within ten words of each other in the same indexed field.
The WITHIN operator is similar to the NEAR operator, but allows the user to specify the maximum number of words that may appear between the specified words. WITHIN 10 and NEAR are equivalent.

**Field limits**
Field limits may be specified by selecting a field limit from the selection list in the form above. These limits appear before the word or phrase to be searched. A field limit causes the system to search only the specified field for the specified word(s). The following field limits are supported:

<table>
<thead>
<tr>
<th>Field Limit</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Search only author fields</td>
</tr>
<tr>
<td>Title:</td>
<td>Search only title fields</td>
</tr>
<tr>
<td>Subject:</td>
<td>Search only subject fields</td>
</tr>
<tr>
<td>Notes:</td>
<td>Search only notes fields</td>
</tr>
</tbody>
</table>
Title Search

Type the title you want to find, then press the Enter key or click Submit.

- merchant of venice
- merchant of v
- merchant

Powered by Innovative Interfaces, Inc. 2005
OPAC – Advanced Search – Author

Author Search

Type the author you want to find, then press the Enter key or click Submit:

---

Type the author's or artist's last name first. For example:

- shakespeare
- shakespeare, william
- angelou, m

You may also type the name of an organization or governmental body. For example:

- United States Congress
- American Medical Association
OPAC – Advanced Search – Subject

ATTENTION!

We use the Library of Congress subject headings and it may not be equal to the subject in your mind. So, you may get more appropriate results by choosing “Keyword” search.
Call Number Search

Type the call number you want to find, then press the Enter key or click Submit.

Type as much or as little of the call number as you want. For example:

- 641.6 Ala
- 641
- QA 402.6 R65 1986
- QA 402
**Standard Number Search**

Type the standard number (ISBN or ISSN) you want to find, then press the Enter key or click Submit.

Type the ISBN or ISSN as it appears. Punctuation and spaces can be omitted if desired. For example:

- 0060254920
- 0303-7207
OPAC – Search Results

Please attention on the location and status of the material.

<table>
<thead>
<tr>
<th>Location</th>
<th>Call No.</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ML Book Collection</td>
<td>PK6480 T8 2007 v.1</td>
<td>DUE 01-02-08</td>
</tr>
<tr>
<td>ML Book Collection</td>
<td>PK6480 T8 2007 v.2</td>
<td>AVAILABLE</td>
</tr>
<tr>
<td>ML Book Collection</td>
<td>PK6480 T8 2007 v.3</td>
<td>AVAILABLE</td>
</tr>
</tbody>
</table>

There are additional copies Availability of this item.
OPAC – Search Results

Click on the title to access the bibliographic record of the thesis.
Click on the URL to access the full text of the thesis.

If you can’t view the electronic version of the thesis, please click on this button to see the call number of the print copy.
The call number of the print copy is V.16[d.07-1].
## OPAC – Lists

### FEATURED LISTS (8 entries)

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th># of Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 METU Phd Thesis</td>
<td>1384</td>
</tr>
<tr>
<td>2 World Bank Publications</td>
<td>169</td>
</tr>
<tr>
<td>3 New Arrivals (December 2007- By Call Number)</td>
<td>5029</td>
</tr>
<tr>
<td>4 New Arrivals (December 2007- By Title)</td>
<td>5029</td>
</tr>
<tr>
<td>5 New Arrivals (October 2007- By Call Number)</td>
<td>3804</td>
</tr>
<tr>
<td>6 New Arrivals (October 2007- By Title)</td>
<td>3804</td>
</tr>
<tr>
<td>7 New Arrivals (November 2007-by Call Number)</td>
<td>4600</td>
</tr>
<tr>
<td>8 New Arrivals (November 2007-by Title)</td>
<td>4600</td>
</tr>
</tbody>
</table>

---

Home | Help
OPAC – User Account
OPAC – User Account

Turkish characters can be used in typing name.

Add a digit of 2 and some digits of 0 in front of your ID number until the number is completed to 10 digits.
OPAC – User Account

Check-out information of the user. You can view the expire dates of books that you borrowed in this screen.

<table>
<thead>
<tr>
<th>Title</th>
<th>Call Number</th>
<th>Status</th>
<th>Barcode</th>
<th>DUE Date</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership basics for librarians and information</td>
<td>Z678.E835</td>
<td>Renewed 1 time</td>
<td>25507020106070808</td>
<td>19-01-08</td>
<td></td>
</tr>
<tr>
<td>professionals / G. Edward Evans, Patricia Layzell W.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change management in information services / Lyndon Pugh</td>
<td>ZA3157.P84</td>
<td>DUE 12-01-08</td>
<td>255070201060715223</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You can view the holds on your account and their pickup locations.

<table>
<thead>
<tr>
<th>Title</th>
<th>Pickup Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avrup'un birligi ve Türkiye / Ismail Cem.</td>
<td>Main Circulation Desk</td>
<td></td>
</tr>
<tr>
<td>İnsan ve yaratma edimi / Süleyman Velioglu.</td>
<td>Main Circulation Desk</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Library Staff Training Program in the Information Age</td>
<td>Main Circulation Desk</td>
<td></td>
</tr>
</tbody>
</table>
OPAC – Recommend a Book
Please check the book first in OPAC if it is already available in the library collection. If it is not, please fill in the form. You can obtain bibliographic information of books from Global Books in Print which the Library has it in its electronic resources collection, or amazon.com or ideefixe.com.
OPAC – Books in Reserve

Search Local Catalog:
Search the library's holdings for books, ebooks, digital records, images, periodicals, and more.

Keywords:

View Entire Collection:

Advanced Search:

FIND INFORMATION

Featured item lists

Search tips

MY LIBRARY

My Record

Suggest a purchase

Course reserves

LOCATIONS

ML = Main Library
MS = Mimar Soyasal Library
EDC = European Documentation Center
NCC = Northern Cyprus Campus Library
MSI = Marine Science Institute

ABOUT THE LIBRARY

Library info

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OPAC – Books in Reserve

Course Name or Number Search

Type the course name or number you want to find, then press the Enter key or click Submit.

- MUS 100
- music appreciation
- Zoology 201
- comparative vertebrate anatomy

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OPAC – Books in Reserve

Professor, Lecturer, or Instructor Name Search

Type the name you want to find, last name first, then press the Enter key or click Submit.

Type as much or as little of the name as you wish. For example:

- Ogden
- Ogden, Linda
- Reuhlmann
- Reuhlmann, Thomas

Home | Help

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OPAC – Search Tips
OPAC – Web Site Button
Web Site – Federated Search

Displays the electronic articles, print & electronic books, periodicals, and theses in the library collection. The federated search feature can be only accessed in campus. For remote access you need a netregister password.
Web Site – Federated Search Main Page

Library Homepage

- Information technology
  - Select All - Searches all databases shown below.
  - Academic Search Complete
  - ACM Digital Library
  - AGRICOLA
  - American Chemical Society Legacy Archives
  - American Chemical Society Web Editions
  - American Institute of Physics
  - Annual Reviews
  - ASCE Civil Engineering Database
  - ASTM Journals
  - Blackwell-Synergy
  - Book Index with Reviews
  - Britannica Online Academic Edition
  - Business Source Complete
  - Cambridge Journals Online
  - Columbia International Affairs Online
  - Computer Source: Consumer Edition
  - Directory of Open Access Journals

Search by subject | Search by database
Web Site – Federated Search

- Clustering results by topics.
- Sorting.
- Filtering by full text.
Web Site – Federated Search

Search criteria:

Article: A Framework to Build Process Theories of Anticipatory Information and Communication Technology (ICT) Standardizing.

Author: Keil, Thomas

Journal: International journal of IT standards & standardization research

ISSN: 1539-3062 Date: 01/01/2008

Volume: 6 Issue: 1 Page: 1

Sorry, no holdings were found for this journal.

Additionally, you can use this feature:

Step 2 - Search in your Library CATALOG

Step 3 - Search in Scholar Google

Step 4 - Kutuphaneye Sorun Library

Search for full-text journals at Middle East Technical University Library.
Web Site – Federated Search

Click on the article title to view the full text.

Source: ACM Digital Library
Show Abstract | Show in Clusters
More full text options: 

8. Posters: Hotspots in the high himalayas: project management case study of the information and communication technology global development alliance
Mona Sharma
Source: ACM Digital Library
Show Abstract | Show in Clusters
More full text options: 

Jetton, Kevin
Information Executive (1092-0374) 01/11/2007. Vol 16, Iss 6, P. 1-1
Source: ACM Digital Library
Show Abstract | Show in Clusters
More full text options: 

Good, David J., Baker-Eveleth, Lori, Stone, Robert W.
Behavior & Information Technology (0144-7053)
Source: ACM Digital Library
Show Abstract | Show in Clusters
More full text options: 

Done
Click on the format link to view the full text.
Hotspots in the High Himalayas:
Project Management Case Study of the Information and
Communication Technology Global Development Alliance

Mina Sharma
Winrock International, P.O. Box 1213, Bangladesh, Kathmandu, Nepal
+977-1-486726
msharma@winrock.org

ABSTRACT

To address access to information and communication technologies (ICT) services in the rural areas of Nepal, we conducted a case study of the Information and Communication Technology Global Development Alliance (ICT-GDA). The study focused on the project management aspects of the ICT-GDA, specifically the Project Management Case Study. The study aimed to identify and analyze the key management practices and challenges faced by the ICT-GDA project in managing the delivery of ICT services in rural areas of Nepal. The study found that the ICT-GDA project had successfully managed the implementation of ICT services in rural areas, despite facing several management challenges. The study also identified best practices in project management that could be applied in future ICT-GDA projects to improve their effectiveness and efficiency.

Categories and Subject Descriptors
A.6.1 Information and Communication Technology (ICT) Services
B.6.1 Project Management

General Terms
Management, Documentation, Design

Keywords
ICT-GDA, Project Management, Case Study

1. INTRODUCTION

This paper describes the project management case study of the Information and Communication Technology Global Development Alliance (ICT-GDA) in Nepal. The project was a successful effort to provide access to ICT services in rural areas of Nepal.

2. METHODOLOGY

The methodology of this study involved a case study approach, which involved an in-depth examination of the project management practices and challenges faced by the ICT-GDA project. The study was conducted through interviews with project managers and stakeholders, as well as document analysis.

3. RESULTS

The study found that the ICT-GDA project had successfully managed the implementation of ICT services in rural areas, despite facing several management challenges. The study also identified best practices in project management that could be applied in future ICT-GDA projects to improve their effectiveness and efficiency.

4. DISCUSSION

The study highlights the importance of effective project management in the delivery of ICT services in rural areas. The results of the study can be used by other ICT-GDA projects to improve their effectiveness and efficiency.

5. CONCLUSION

The study concludes that the ICT-GDA project was successful in providing access to ICT services in rural areas of Nepal. The study also identifies best practices in project management that could be applied in future ICT-GDA projects to improve their effectiveness and efficiency.

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Enter a file name and click on the “Save” button.
Web Site - Announcements

- Announcements area.
- Trial online resources area.
- Announcements
  - EBSCOHOST Visual Search Interface
  - Subscription to the Library PressDisplay Database
  - Subscription to Elsevier Electronic Books
- Trial Online Resources
  - Trial Access to Early English Books Online
  - More...
Web Site – User Account

Click on this button to view your library account.
Web Site – User Account

Turkish characters can be used in typing name.

Add a digit of 2 and some digits of 0 in front of your ID number until the number is completed to 10 digits.
Web Site – Electronic Resources - Databases

Click on this button to view the databases we subscribed.
Please read the rules carefully before using the databases.

Please click on the database’s name you want to search in.

You can see the types, contents, topics, and date coverages of databases on this page.
Click on this button to view the e-theses collection.
Electronic copies of the theses made in METU from 2004 to present can be downloaded.

Doctoral dissertations and some master theses from accredited North American colleges and universities and some international universities from 1997 to present can be downloaded.
Click on this button to view the e-journal collection.
You need to write the journal’s name in the search box.

If you have a citation, you can use “Citation Linker” to view the full text.

You can browse the journals by title by clicking on the letter you want.

You can browse the journals by subject by selecting the subject category from the menu.
Web Site – Electronic Resources – Trial Databases
Web Site – Electronic Resources – Trial Databases
Web Site – Electronic Resources – Free E-Resources

More E-Resources

All That JAS: Journal Abbreviation Sources
Compilation of links to sources of journal abbreviation sources.

ASEE – American Society for Engineering Education
Engineering.

BRENDA (The Comprehensive Enzyme Information System)
BRENDA is the main collection of enzyme functional data available to the scientific community. The enzymes are classified according to the Enzyme Commission list of enzymes. Some 3500 different enzymes are covered.

Citebase
Citebase is a semi-autonomous citation index for the free, online research literature. It harvests pre- and post-prints (most author self-archived) from OAI-PMH compliant archives, parses and links their references and indexes the metadata in a search engine. Citebase contains articles from physics, maths, information science, and (published only) biomedical papers.

Creative Commons
Creative Commons provides free tools that let authors, scientists, artists, and educators easily mark their creative work with the freedoms they want it to carry.

DOAJ – Directory of Open Access Journals
Articles from free, full text, quality controlled scientific and scholarly journals. Covers a broad range of topics, and includes articles in many languages.

Dogpile
All the best search engines piled into one.

Genamics JournalSeek
Genamics JournalSeek is the largest completely categorized database of freely available journal
Web Site – Services – Borrowing
Long Loan Rules

METU Academic staff can borrow up to 25 books for 30 days. Students can borrow up to 15 books for 15 days. Administrative and retired staff can borrow up to 15 books for 30 days. Please see Article 4/5 of the Library Instructions for the rules of who may borrow which books, and for how long. Members must show their ID cards when they are checking out the materials.

Short Loan Rules (Reserve Collection)

Academic/administrative staff and students can borrow materials from the Reserve Collection according to the type and the loan period of the source (i.e., type A for 2 hours and overnight after 24:00 pm; type C for three days; type D for a week.)

- All METU faculty, staff and students are eligible to borrow books from the Reserve Collection. All users must present a METU ID card, with a current year validation, in order to borrow books.
- You may borrow 2 items at any one time.
- Items cannot be renewed.
- Reserve items must be returned directly to the Reserve Desk.
- Late return of Reserve material will incur fines. The fine is 50 nkr per hour.
- Reserve materials may not be held for users. Access to Reserve materials is provided on a first-come, first-served basis. Desk attendants cannot take reservations or hold materials.
- The Reserve Request Form can be used by METU Academic personnel only.

Inter-University Loan Rules (Protocol)

Faculty members may borrow directly from Bilkent, Hacettepe, Ankara, Gazi, TCBETU university libraries and MTA, TODAIE libraries through the Inter-University Borrowing Project.

Eligibility: METU full-time faculty members

Borrower Responsibilities:
- To obtain a protocol form at METU Library, you must apply in person.
- Bring your ID card to the Circulation Desk.
Web Site – Services – Orientation & Instruction

Reference Services

Orientation & Instruction

Library tours are organized to introduce library services, rules, and facilities to the new students at the beginning of each academic year.

Also, instruction programs are organized for the first year students to help them use the library resources effectively.

Furthermore, instructions about databases for graduate and doctorate students are organized on an optional basis.

The purpose of these programs is to help users become proficient in library resources. With this aim, the Library carries out a program of instruction designed to introduce library collections, services and research strategies to students and faculty.

For more information please call (+90.312)2102793, (+90.312)2102786, (+90.312)2103619 or send an e-mail to references@metu.edu.tr.
Web Site – Services – Document Supply
Document Supply Service for Academic Staff from Outside of Ankara

METU Library provides an article supply service to academic staff from outside Ankara.

For an article request:

- Please check the METU Library Catalogue in order to ensure that the journal's name, volume and issue is available in our collection before submitting the request form.
- Cargo delivery and photocopy charges must be paid by patrons.
- The requester must deposit payment for the cost of photocopying (7.5 liras/page) in the bank account below and send the receipt to referans@metu.edu.tr before the articles can be supplied.

Danila Kütlesiye Ltd. Şti.
Yapi Kredi Bank – METU Branch, 747-72415307

- The Request Form must be filled out accurately.
- For more information please call (+90.312) 2102793 or send an e-mail to referans@metu.edu.tr.

Document Request Service for METU Academic Staff

The aim of this service is to obtain journal articles not available in the METU Library collection from other university libraries outside Ankara for METU academic staff.

For an article request:

- Please check the METU Library Catalogue, and E-Journal Search pages in order to ensure that the journal's name, volume and issue is not available in our collection before submitting the request form.
- You should specify which university library has the article.
- Cargo delivery and photocopy charges must be paid by patrons.
- Cargo delivery is paid by the patron on receipt of the article.
- The requester must deposit payment for the cost of photocopying in the bank account specified by the Library which will supply the article, before the articles are supplied. The
Web Site – Services – Remote Access
Web Site – Services – Remote Access

VIA Other Internet Service Provider

METU faculty, staff and students are eligible to access Library print and electronic resources from off-campus via Proxy Service which provides security.

The users who wish to use proxy service have to follow the instructions in http://www.idib.edu.tr/index.php?page=ng&sub=kutuphane web address. The users do not need to use the proxy server, if their computers are directly connected to the METU network in campus or if they use dial-up service. These users also do not follow the instruction in order to access the library resources. For your questions, please send your e-mail to hotline@metu.edu.tr or call 210 3955.

VIA METU DIAL-UP Lines

There are currently 2 groups of modem lines open to both METU personnel and students that aim to provide them with Internet access from outside campus through dial-up network connection.

<table>
<thead>
<tr>
<th>Tel.Number</th>
<th>Bandwidth</th>
<th>Number of Lines</th>
<th>Type</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 822 314 10 14</td>
<td>56 Kbps</td>
<td>60</td>
<td>PRI</td>
<td>Personnel</td>
</tr>
<tr>
<td>210 43 00</td>
<td>33.6 Kbps</td>
<td>12</td>
<td>Analog</td>
<td>All Users</td>
</tr>
</tbody>
</table>

Our users can use all of these lines with their user codes and passwords. The status and the statistics of the usage of the lines can be viewed from http://modems.metu.edu.tr

According to the regional implementation policy of Turk Telekom, the cities where METU B22 modem lines are accessible are as follows: Ankara, Antalya, Burdur, Konya, Karaman, Kayseri, Nevşehir, Çankırı, Kırşehir, Yozgat, Akşehir, Kınıkkale, Bilecik, Kastamonu, Çorum, Sivas, Tokat, Batman, Isparta, Niğde, Zonguldak, Bartın, Karabük, Eskişehir. METU B22 modem lines could not be accessed from other cities.

To be able to connect to METU systems via a modem you should have a user code on that system and a modem. Then you should configure your connection. The following document contains all steps that you need while configuring your connection;
Web Site – Services – Photocopy and Print Out
Photocopying and printout services are available in the Library. Photocopies are located at the entrance and on the first floor. Photocopy costs 4 nkr/page; black and white printout costs 10 nkr/page, while colored printout costs 50 nkr/page.

Printed materials are located under the 1998 Copyright Act. However, it is permitted to make a single copy for research and private study only. These must not exceed one article from a periodical or one chapter (or extracts amounting to 10%) of a book.

Theses and dissertations are also subject to the copyright restrictions which are set out on the copyright declaration bound into each one.

Audiovisual materials and CDs cannot be copied due to copyright restrictions.

Phone: (+90.312)2101463
Visually impaired members can use the text version of the site by using JAWS software.
Web Site – Services – Recommend a Library Material
METU members may suggest information resources for purchase by METU Library.

Books

Filling in the Book Request Form is the only requirement for making purchase suggestions for books.

METU Academic Staff may benefit from Blackwell’s Collection Manager while following the new publications, in their area of interest by using the Selective Dissemination Service. Those academic staff wishing to benefit from this service must fill in the METU Library Selective Dissemination of Information Form. For more information please send an e-mail to saglama@metu.edu.tr.

Textbooks for the Reserve Section can only be requested by METU academic staff. Please fill in the form for purchasing textbooks. Please note that one textbook is purchased for every 40 students.

- You can browse Global Books in Print or amazon.com to follow the publications which includes new releases of your area of interest.
- You can browse the following addresses for Turkish books: ideefik, antoloji, pandora, netkitap, among others.
- The decision as to whether a suggested book will or will not be purchased by the Library will be passed on by e-mail to the member of staff who made the suggestion.
- You can send an e-mail to the Acquisitions Department with your suggestions and questions about book requests.
- Public Tender Law is used for the purchase of books by METU Library. Therefore, ordered books reach the Library in approximately 4 months.

IMPORTANT INFORMATION

- Before making book suggestions, you need to check the availability of the book in the Library Catalogue.
- You can write notes on the Book Request Form specifying the particular copy, edition, volume, and so on.
- While you are filling in the Book Request Form, please use Turkish characters.
Web Site – Forms – Recommend a Book

RECOMMEND A BOOK / TEXTBOOK

E-Theses Submission Form

- Stacks Request Form
- Document Supplying Form for METU Academics
- Document Supplying Form for Academics in Other Universities
- Document Supplying Form for Journal/Database
- Move a Book from Main Library to Reserve
- Ask a Librarian

LIBRARY HOURS

- Academic Semester
  - Mon-Fri: 08:45-23:00
  - Sat-Sun: 08:45-18:00
- Vacation
  - Mon-Fri: 08:45-17:15
  - Sat-Sun: 08:45-18:00

METU Library is an ANKOS member.
**Suggest a Title for Purchase**

Before making book suggestions, you need to check the book with the Library Catalogue if it is already available or not in the library collection.

- You can write notes on the Book Request Form which you want to specify about the book as copy, edition, volume, etc.
- While you are filling the Book Request Form, please use Turkish alphabet characters.
- Surname, name, barcode and PIN informations on the Book Request Form must be written. Otherwise, the requests are not evaluated by the Library.
- Public Tender Law is used for purchasing books by METU Library. Therefore ordered books are come to the library in approximately 3 or 4 months.

Additional items library should acquire:

- **Author:**
- **Title:**
- **Publisher:** (Where & When Published)
- **Additional Information:**
- **ISBN:** (Please do not use "+" or space between numbers.)

For example, type "Jane Smith" and then press the RETURN key.

Your Name: 

Barcode means your Student or Personnel ID number. Please add "2" in front of your Student or Personnel ID number and complete 10 digits by inserting "0" (zero) between "2" and your Student or Personnel ID number. Ex: If your Student or Personnel ID number is 12345-6, barcode must be 2000123456.

Barcode: 

SUBMIT THIS SUGGESTION
Web Site – Forms – E-Thesis Submission
Middle East Technical University
Kutuphane Girisi

User Code: 
Password: 

Submit | Clear

Note:
- Enter your ORCA user code into the “User code” field
- Enter your ORCA password into the “Password” field

e-mail: lib.hot.line@metu.edu.tr
Web Site – Forms – Requesting from Stacks
Periodicals published before 1990 are kept in storage. Stacks collection times are 10:45, 11:45, 14:00, and 16:00 in weekdays, 11:45 and 14:00 on weekends. The requested volumes will be ready in 30-45 minutes. Journals collected from the stacks will be kept at the information desk on the 1st floor until the Library is closed.

- The online stacks request form is only to be used by METU Academic personnel.
- Journals available in electronic format aren’t brought from the stacks. Please check the journal if it is available in the electronic format with the E-Journals page, first.
- If it is not available in the electronic format, please check it in the Library Catalogue if it is available in the print format.
- Fill in the form accurately, otherwise your request will not be met.
- The online stacks request forms can only be submitted until 15:45 in weekdays. Online forms cannot be submitted in weekend.
- You may require up to 6 volumes per collection time.

- Dergi Adı/Journal’s Name:
- Yılı / Year:
- Cilt No / Volume Number:
- Sayfa No / Page Number:
- Cilt içeriğinde / In Binding:
- Eksik Cilt / Incomplete:
- İsteyenin Adı / Your Name:
- ODTÜ E-Posta Adresi / METU E-mail Address:
- Sigil No / ID Number:
- Gönder/Send
# ORTA DOĞU TEKNİK ÜNİVERSİTESİ
# KÜTÜPHANESİ

**ODTÜ Akademik Personeli için Ankara Dağıtılan Makale Sağlama Hizmeti**

### Makale Sağlama Hizmeti talehinde bulunan kişiye ait bilgiler

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Web Site – Forms – Recommend a Journal / Database
Print/electronic journals, and databases, that you suggest should be subscribed for the library collection. Library subscriptions are dependent on appropriateness for the collection(s) and funds available. Subscription suggestions can be made by all METU faculty, staff, and students. All suggestions are taken into consideration by the library at the end of the year, but we cannot guarantee that all suggested material will be acquired.

Use this form to suggest print/electronic journals and databases subscriptions for the Library's collection.

**Journal**

- Journal's Title: [Input]
- Publisher: [Input]
- Additional Information: [Input]
- ISSN: [Input]

**Database**

- Database's Name: [Input]
- Publisher: [Input]
- Additional Information: [Input]

Please provide the following contact information:

- Your Name: [Input]
- Department: [Input]
- Status: [Input]
- Telephone: [Input]
- E-mail: [Input]

[Submit Form]
Web Site – Forms – Move a Book from Reserve to General Collection
Move a Book from Reserve to General Collection
Web Site – New Arrivals
Web Site – New Arrivals
Web Site – About METU Library – Organization Scheme, Departments & Staff
## METU Library Organization Scheme

### Departments
- Acquisitions & Cataloguing Department
- Reference
- Serials and Electronic Resources Department
- Circulation Department

### STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>E-mail</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Cevat Guven</td>
<td>Director</td>
<td>guven[c]metu.edu.tr</td>
<td>2102782</td>
</tr>
<tr>
<td>Emre Hasan Akbayak</td>
<td>Associate Director</td>
<td>akbayak[c]metu.edu.tr</td>
<td>2102781</td>
</tr>
<tr>
<td>Dündane Yıldız</td>
<td>Associate Director</td>
<td>calik[c]metu.edu.tr</td>
<td>2102779</td>
</tr>
<tr>
<td>Tuğba Ceylan</td>
<td>Secretary</td>
<td>ceylan[c]metu.edu.tr</td>
<td>2102780</td>
</tr>
<tr>
<td>Recep Geyikli</td>
<td>Accountant</td>
<td>gerec[c]metu.edu.tr</td>
<td>2102788</td>
</tr>
<tr>
<td>Sükrü Taştepe</td>
<td>Material Buyer</td>
<td>stastep[c]metu.edu.tr</td>
<td>2102794</td>
</tr>
<tr>
<td>Gazi Ceren</td>
<td>Library Assistant</td>
<td>gercer[c]metu.edu.tr</td>
<td>2102788</td>
</tr>
<tr>
<td>Habip Gang</td>
<td>Building Administrator</td>
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<td>2102792</td>
</tr>
</tbody>
</table>

#### DIRECTORATE

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Dilek Kendirci
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#### TECHNICAL SERVICES

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For information about the departments in the Library, please click on the departments’ name.
Web Site – About METU Library – Organization Scheme, Departments & Staff – Staff

Organization Scheme & Departments and Staff

Departments
- Acquisitions & Cataloguing Department
- Reference
- Serials and Electronic Resources Department
- Circulation Department

METU Library Organization Scheme

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</table>

DIRECTORATE

- Acquisitions & Cataloguing Department

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Gözde Baykal</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Didem Ardanuç</td>
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<tr>
<td>Dilek Kendeci</td>
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<tr>
<td>Gökçe Karadeniz</td>
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<td>Librarian</td>
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<tr>
<td>İlyer Çalmaikaya</td>
<td>Librarian</td>
<td>cakmaikaya[at]metu.edu.tr</td>
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<tr>
<td>Muhittin Gürbüz</td>
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<tr>
<td>Serpil Gündüz</td>
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<td>2102790</td>
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<tr>
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<td>cankaya[at]metu.edu.tr</td>
<td>2102791</td>
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<tr>
<td>Yusuf Sarı</td>
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</tr>
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<td>Librarian</td>
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TECHNICAL SERVICES

Information Technologies Department

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Küküşal Yücesov</td>
<td>Head of Department</td>
<td>yucesov[at]metu.edu.tr</td>
<td>2102796</td>
</tr>
</tbody>
</table>
Web Site – About METU Library – Memberships
METU Library was founded in 1957, and was first housed in an old building in Milli Müdafaàa Street. Furuzan Olgan and Solmaz Izdirmeci were appointed as librarians on September 15, 1957. Natelle Isley, an expert from UNESCO, was appointed as Library Director in 1958 with a brief to improve the Library. The Library's collection started growing thanks to donations of books from the British and USA governments. Donald Redmond, also an expert from UNESCO, replaced Natelle Isley as Library Director in July 1959. The first financial aid from the United Nations continued for 4 years. This aid, which amounted to $25,000 per year was extremely important for the improvement of the Library during the initial period after its establishment. The third director of the library B.R. Kalia, again an expert from UNESCO, worked until the end of 1961. On March 19, 1952, CENTO provided £1,564 to the Library for the purchase of books and journals. William W. Bennett, another expert from UNESCO, was appointed as Library Director on July 9, 1962. The Library developed rapidly into a real library. Mr. Paul Wasserman, Library Director at Cornell University, visited METU and prepared a report about the development of the Library, as a result of which $30,500 from the AID/ Cornell project was donated to the Library. Behruz Cinci, architect of the METU Library building, visited the USA in April 1963 to study library buildings. In the same year Dr. A.F. Kuhlman came to Turkey and worked in METU for a month to contribute to the studies concerning the structure of the library building. The Library was moved to the Faculty of Architecture on the METU Campus on September 15, 1963. Aid to the Library continued in those days. The German government donated a collection to the Library on July 9, 1953. The Library's collection reached 50,000 volumes with the donation of 635 books and 628 journals from the American People to the People Programme, 220 books from the J.F.Kennedy Memorial Library in 1964, and 1,000 books from the British government in 1955. The first part of the current library building construction began in 1956, and the collection was carried to the new building in 1957. The second part of the library building was completed in 1975. W.W. Bennett worked as Director of the Library until 1965. Furuzan Olgan was appointed as Library Director in 1967, and worked until the retirement in August 1981. Dr. Tekin Aybaş replaced Furuzan Olgan after her retirement and worked until 1988. Between 1988 and 1993, Filiz Çerman was the Library Director. Prof. Dr. Bulent Karasozan replaced her in 1993 and worked until 2007 as Library Director. Some of the most important acts during his management were the transition to the process of library automation, developing the e-book and e-journal collections, and the establishment of the Anatolian University Libraries Consortium, ANKOS. As of February 14, 2007, Cevat Güven was appointed as the Library Director.
Web Site – About METU Library – Donating
The library selects and accepts donated materials (books, periodicals, CD-ROMs, videos) in line with the collection development policy. Our policy of collection development is determined in accordance with the educational, teaching and research needs of our university. Conformity to the principles of the collection is ensured by consulting the Acquisitions & Cataloguing Department (for books, CD-ROMs and videos) and Serials & E-Resources Department (for serials), and if necessary, concerned specialists.

The Library has the right to decide on whether or not the donated material will be added to the collection and where it will be placed. The Library keeps a list of donated materials.

The material that is not added to the library collection can be returned to the donor, who may donate the material to other university libraries. Donors sign a form related to this matter.

Material appropriate for the library collection is given an office stock number added to the collection alongside other materials and put into service. A letter of acknowledgement is sent in the name of the University to the person or the organization making the donation.

Points to be considered in the selection of materials

- Materials other than textbooks should enter the collection for the first time.
- Materials, other than those from social sciences, should have been published in last 5 years.
- Materials should suit the content and style of education at METU.
- Materials should have a scientific content.
- For periodicals, continuity should be secured.

Materials which cannot be included in the collection

- Newspapers
- Off-prints of journal articles
- Material in poor condition
- Copied material

If the material you wish to donate meets to the above conditions, you can contact us by phone, fax or e-mail.
Web Site – About METU Library – For Librarians
Information about how to find books and conference papers in the Library.
Web Site – Collections – Periodicals Collection

Print Journal Collection

The periodical collection contains nearly 1,300 current and over 166,000 volumes. Journals are housed on the first floor of the Library. Current periodicals are arranged by subject in the current periodicals' hall. Bound periodicals published from between 1990 and one year ago are arranged in alphabetical order in the bound periodicals' hall. Bound periodicals published before 1990 are placed in storage.

How to find print journals

- Go to the Library Catalogue.
- Choose one of the 'Title, Subject, Keyword' options in the search box.
- Write the terms in the search box.
- Choose the 'Main Library Serials' option in the search box.
- Click on the Submit button.
- Click on the title links when search results are displayed.
- Make a note of the call number of current periodicals, and then go to the shelves. Please fill the 'Stacks Request Form' for the journals published before 1990.

Electronic Resources Collection

The METU Library electronic resources collection covers nearly 25,000 electronic journals, 32,000 electronic books, and 35 electronic reference resources. METU members can access the electronic resources both on and off campus via the IP addresses defined in the licence agreements.

How to find e-Journals

E-Journals are not available in the online library catalog. Please find the electronic journals by going to the E-Journals page. Electronic journals can be searched by title, ISSN, subject, DOI, PubMed ID or databases' name.

How to find electronic articles

- Go to the federated search page.
- Write the terms in the search box.
- Choose one of the 'Title, Author, Full Text, Keyword, or Abstract' options in the search menu.
- Click on the Search button.
- Click on the links you would like to view.
Web Site – Collections – Reference Collection

METU Library has a quick reference collection, containing statistics, maps, dictionaries, handbooks, university catalogs, standards, almanacs, anthologies, and masters theses and dissertations made in METU. Reference materials can be used only in the Library.
Web Site – Collections – Reserve Collection
Web Site – Collections – Reserve Collection

Reserve Collection

The Reserve (Short Loan) Collection contains course books which are in heavy demand. There are also course notes, daily newspapers, etc. The reserve collection can be searched by lecturer name or by course code via the online library catalogue. These materials can only be borrowed for a short period.

How to find textbooks

- Go to the Library Catalogue.
- Click on the “Course reserves” link.
- If you would like to browse the books by course, click on the “Search by Course Name or Number”
- If you would like to browse by instructor, click on the “Search by Professor, Lecturer, or Instructor Name”

Reserve Information for Faculty

Materials which may be placed on reserve:

- Library books.
- Personal books.
- Other materials – videos/DVDs, CD-ROMs, etc.

Materials which may not be placed on reserve:

- Current and bound periodical volumes.
- Items from the reference collection.
- Non-circulating materials from the general collection.
- Materials received through Interlibrary Loan.

Using the Reserve

- Only faculty members and graduate teaching assistants (hereafter referred to as instructors) may request that an item be placed on reserve.
- Instructors are to use the Adding Or Removing Items to/from Reserve Collection form to place an item on reserve. Copies of these forms are available at both the Circulation and Reserve Desks.
- Overdue Fines will be assessed at 50 nkr per hour or 12 NTL a day for overnight with no grace period.
- Academic/administrative staff and students can borrow materials from the Short Loan Section.
Web Site – Collections – Audio Visual Materials Collection
Audio-Visual Material

Library collection contains audio-visual materials, such as videocassettes, DVDs and CD-ROMs. This items may not be checked out.

The Library has 2 rooms with audio-visual hardware. Selimaz Izonehir Hall has 50 users capacity. There are TV, video, Divx player, slide machine and overhead projector in this room.

This rooms may be reserved by academic staff for the educational activities and by the students for student teams activities.

Appointments for using audio-visual rooms in the Library may be made by calling (+90312)210 2789 (Contact person is Mrs. Nurhayat Ayhan)

Rooms are only available during the library’s working hours.
Theses and Dissertations made in METU

- Printed Theses

Each copy of thesis and dissertations made in Middle East Technical University since its foundation can be found in the Library's collection.

Printed theses can be searched within the library catalogue.

- E-Theses

This project was started in April 2003 to provide web access to theses that have been completed at the Middle East Technical University. Library theses and dissertations archives was established, and have been submitting their theses in both print and Adobe Portable Document Format (PDF) electronic copy of the preparation guide for masters and doctorate theses.

Since April 2004, the Middle East Technical University Library has been part of the Networked Digital Library of Theses and Dissertations (NDLTD), an initiative to improve graduate education, increase sharing of knowledge, help universities build their information infrastructure, and extend the value of digital libraries. In 2004, NDLTD had 204 members from all over the world: 177 member universities (including 7 consortia), and 27 institutions.

E-Theses can be accessed in the library catalogue or Open Archives Harvester interface.

How to find master theses and dissertations made in METU

- Go to the Library Catalogue.
- Click on the “Advanced Search” button.
- Write the keywords in the first search box.
- If you are searching for masters theses, write “master” in the second search box and click on the “Search” button.
- If you are searching for dissertations, write “dissertation” in the second search box and click on the “Search” button.
Information about locations that collections are located.

The ML Book Collection is located on the second and third floors of the main library building.

The ML Serials is located on the first floor of the main Library building.

The ML Reference is located on the ground floor.

The ML Reserve is located on the ground floor.

The ML Stacks is located on the basement floor.

The MS Book Collection is in the Muhun Soysal Library which is located in the Faculty of Economic and Administrative Sciences. Please call (+90.312)2103032 for further information.

The EDC Book Collection is in the European Documentation Center which is located in the Faculty of Economic and Administrative Sciences. Please visit EDC or call (+90.312)2103629 for further information.

The MSI Collection is located in the Institute of Marine Sciences Library in Erdemli.

The NCC Book Collection is located in the Northern Cyprus Campus Library. Please visit the NCC Library or call (+90.392)5512081 / (+90.392)5512082 for further information.
To see the schematic diagrams of the floors, click on the links below:

- Basement Floor
- Ground Floor
- First Floor
- Second Floor
- Third Floor

Table of the floors
<table>
<thead>
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<th>FLOORS</th>
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<th>COLLECTIONS</th>
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Web Site – Buildings & Locations - Solmaz İzdemir
Conference Hall
The Solmaz İzdemir Conference Hall is located on the basement floor and can be used for audio visual course purposes, during the Library’s opening hours. To book the hall, please send an e-mail or call (+90.312)2102780.
The exhibition room is located on the ground floor of the Library and can be used during library opening hours. To book the room please send an e-mail or call (+90 312) 2102780.
Web Site – User Training

Close cooperation with the students and teaching faculty is essential to what we in the METU Library do. We’re here to work with you to support the learning process. Here’s some helpful information for you:

- **NEW!** User Education 2007 (for ENG 102)
- Users Education Seminar 2006
- Library User Guide
- E-Journal Search User Guide
- How to Find Library Materials
- Library training for first year students
- Library Catalog Search Guide (OPAC)
- Citing Sources Using MLA, APA and HARVARD Styles
- Guide for Renewing and placing hold
- Middle East Technical University Doctoral Theses Search Guide
- Middle East Technical University Master Theses Search Guide
- Electronic Copy Preparation Guide for Master and Doctoral Theses

Was this page helpful?

[Yes][No]
Frequently Asked Questions

HOURS
What are the Library's opening hours?
What is the stacks collection timetable?
TOP

ACCESS
I can't access my account. It says that the patron ID or barcode number is not valid. What can I do?
I'm not a METU member. May I use the resources of the METU Library?
Is it possible to access to the online databases and e-journals outside the campus?
When I try to access to an e-journal, user name and password is being asked. Why?
May I use the Library after graduating from METU?
TOP

BORROWING & RENEWALS
I'm new to the University. Can I borrow books?
How many books can I borrow at a time?
Where shall I return the books I've borrowed?
How do I know due date of my books?
Can I renew book loans without coming to the Library?
How do I put hold on a book that is checked out?
What kind of library notices are sent to patrons?
How can I check the items I borrowed and returned some time ago?
I want to borrow a book not available in the METU Library's collection. What shall I do?
I'm a research assistant in another University. How can I borrow books in your library?
How can I use a carrel?
What happens if I lose an item?
What happens if my ID card is lost or stolen?
Web Site – Ask a Librarian

Welcome to electronic reference. We answer questions from METU community within 24 hours, except weekends and holidays.

For your questions about renewals, holds, fines, and your personal account:
E-mail: circ@metu.edu.tr
Phone: (+90.312)2102785

For your questions about new book requests:
E-mail: saglama@metu.edu.tr
Phone: (+90.312)2102790 / (+90.312)2102791

For your questions about journal subscriptions, journal donations, and journal exchanges:
E-mail: referans@metu.edu.tr
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For your questions about electronic resources
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Phone: (+90.312)2102793

For your questions about Inter Library Loans:
E-mail: ill@metu.edu.tr
Phone: (+90.312)2102785

For your questions about audio visual materials:
E-mail: lib-hot-line@metu.edu.tr
Web Site – Comments & Suggestions

For your questions, comments, and suggestions please send an e-mail to us. E-mails are checked several times a day. Responses are usually sent within 24 hours excluding weekends and holidays.
Web Site – For Visitors

METU LIBRARY – Mozilla Firefox

MIDDLE EAST TECHNICAL UNIVERSITY LIBRARY KUTUPHANESİ

METU LIBRARY CATALOGUE SEARCH

PRINT RESOURCES SEARCH

(Search print books, journals, theses, audio visual materials, etc.)

Library Catalogue Main Page

FEDERATED SEARCH

(Search online articles, print and electronic books, print and electronic journals, print and electronic theses, etc. Accessible on campus only)

FEDERATED SEARCH Main Page

METU Library is an ANKOS member.
Web Site – For Visitors

Although METU Library is open to researchers, our collections may only be checked out by METU members and academic personnel of universities or staff of government research institutes in Turkey.

If you plan to make a research in the Library, we suggest you to contact the reference librarians first. They will lead you about using the library resources.

Students from other universities must bring an application form signed by the department chair of the university they study.

Computing, Printing & Copying Facilities

Computers in the Library are primarily for METU members’ use.

Access to the electronic resources subscribed is IP restricted because of the licence agreements and security concerns. Visitors can access to the electronic resources within the Library. Documents can be sent to the e-mail address libprint@metu.edu.tr, and then can be taken as printout in the photocopying room on the first floor.

Visitors can take photocopy in the photocopying rooms from the printed library resources.

Diskettes and CDs can also be supplied in the photocopying room.

How to Reach

For detailed information about transportation please click here.

Parking

Free parking is provided by numerous clearly marked parking lots located behind the Library.