

## Электронные коллекции информационного центра Университета Сабанчи

### Digital Collections of the Sabanci University Information Center

### Електронні колекції інформаційного центру Університету Сабанчі

*Асуман Акыз*

*Информационный центр Университета Сабанчи, Стамбул, Турция*

*Asuman Akyuz*

*Sabanci University Information Center, Istanbul, Turkey*

*Асуман Акиз*

*Інформаційний центр Університету Сабанчі, Стамбул, Туреччина*

Электронные коллекции являются одной из важнейших составляющих современного информационного мира. Информационному центру Университета Сабанчи всего четыре года, и его девизом является доступ к информации и ресурсам, а не обладание ими. В соответствии с данной концепцией центр планирует развитие своих коллекций. Среди электронных фондов центра такие коллекции, как E-Journal, E-book, E-Thesis, E-Lit, E-Reserve, Электронный альбом фотографий со строительства Университета, коллекции слайдов, газетных статей об университете, историческая коллекция и подфонд содержания книжных изданий. В докладе рассматриваются этапы развития и организации цифровых коллекций, их современное состояние и проблемы, а также проекты, которые Информационный центр Университета Сабанчи надеется осуществить в будущем.

Digital collections are one of the most important aspects of the information world today. Sabanci University Information Center is a four year old very young institution. Its motto is to access versus ownership to information and resources. This philosophy has been taken into consideration during the planning and development of collections. The following collections have been developed and organized under the umbrella of «Digital Collections» such as: E-Journal, E-book, E-Thesis, E-Lit, E-Reserve, Digital Album of University Construction Photos, Slide Collection, Newspaper Clipping of University History Collection and Table of Contents of Books. This paper explains steps of the activities during development and organization of digital collections, state of the art, problems faced and projects of the Sabanci University Information Center planned for the future.

Електронні колекції є однією з найважливіших складових сучасного інформаційного світу. Інформаційному центру Університету Сабанчі усього чотири роки, і його девізом є доступ до інформації і ресурсів, а не володіння ними. Відповідно до даної концепції центр планує розвиток своїх колекцій. Серед електронних фондів центру такі колекції, як E-Journal, E-book, E-Thesis, E-Lit, E-Reserve, Електронний альбом фотографій з будівництва Університету, колекції слайдів, газетних статей про університет, історична колекція і підфонд змісту книжкових видань. У доповіді розглядаються етапи розвитку й організації цифрових колекцій, їх сучасний стан і проблеми, а також проекти, які Інформаційний центр Університету Сабанчі сподівається здійснити в майбутньому.

Sabanci University is a young private university, which opened its doors to education in 1999. The university belonging to one of Turkey's leading family-run foundations operates on a central campus in Istanbul. The University has three faculties; the Faculty of Engineering and Natural Sciences (FENS), the Faculty of Arts and Social Sciences (FASS) at undergraduate and graduate levels plus the Graduate School of Management (GSM). The medium of instruction is English. The European Foundation Quality Management (EFQM) approved the University's membership in 1998. The university aims to be a «world university» with a philosophy of «creating and developing together».

Sabanci University, planned for maximum of 3000 students and currently has 1471 students. Prior to its opening, the university determined «what kind of a university the country needed» in a «Search Conference», and established its structure on this understanding. Starting from the days of its foundation in 1997, an appointment for the planning of the library services and facilities was made. For a developing country like Turkey, this was a revolutionary attitude toward information.

The Information Center aims to support Sabanci University's education programs, meets the information needs of its academic and administrative staff and students, and cooperates with the other institutions at a national and international level.

During the planning of Sabanci University Library, a lot of elements were taken into consideration, such as: a modern building and physical arrangement, a technical infrastructure, user oriented pro-active information system, hardware which can also respond to the information flows in future's formats, and needless to say, high quality staff.

Since its foundation, the acquisitions policy has been «access» versus «ownership». Resource planning and the organization of the service activities were all realized based on this understanding. As a result of these considerations, the institution named itself and was accepted as the «Information Center.»

University has technical infrastructure with 8000 Internet access points throughout the university, and 480 within the Information Center. The University has also been a pioneer for a new service in Turkey, which is providing all students with laptops during registration.

During all these efforts, one of the emerging elements is the digital collection. This study is a short story of the establishment and organizational structure of digital collections, planned and operated by the Sabanci University Information Center.

## The organization of digital collection

Currently, under the umbrella of the digital collections, the following applications have been planned and are in operation: E-journal, E-book, E-thesis, E-lit, E-Reserve, Videorecordings, Soundrecordings, Digital Album of University Construction Photos, Slide Collection, Newspaper Clipping of University History Collection and Table of Contents of Books. In addition to these applications ongoing feedback is obtained, changes and new developments are closely examined and viewed.

The main target, in terms of cataloguing and classification, is to organize these collections according to the Library of Congress Classification System, MARC21 and AACR2 formats.

«Copyright» issue is taken into consideration during all actions.

Off-campus access is provided to Sabanci University members.

Metadata of Information Center web page and Online Public Catalogue (OPAC) is created and are added on the Cooperative Online Resource Catalogue of the OCLC.

## E-Journal

The Information Center aims to supply, organize, and make ready to use on the web, all the periodicals provided in different formats. For this purpose, two implementations are carried out: The first is the establishment of a database, which provides access to all periodicals subscribed and accessed in full text and full image through aggregators. This study began in 2000 and continues with further developments. This database enables users to find information about the holdings, format, and location of the journal. It allows a search by keyword, title as well as provides access to full texts of the items. Today there are many applications of this case. Some are done commercially, some by software companies. Unfortunately before 2002 when we decided to create such a database the market was not ready to guide us, however, today it is available. In spite of this we keep developing our own database because of the following reasons: solutions in the market are expensive and as far as we are concerned their solutions are not user friendly.

The second is rather traditional. All of the items excluding those that come through aggregator databases are organized and made available in OPAC, which requires an additional access button created under «**Search only in Journals**».

Due to the existence of many ambiguities in e-journals coming through aggregator databases and very frequent changes, these are not catalogued and added in the OPAC. We predict that in 2003, these ambiguities will mainly be decreased, processed and made available in OPAC in 2004.

A bibliographic record has been created for each item and is organized by LC under the rules of AACR2 and MARC. On the 856 field of each item a link has been added in order to have access to its full text. Again On the 506 field of each item «*Access restricted to Sabanci University campus only*» note is added. After completion of the bibliographic record the following steps are taken before opening the record on OPAC: link check, access to one full text item and download to see it works. URL Verification checks links daily. Cataloging processes related to aggregator full text items are still continuing.

## E-Books

Until 2002, E-book collection was limited to free e-books available on the Internet. Selected items were cataloged and added to the Information Center collection. Predicting that these resources will become much more important in the future; to make users familiar with them, announcements of these available free e-books are made on the OPAC, and their usage is emphasized in the orientations. In 2003 under the umbrella of Turkish University Library Consortia (ANKOS) «Ebrary» and «Safari» e-books databases are added to the collection. A few more e-

book databases are still on trial use. Statistics show that e-books will be growing in the future especially in areas where the validity of information changes immediately, like computer sciences.

Bibliographic records of «Ebrary» and «Safari» in MARC format are provided and added to the system. Taking the users' needs into consideration, some notes are added to the bibliographical records. For example, for reaching Ebrary e-books, the user needs the «Ebrary Reader» . For this reason, a new 856 field is created in order to show the links to «Ebrary Reader» . To catch the users' attention, requirements are noted in the 538 field, with capital letters. Taking into consideration the fact that next year the subscription is not renewed, a special code is added to records. In such cases, it will be possible to delete items altogether. URL Verification checks links daily.

Users can have access to e-books through OPAC and by an additional search function: «**Search only in E-Book Collection**» .

### **E-Thesis**

The aim of this application is to organize a collection of Masters and Dissertations of Sabanci University and make them accessible to users under defined rules. A bibliographic record has been created for each item and is organized by LC under the rules of AACR2 and MARC. To organize the electronic copy of a thesis and provide access, the following procedures have been accomplished:

- The main text is transferred to the PDF format,
- Table of contents, abstract and references are taken from the main text and are converted to the new pdf files.
- An Html page is prepared for the accession to the main page of the text and if available, to the picture, voice, and three-dimensional materials.
- This page and other files are loaded to the server with the limitations of use.
- Link information is added to 856 field of the record and checked.

Users can have access through OPAC and by an additional search function: «**Search only in SU E-Thesis**» . Excluding the «search only by SU E-Thesis» function, all others are a main part of the commercial software. In order to have this function for thesis, a new database has been created. It is a MySQL database composed of certain variables like; author, title, subject headings, degree, faculty, call number, abstract, and barcode number. The barcode number is unique for each bibliographic record. It provides dynamic links for appearance of the information. URL Verification checks links daily.

Access to full text is limited to the Information Center search terminals. The full text of theses can neither be kept nor downloaded. Off-campus access is limited to abstract, table of contents and bibliography of the theses. The print version is available at the Information Center University History Archive Collection.

### **E-Lit**

The aim of this application is to establish a database of preprints, lecture notes, research papers of Sabanci University faculty members and make them accessible under rules. For that purpose, a new database has been created. The data flows to the database through the «*E-Lit Database Input Form*» filled by the faculty members. The form is composed of certain fields like; author, faculty, author e-mail, other authors if available, title, year, abstract, keyword, subject, document type and full text.

In order to make the article available electronically, the Information Center converts the document to the «pdf» format and creates an «URL» address for its full text version. «E-Lit» button has been created on the Information Center web page. This function allows users to search by author, title, keyword and subject heading. This button also provides information on E-literature full list and list of articles by faculties and type of activities, such as: preprint, lecture notes and research papers. E-RESERVE

The aim of this application is to organize a collection to support educational programs of the university. The faculty selects items and its use is limited to students. A simple bibliographic record has been created for each item by author, title, faculty member and course number which is organized by LC under the rules of AACR2 and MARC.

The document, which will take place in «**E-Reserve**» , is provided in print format. This material is scanned and converted in «jpg» format. Then, the document in «jpg» format is transferred to «png» format; and with the help of «Dreamweaver, it is converted to an album format. After loading the document to the server, the system automatically creates a 962 field to locate the link information. URL Verification checks links daily.

Users can have access to e-reserve items through OPAC and by an additional search function: «**Course Reserves**» . The full text versions of the articles are password protected.

### **Videorecordings and sound recordings**

The aim of this project is to organize the video and sound recording collection of the Information Center by taking user requests and expectations into consideration and providing accessibility on the web. A bibliographic record has been created for each item and is organized by LC under the rules of AACR2 and MARC.

Information on artists, awards, subtitle, language, requirements, and region are collected and added to the bibliographical record of the selected document. The poster of the item is scanned and converted to «jpg» format. After loading the document to the server, link information is added to the bibliographical record's «856 41» field. The fragment of the item is found through Internet and saved by fragment name. After loading the fragment to the server, link information is added to the bibliographical record's «856 40» field. A new «856 7» field is created to provide access to web pages links of film review. URL Verification checks links daily. A new «verification program» has been written institutionally to check the content of the links.

Users can have access to videorecordings / soundrecordings through OPAC and by an additional search function: «**Search only in VideoRecordings**» / «**Search only in SoundRecordings**». «**Search only in VideoRecordings**» function allows users to see items by type: DVD, Videocassette and VCD. When users click on the type of item, they receive several lists: alphabetical by title, genre, language and subtitle. Each item on the lists has a review, a poster, fragment and region information. «**Search only in VideoRecordings**» function allows users to see items by type: «Music cd» and «Cassette». For these materials only poster information is available.

### **Digital album of construction photos**

This project aims to build a database to function as an album of photos of campus construction. For that purpose, a new database has been created. It is a MySQL database composed of certain variables like; location number, title and date. Information on the name of the building and date of the picture taken is added to this database. The pictures are scanned in «jpg» format and loaded to the server. To make these pictures seen as an album, a web album is provided. For this appearance, with the help of the location numbers added in MySQL, links are established. These links allow the pictures to be displayed in an album format. «Digital Album of University Construction Photos» button has been created on the Information Center web page. This function allows users to search by name of the building, location number, and date.

The print copies of photos are kept in the albums. Bibliographic records of albums have been created and organized by Local Classification and Subject Heading System under the rules of AACR2 and MARC. Link information is added to the bibliographical record's «856» field. Users can have access to albums through OPAC and by an additional search function: «Search only in SU History Archive».

### **Newspaper clipping of university history collection**

The aim of this project is to collect press clippings about Sabancı University and to make them electronically available on the web to collect data. Newspaper clippings during the period of 1998-2001 were in print format, but since 2002, they are available electronically. A bibliographic record has been created for each item and organized by Local Classification and Subject Headings System under the rules of AACR2 and MARC. The print documents are scanned in «jpg» format and converted to «pdf» format. The electronic documents are directly changed to «pdf» format. After loading the documents to the server, the system automatically creates a «962» field to locate the link information which is checked by URL Verification daily.

Users can have access to newspaper clippings through OPAC and by an additional search function: «Search only in SU History Archive».

### **Slide collection**

The aim of this project is to organize slides, make them available for searching, previewing and borrowing on the web. A bibliographic record has been created for each item and organized by LC under the rules of AACR2 and MARC.

In order to display slides in «Thumbnail», slides are scanned in «jpg» format and loaded into the server. Link information is added to the bibliographical record's «856» field. URL Verification checks links daily. A new «verification program» has been written institutionally to check the content of the links.

Users can have access to slides through OPAC and by an additional search function: «Search only in Slides». In order to enable the users to borrow slides without coming to the Information Center, and to facilitate the use of images in thumbnail, a program has been developed institutionally. This program works in connection with OPAC. At the end of the search, the users can view thumbnails of slides and make selections among them. After the selection, the users create their profile and, depending on this profile, create their own file and can keep this file in their own computer, change the order of the slides, create unlimited number of files and use them to display in courses. When the users request to borrow slides in their files, log in their e-mail and password. Request is automatically sent to the Information Center. The Center organizes the requested slides in the requested order in a tray ready for the user's immediate need.

## Table of contents of books

The aim of the project is to make the table of contents of items available to search and use electronically.

A rule has been established in order to decide on the information resources of that table of contents that should be provided. It is very clear that this process is very time consuming and for this reason a list of priorities for the type of materials should be prepared. In our case priority is given to proceedings, books edited, etc.

For this process, four methods are used: The first is to create a 970 field in the bibliographical record. This method is applied to the items, which have short table of contents. In the second method, table of contents is scanned in «text» format. The bibliographical record is created in OCL CATCD. The following step is to copy the table of contents information onto the bibliographic record created in OCLC CATCD. Finally, this bibliographic record is added to the system. The third method is to copy the «Table of Contents» data from commercial databases and OPACs of other libraries and follow the steps of the second method. The fourth method is to purchase the data.

Currently, the Sabancı University Information Center is developing new institutional software to shorten the time spent on the process. Furthermore, the studies of certain commercial publishers on this specific issue are closely followed.

**Finally**, I would like to indicate that the Sabancı University Information Center collection has reached up to 81.000 since 1999 where the opening collection was 12.000 items. It is our great happiness to tell you that the Information Center developed its collections by its policy set five years ago. As a result of the philosophy of «Access versus ownership» today's statistics show that 95.07 % of periodical collections, 14.88 % of book collections and 36.12 % of the total collections are digital.