

**HACETTEPE UNIVERSITY
DEPARTMENT OF
INFORMATION MANAGEMENT**

**INFORMATION
PACKAGE**

2009-2010

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I-GENERAL INFORMATION

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II-STUDY AND RESEARCH AT THE DEPARTMENT

2.1-Educational and Professional Goals

The Department of Information Management (IM) has been a leading centre for teaching and research in information studies since its establishment in 1972 as department of librarianship. The Department's name has been changed to Information Management in 2001. From the beginning, the department has adopted an interdisciplinary approach in both teaching and research. As far as teaching is concerned, the main objective of the department is to create for its students the kind of academic and intellectual environment in which they can acquire the best possible professional knowledge in theoretical and empirical issues.

2.2-Number of Teaching Staff and Research Assistants

The Department has got a total number of 10 teaching staff and 4 research assistants distribution of which is as follows:

- Full professors: 5
- Associate professors: 3
- Lecturers: 2
- Research assistants: 4

2.3-Major Fields of Research Interests: Information sources and services, organisation of knowledge, information retrieval, information literacy, user studies, information management, and information technology.

2.4-The Number of Students: As of 2008-2009 academic year, there are 485 undergraduate, 11 masters, 9 doctorate students at the Department.

2.5-Educational Facilities

Classrooms, a seminar room, and a computer laboratory.

2.6-Degree Programs

The names and average lengths of the degree programmes offered by the Department are as follows:

1. Undergraduate studies leading to a bachelor's degree in information management (4 years).
2. Masters studies leading to a masters degree in information management (2 years).
3. Doctoral studies leading to a doctor of philosophy degree (Ph.D.) in information management (4 years).

III-STUDENT ASSESSMENT METHODS AND GRADING SYSTEM

3.1-Student Assessment Methods

According to the university regulations, students' academic performance for each course must be assessed minimum twice during the term time and once soon after the term is finished, that is the final exam. The method, scope, time and the weight of assessment are left to the lecturer to decide. The usual method of assessment is a written exam with essay type questions. However, the lecturer may decide to give take-homes or require the students to do seminar presentations, term papers or to write assignments or research reports.

3.2-Grading System

The grading system as defined by the university regulations rests on points and their equivalents in grades and academic scores. Though the same system applies for both undergraduate and postgraduate studies, the passing grade is set differently, as shown in the following charts. In addition, the grading system does not attach qualitative labels (outstanding, excellent, very good, etc.) to the passing grades and their equivalents in scores.

Grading System for Undergraduate Studies

Points	Grade	Score	Result
90-100	A1	4.0	Successful
85-89	A2	3.5	Successful
75-84	B1	3.0	Successful
70-74	B2	2.5	Successful
65-69	C1	2.0	Successful
60-64	C2*	1.5	Conditionally successful
55-59	D1*	1.0	Conditionally successful
50-54	D2*	0.5	Conditionally successful
0-49	F3	0.0	Failed in the final examination
	F2	0.0	Failed to attend the final examination without any legitimate reason to do so
	F1	0.0	Failed because of absenteeism, does not have the right to enter the final exam
	G		Successful in a non-credit course
	K		Failed in a non-credit courses
	H		Has legitimate excuse for not attending the final examination
	M		Exempt from the course concerned

* C2, D1 or D2 grades taken from a course are considered successful on the condition that the student has not failed in any course with grades F1, F2, F3 and K, which is taken in the same semester. However, the students thus passed a course are permitted to repeat the same course in order to increase their grades, in which case it is the last grade that counts.

Grading System for Postgraduate Studies

Points	Grade	Score	Result
90-100	A1	4.0	Successful, (both masters and Ph.D. students)
85-89	A2	3.5	Successful, (both masters and Ph. D students)
75-84	B1	3.0	Successful, (both masters and Ph. D students)
70-74	B2	2.5	Successful, (only masters students)
65-69	C1	2.0	Successful, (only masters students)
60-64	C2	1.5	Failed (both levels)
55-59	D1	1.0	Failed (both levels)
50-54	D2	0.5	Failed (both levels)

0-49	F3	0.0	Failed in the final examination
	F2	0.0	Failed to attend the final examination without any legitimate reason to do so
	F1	0.0	Failed because of absenteeism, does not have the right to enter the final exam
	G		Successful in a non-credit course
	K		Failed in a non-credit courses
	H		Has legitimate excuse for not attending the final examination
	M		Exempt from the course concerned

IV. STRUCTURE OF THE DEGREE PROGRAMS IN EFFECT

4.1-The Structure of the Undergraduate Program

The curriculum for undergraduate studies defines a single program based on course work. These courses are of four types: university common compulsory courses, departmental compulsory courses, intra-departmental elective courses and extra-departmental elective courses.

- **The University's common compulsory courses** comprise those with course codes AİT (Atatürk's Principles and Revolutions), TKD (Turkish Language), and Foreign Language. The first two sets of these courses have to be taken by all students registered with the university and the credits gained are not included in the minimum total credits required for graduation. The foreign language courses (English, French or German) have to be taken by all students and the credits gained are included in the minimum total credits required for graduation. However, the students can take exemption exams for each course and the successful students are granted the full grades they obtained.
- **Departmental compulsory courses** comprise those courses which are offered by the Department and all the undergraduate students must take them in order to graduate.
- **Intra-departmental elective courses** comprise those courses which are offered by the Department.
- **Extra-departmental elective courses** comprise a fixed list of courses which are in fact offered by other departments to their own students but IM undergraduates are permitted through an interdepartmental agreement to take as electives.

4.2-The Structure of the Postgraduate Studies

The degree programs for postgraduate studies combines course work with the writing of a thesis. However, there are some differences between the structure and the requirements of the masters and doctoral programs.

- **Masters studies:** All courses, except a seminar, at master level are electives. Students must choose 4 courses for each semester. The students are required to acquire a total of 24 credits with a general average academic score of 2.5 (out of 4) from these courses in the first year of their studies. Those who fail to do so may be granted an extra year to improve their scores. With the approval of the Head of the Department, the students can take some of the elective courses from other departments. Upon completion of their course work, the students are required to produce an original thesis based on genuine research. This is done under the supervision of a member of the department and the research project requires approval of the Departmental Board. The thesis produced by the student must be defended by himself/herself before a jury whose final decision rests on majority vote.

- **Doctoral studies:** The curriculum for doctoral studies consists of elective courses and the students are required to acquire a total of 24 credits with an average score of 3.0 (out of 4) within the first two years of their studies. With the approval of the Head of the Department, the students can take some of the elective courses from other departments. Upon completion of their course work, the students are required to take a doctoral proficiency exam assessing the level of their performance in IM. Successful students are initially granted a two year period to produce their theses based on original research and making a genuine contribution to the advancement of science. In regular meetings, a doctoral review committee consisting of the supervisor and two other staff oversees the progress that the student is making and may grant the satisfactory student an extra two years to complete his/her work. The thesis produced by the student must be defended by himself/herself before a jury whose decision rests on majority vote.

4.3-Credit Requirements and Time Limits for the Degree Programs

Program	Minimum Credits	Time limits (in semesters)	
		Minimum	Maximum
-Undergraduate studies	144	7	14
-Masters studies	24	4	6
-Doctoral studies	24	8	12

V-COURSE STRUCTURE FOR UNDERGRADUATE STUDIES

5.1-List of the Compulsory Courses and Credits

First Year Undergraduate Courses – Fall Semester

No	Course Code and Title	T	P	C	ECTS
1	BBY101 Introduction to Information Management I	3	0	3	5
2	BBY103 Information Sources and Services I	2	2	3	6
3	BBY105 Organization of Knowledge I	3	0	3	5
4	BBY107 Introduction to Computing	2	2	3	6
5	PSII01 Introduction to Psychology	3	0	3	5
6	ING153 Speaking and Presentation Skills I	2	0	3	3
7	TKD103 Turkish Language I	2	0	2	4
Total Credits:				20	30

First Year Undergraduate Courses – Spring Semester

No	Course Code and Title	T	P	C	ECTS
1	BBY102 Introduction to Information Management II	3	0	3	5
2	BBY104 Information Sources and Services II	2	2	3	6
3	BBY106 Organization of Knowledge II	3	0	3	5
4	BBY108 Internet and Information Retrieval	2	2	3	6
5	FEL100 Introduction to Philosophy	3	0	3	5
6	ING154 Speaking and Presentation Skills II	2	0	3	3
7	TKD104 Turkish Language II	2	0	2	4
Total Credits:				20	30

Second Year Undergraduate Courses – Fall Semester

No	Course Code and Title	T	P	C	ECTS
1	BBY203 Information Needs and User Groups	3	0	3	3
2	BBY205 Organization of Knowledge – Practical I	0	2	1	3
3	BBY207 Research Methods in Social Sciences I	2	1	2	3
4	BBY209 Information Centers	2	1	2	3
5	BBY 221 Databases and Online Searching	2	1	2	3
6	IST295 General Statistics I	3	0	3	4
7	ING253 Academic Writing Skills I	2	0	3	3
8	AIT203 Atatürk’s Principles and History of Turk. Revolution	2	0	2	2
9	2 Elective Courses			4	8

Total Credits: 20 30

Second Year Undergraduate Courses – Spring Semester

No	Course Code and Title	T	P	C	ECTS
1	BBY202 Systems Analysis	3	0	3	3
2	BBY204 Collection Development	2	1	2	3
3	BBY206 Organization of Knowledge – Practical II	0	2	1	3
4	BBY208 Research Methods in Social Sciences II	2	1	2	3
5	BBY220 Principles of Information Retrieval	2	1	2	3
6	IST296 General Statistics II	3	0	3	4
7	ING254 Academic Writing Skills II	2	0	3	3
8	AIT204 Atatürk’s Principles and History of Turk.Revolution II	2	0	2	2
	2 Elective Courses			4	8

Total Credits: 20 30

Third Year Undergraduate Courses – Fall Semester

No	Course Code and Title	T	P	C	ECTS
1	BBY301 Web Designing	2	2	3	5
2	BBY303 Management of Information Centers	3	0	3	5
3	BBY305 Records Management	2	1	2	5
4	BBY307 Inf. Ret. in Social Sciences and Humanities	2	2	3	5
	2 Elective Courses			6	10

Total Credits: 17 30

Third Year Undergraduate Courses – Spring Semester

No	Course Code and Title	T	P	C	ECTS
1	BBY302 Management of Information Technology	2	2	3	5
2	BBY304 Information Systems in Organisations	2	1	2	5
3	BBY306 Indexing and Abstracting	2	2	3	5
4	BBY308 Inf. Ret. in Pure and Application Sciences	2	2	3	5
	2 Elective Courses			6	10

Total Credits: 17 30

Fourth Year Undergraduate Courses – Fall Semester

No	Course Code and Title	T	P	C	ECTS
1	BBY401 Marketing of Information Services	3	0	3	5
2	BBY403 Society and Professional Ethic	2	0	2	5
3	BBY405 Project	2	2	3	5
4	BBY407 Information Retrieval in Business	2	2	3	5
	2 Elective Courses			4	10
Total Credits:				15	30

Fourth Year Undergraduate Courses – Spring Semester

No	Course Code and Title	T	P	C	ECTS
1	BBY402 Information Policy	3	0	3	4
2	BBY404 Legislation on Professional Issues	3	0	3	4
3	BBY406 Creating and Maintaining Information Centres	2	1	2	4
4	BBY408 Information Retrieval in Medicine	2	2	3	4
5	BBY 420 Practicum	0	8	0	6
	2 Elective Courses			4	8
Total Credits:				15	30

5.2- List of the Elective Courses (Intra-Departmental)

No	Course Code and Title	T	P	C	ECTS
1	BBY211 Programming I	2	1	2	4
2	BBY212 Programming II	2	1	2	4
3	BBY213 Ottoman Turkish I	2	1	2	4
4	BBY214 Ottoman Turkish II	2	1	2	4
5	BBY215 English for Information Professionals I	2	1	2	4
6	BBY216 English for Information Professionals II	2	1	2	4
7	BBY 217 Communication and Society I	2	0	2	4
8	BBY 218 Communication and Society II	2	0	2	4
9	BBY309 Database Management Systems	2	2	3	5
10	BBY310 Designing Information Systems	2	2	3	5
11	BBY311 Transliteration and Transcription	2	2	3	5
12	BBY312 Rare Books and Manuscripts	2	2	3	5
13	BBY 313 Ottoman Institutions I	3	0	3	5
14	BBY 314 Ottoman Institutions II	3	0	3	5
15	BBY 317 Public Libraries	2	1	2	5
16	BBY 318 Research Libraries	2	1	2	5
17	BBY320 Modern Publishing	2	0	2	5
18	BBY409 Data Communications and Cooperation	2	1	2	5
19	BBY410 Electronic Information Centers	2	1	2	4
20	BBY411 Information Management in Media	2	1	2	5
21	BBY412 Management of Archives	2	1	2	4
22	BBY413 Administrative Structure of Turkey	3	0	3	5
23	BBY416 Children's Libraries	2	1	2	4
24	BBY417 School Libraries	2	1	2	5
25	BBY418 Information Broking	2	0	2	4
26	BBY419 Information Literacy	2	0	2	5
27	BBY 422 Seminar	2	0	2	5

5.3- List of the Elective Courses (Extra-Departmental)

No	Course Code and Title	T	P	C	ECTS
1	FEL 100 Introduction to Philosophy	3	0	3	5
2	PSI 101 Introduction to Psychology	3	0	3	5
3	ING 153 Speaking and Presentation Skills I	2	0	3	3
4	ING 154 Speaking and Presentation Skills II	2	0	3	3
5	TKD 103 Turkish Language I	2	0	2	4
6	TKD 104 Turkish Language II	2	0	2	4
7	IST 295 General Statistics I	3	0	3	4
8	IST 296 General Statistics II	3	0	3	4
9	ING253 Academic Writing Skills I	2	0	3	3
10	ING253 Academic Writing Skills II	2	0	3	3
11	AIT 203 Atatürk's Principles and History of Revolutions I	2	0	2	3
12	AIT 204 Atatürk's Principles and History of Revolutions II	2	0	2	3
13	BBY 313 Ottoman Institutions I	3	0	3	5
14	BBY 314 Ottoman Institutions II	3	0	3	5
15	EBB 351 General Teaching Methods	3	0	3	5

* Weekly teaching hours: T= Taught, P= Practice

5.4- Description of the Individual Undergraduate Courses

BBY 101 Introduction to Information Management I

This course covers the basic concepts related to information management, milestones in the development of information centres and information management, social functions of information centres, relationship between information centres and society, and the characteristics of information management as a profession.

BBY 102 Introduction to Information Management II

This course covers the basic concepts related to information management, milestones in the development of information centers and information management, social functions of information centers, relationship between information centers and society, the specifications of information management as a profession.

BBY 103 Information Sources and Services I

Introduces the range of information sources, both printed and electronic; including primary sources such as books, articles, reports and secondary sources such as indexes, abstracts and bibliographies. Explores the ways in which information is organised and retrieved from these sources. The students will also learn criteria and techniques for evaluation of information sources.

BBY 104 Information Sources and Services II

Introduces the range of information sources, both printed and electronic; including primary sources such as books, articles, reports and secondary sources such as indexes, abstracts and bibliographies. Explores the ways in which information is organised and retrieved from these sources. The students will also learn criteria and techniques for evaluation of information sources.

BBY 105 Organization of Knowledge I

The objective of this course is to teach students to organise every kind of recorded knowledge, either printed or electronic form. Within the context of the course, the terminology related to this topic; objectives, principles, and elements of cataloging; and the relevant standards like MARC, DUBLIN-CORE, META-DATA, AACR are discussed theoretically and practically.

BBY 106 Organization of Knowledge II

This course aims to introduce and provide some theoretical and practical knowledge regarding the primary classification systems and the importance of classification to access information. Subject indexing, classification theories and systems, provenans, and subject analysis are within the context of this course.

BBY 107 Introduction to Computing

Aims to make students computer "literate" in general. Provides theoretical background on such concepts as "information", "computer", "database", and "information retrieval system". Through "hands-on" practice sessions, students learn how to use major operating systems (DOS, Windows, Unix); word-processing, spreadsheet, database management and presentation software (Word, Excel, Access, PowerPoint), and the Internet (Netscape).

BBY 108 Internet and Information Retrieval

Teaches how to use basic Internet tools such as electronic mail, file transfer protocol, gopher, World Wide Web and search engines. Concentrates on the use of networked information sources (electronic books and journals, databases, digital libraries). Students learn to set up the Internet browsers (Netscape Navigator, Microsoft Internet Explorer), construct their own home pages through HTML, manage lists and install search engines.

BBY 202 Systems Analysis

Reviews the "systems" concept in detail along with its components and environment, general systems theory and systems development life cycle. Concentrates on the processes of systems analysis, data gathering, decision models, functional design tools (flow charts, GANTT and HIPO charts) used in project management, implementation and evaluation of systems.

BBY 203 Information Needs and User Groups

Reviews the types of information users and user communities served by the information professionals. Explores information as a concept, information needs, information seeking behavior, and the flow in information including use of formal and informal communication channels and user studies.

BBY 204 Collection Development

The selection and acquisition of information materials (all sorts), collection evaluation strategies, collection development policies, fund allocation, the assessment of specific materials and the basic principles and methods to be relied on in collection building will be explored.

BBY 205 Organization of Knowledge – Practical I

This course aims to improve students' practical skills in relation to cataloging and classification.

BBY 206 Organization of Knowledge – Practical II

This course aims to improve students' practical skills in relation to cataloging and classification.

BBY 207 Research Methods in Social Sciences I

Aims to review the major scientific research methods (experimental, survey, historical, etc.) used in social sciences and teach students methods by which they can find literature on a given topic, gather and analyze data, and write reports. Research design, conceptualisation and operationalization, measurement, and sampling methods are also considered. A statistical software package, SPSS for Windows, is used for the analysis of data whereas EndNotes is used for the organization of the report and bibliographic references.

BBY 208 Research Methods in Social Sciences II

Aims to review the major scientific research methods (experimental, survey, historical, etc.) used in social sciences and teach students methods, by which they can find literature on a given topic, gather and analyze data, and write reports. Research design, conceptualization and operationalization, measurement, and sampling methods are also considered. A statistical software package, SPSS for Windows, is used for the analysis of data whereas EndNotes is used for the organization of the report and bibliographic references.

BBY 209 Information Centers

Provides an understanding of the nature of various information units, such as different types of libraries, archives, documentation and information centers, and the issues that need to be addressed for their effective management. Personnel management and organizational theory are also introduced. This course leads into the elective courses on Public Libraries, Children's Libraries, Research Libraries, Archive Management, Information Services and Media.

BBY 211 Programming I

An introductory course to computer programming. Teaches fundamental concepts of memory management (variables, arrays, records), flow of control (loops, decisions) and input/output units. Students get the opportunity to write simple computer programs using a popular programming language (Visual Basic, Delphi, C++).

BBY 212 Programming II

Continuation of Programming I. Students learn how to write search and retrieval algorithms (sequential, random, etc.), design forms in a database environment and manage records (entry, update delete, etc). In addition, they learn how to create a database using one of the programming languages and write simple programs to make connections between the database and the World Wide Web. Object-oriented programming languages, multiple document interfaces and the more advanced programming techniques are also taught in this course.

BBY 213 Ottoman Turkish I

This course aims to teach writing and reading in Ottoman Turkish.

BBY 214 Ottoman Turkish II

This course aims to teach writing and reading in Ottoman Turkish.

BBY 215 English for Information Professionals I

This course aims to teach information professionals' terminology in English and the skills for following professional English literature. It is expected that the students could analyse professional text and express their point of views in English.

BBY 216 English for Information Professionals II

This course aims to teach information professionals' terminology in English and the skills for following professional English literature. It is expected that the students could analyse professional text and express their points of view in English.

BBY 217 Communication and Society I

The course covers basic communication concepts, communication process, communication models, functions of information centers in communication process, and social effects of information use.

BBY 218 Communication and Society II

The course includes studying the characteristics of library institution as part of agricultural, industrial and information societies within the civilization process. It also undertakes the role of library in social change, in addition to the library-technology interaction in terms of Turkish cultural history.

BBY 220 Principles of Information Retrieval

Aims to review the theories and methods of searching for and the retrieval of textual and multimedia information using both printed and electronic information sources. Reviews performance retrieval criteria and major information retrieval experiments based on those; compares the retrieval performance of intellectual vs automatic indexing and classification systems, and concentrates on Boolean and probabilistic approaches to indexing, query formulation and display of results. The importance of those factors for designing information retrieval systems are emphasized.

BBY 221 Databases and Online Searching

Database searching and the assessment of internal and external databases are topics which will be covered. Major emphasis include: The evaluation of online and CD-ROM services,

online experience in developing and using search strategies, roles and responsibilities of information professionals in providing electronic information, evaluation and comparison of database producers and hosts.

BBY 301 Web Designing

Aims to teach the skills whereby students could use the Internet to present and manage networked information sources. Basic knowledge of web design including major HTML and ftp commands are reviewed. Using scanners, students convert textual and multimedia documents in different formats (tables, graphs, audio and video files) into HTML and design search and retrieval mechanisms for such resources. They work on group projects, design web pages and manage their own web sites. Advanced mark-up languages such as XML are also reviewed.

BBY 302 Management of Information Technology

Introduces major information technologies and automation systems that are used in information centers. Emphasizes the managerial aspects (personnel management, training, security, auditing, maintenance, etc.) of use and management of information technologies. Students gain the basic knowledge of how to select and evaluate information technology hardware and software products and how to plan and implement information technology services in information centers.

BBY 303 Management of Information Centers

Basic management principles; classical, neo-classical, and modern management views; such as planning, organizing, staffing, directing, coordinating, reporting, and budgeting; and their application in information centers are the main issues of this course.

BBY 304 Information Systems in Organisations

This course aims to teach information systems which support management, organisational procedures and decision taking. The course also involves providing information services to top and senior level managers and designing Management Information System.

BBY 305 Records Management

This course aims to examine the concepts of “record”, “records management”, “records management program” and to teach the methods and techniques for providing user services and organising records such as reports, directives, forms and files. The course also involves processing vital records, procedures for appraisal, record retention, archiving, restoration, disaster planning and electronic records management.

BBY 306 Indexing and Abstracting

Index and indexing techniques, pre-coordinated and post-coordinated indexing systems, comparison of natural and controlled vocabularies, principles of abstract preparing are discussed theoretically and some practice are made.

BBY 307 Information Retrieval in Social Sciences and Humanities

Introduces basic concepts, sub fields, core literatures (both in printed and electronic forms), major organisations and their publications, standard reference works, government documents, and bibliographic control in science and technology. Provides a general introduction to the services most often encountered in delivery of information, and practice in solving user's problems related to typical information needs in the field.

BBY 308 Information Retrieval in Pure and Application Sciences

Introduces basic concepts, sub fields, core literatures (both in printed and electronic forms), major organisations and their publications, standard reference works, government documents, and bibliographic control in science and technology. Provides a general introduction to the services most often encountered in delivery of information, and practice in solving user's problems related to typical information needs in the field.

BBY 309 Database Management Systems

An introductory course on relational database management systems. Reviews the basic database design concepts, query languages (SQL) for database applications and emphasizes the management aspects (security, integrity, operation and maintenance) of databases.

Students learn how to use database management system software to solve information storage and retrieval problems in libraries and information centers. Using a commercial database management software, they design and implement their own databases by defining functional requirements, deciding on which data model to choose, and setting up the user interface.

BBY 310 Designing Information Systems

Aims to develop software to automate housekeeping functions (acquisition, cataloging, circulation and periodicals control) of libraries and information centers. Students as a group choose one of the modules (e.g., circulation) every semester, develop functional specifications for that module, design the system, write the computer programs, test them and implement the overall system. Programming I-II required.

BBY 311 Transliteration and Transcription

This course aims to teach the skills for transcribing/transliterating Ottoman text into Latin alphabet and Modern Turkish.

BBY 312 Rare Books and Manuscripts

This course aims to teach the subject of rare books and rare book librarianship. In this course Islamic Manuscripts, incunabula and their physical and artistic features are examined, Western and Islamic Manuscripts are compared and management of rare books collections and manual and technological solutions for the possible problems are examined.

BBY 313 Ottoman Institutions I (Department of History)

This course aims to teach about Ottoman institutions and administrative structure in and among these institutions.

BBY 314 Ottoman Institutions II (Department of History)

This course aims to teach about Ottoman institutions and administrative structure in and among these institutions.

BBY 317 Public Libraries

This course aims to teach historical background, objectives, organising, staffing, directing and budgeting with emphasis, on a library's role in the community. Reading habits, international standards, public library system (central library, branch libraries, book mobiles, part time libraries, national and international professional organisations are also included.

BBY 318 Research Libraries

This course involves the analysis of structural and functional elements of university, national and special libraries in the light of international standards and examines major problems in relation to their development in Turkey.

BBY 320 Modern Publishing

The publishing industry is in the midst of significant changes brought by the information digitization. The course examines various aspects of the contemporary publishing industry; products, producers, suppliers, trends and market opportunities. The course also aims to equip students with a sound understanding of the major problems of publishing industry through guest speakers working in the publishing business.

BBY 401 Marketing of Information Services

This course aims to teach marketing techniques and methods in marketing of information services. In this course marketing principles, marketing strategies for information professional, marketing tools, market segmentation and targeting, marketing research and marketing plan are taught.

BBY 402 Information Policy

Reviews the public information policies of governments and their reflections on public, non-profit and for-profit library and information centers. Identifies government bodies responsible for the implementation of national information policies and their priorities. The role of the state in the production and dissemination of information is emphasized along with the dilemma between (electronic) freedom of information and privacy. Compares the Turkish information infrastructure master plan with national information policies of other countries.

BBY 403 Society and Professional Ethic

Professional norms and values for information professionals, freedom of expression, copyright, and censorship are the main issues in this course.

BBY 404 Legislation on Professional Issues

Turkish Constitutional law, State Officials Law, and other laws, rules, and regulations related to information professionals in Turkey are the main subjects within this course.

BBY 405 Project

With in the context of this course, students are required to prepare a project on a chosen issue in relation to either centres of information or to professional matters. Projects are to be written in English.

BBY 406 Creating and Maintaining Information Centres

The course involves examining the major issues in relation to the formation and maintaining information centers and services. Students are given opportunities to discuss the problems as such with the specialist in various quarters both in private and public sectors.

BBY 407 Information Retrieval in Business

Introduces basic concepts and basic business, financial, and economic information sources. Includes an examination and discussion of types of business reference sources, as well as company and industry data, finance and investment sources, domestic and international business statistics. Provides a general introduction to the services most often encountered in delivery of information, and practice in solving user's problems related to typical information needs in the field.

BBY 408 Information Retrieval in Medicine

Introduces basic concepts, user groups, their information needs, core literature (both in printed and electronic forms), major organisations and their publications, special classification systems, networks and standard reference works in medicine. Provides a general introduction to the services most often encountered in delivery of information, and practice in solving user's problems related to typical information needs in the field.

BBY 409 Data Communications and Cooperation

Reviews the major concepts in data communications and information networks such as network architectures, hardware and software used in data communications, network protocols (TCP/IP) and network management. Emphasizes the use of distributed information systems and consortia to improve the cooperative information services along with managerial aspects of data communications including security and privacy issues.

BBY 410 Electronic Information Centers

Reviews electronic libraries and electronic information services in general along with functions and operations of electronic libraries as a part of national and international information infrastructure. Emphasizes the hardware and software that is needed to develop electronic library collections and to get access to such collections. Covers technological, economic and managerial issues in relation to setting up electronic libraries as well as storage, description, display and information interchange standards (MARC, DOI, Dublin Core, Z39.50,etc.) used in electronic libraries.

BBY 411 Information Management in Media

This course aims to teach the principles of research methods and information seeking as well as information management in media. The course also covers organisational and commercial structures of media organisations, analysing information needs of media researchers, using news databases, Internet and it's resources in media, paper cutting archives and regulations for media industries.

BBY 412 Management of Archives

This course involves examining the concepts of archive, archivist, archive management and organising archival materials, their protection and use. In addition, National Archive Regulations, preservation and restoration of archival materials, archive buildings, tools for accessing such as inventories, guides, lists, catalogues and indexes.

BBY 413 Administrative Structure of Turkey

This course aims to teach administrative structure of the country.

BBY 416 Children's Libraries

Children's literature as a genre of literature, its role in the lives of children, selection of library materials for children according to their psychological needs and various interests at different ages, and various categories of children books are examined. Major emphasis on children's libraries include: collection development, special services (such as story telling), interior design, standards, regulations and training of librarians.

BBY 417 School Libraries

This course covers school-library relationship, the importance of school library, school library services, teacher-librarian relationship, national and international standards, the problems of school libraries in Turkey.

BBY 418 Information Broking

Due to considerable expansion in the information industry, the course aims to provide students necessary background in establishing, operating and use of an information consultancy and fee-based information services.

BBY 419 Information Literacy

The course aims to provide information infrastructure to develop an information literacy instruction program. The course introduces concepts such as information literacy and lifelong learning as well as the major phases of information literacy, information literacy standards, information literacy instruction programs and their applications in addition to the role and responsibility of information professionals in teaching information literacy.

BBY 420 Practicum

This is a compulsory program providing opportunity for those students to put into practice their theoretical knowledge. It covers a period of four weeks in the major libraries or information centers in Turkey.

BBY 422 Seminar

Due to the continuous change in information technology and services, the subject covered by the seminar will be planned each year by the academic committee of the department according to identified needs of students.

VI. COURSE STRUCTURE FOR POSTGRADUATE STUDIES**6.1- List of the Masters Courses***

No	Course Code and Title	T	P	C	ECTS
1	BBY 600 Special Topics	4	0	0	30
2	BBY 601 Seminar	0	2	0	7
3	BBY 602 Curriculum Development for Information Literacy	3	0	3	7
4	BBY 603 Project Management	3	0	3	7
5	BBY 604 Evaluation of Information Systems and Services	3	0	3	7
6	BBY 605 Developments in Information Management	3	0	3	7
7	BBY 606 Research Methods	3	0	3	7
8	BBY 607 Information Architecture	3	0	3	7
9	BBY 608 Electronic Information Services	3	0	3	7
10	BBY 609 Management of Information Technology	3	0	3	7
11	BBY 610 Information Centers in the History of Civilization	3	0	3	7
12	BBY 611 Reading Habits	3	0	3	7

* All courses, except seminar, in masters program are electives.

13	BBY 612 Developments in Public Librarianship	3	0	3	7
14	BBY 613 Developments in School Librarianship	3	0	3	7
15	BBY 614 Developments in Research Librarianship	3	0	3	7
16	BBY 615 Children's Literature	3	0	3	7
17	BBY 616 Cooperation in Information Management	3	0	3	7
18	BBY 617 Standards in Information Management	3	0	3	7
19	BBY 618 Reference Services	3	0	3	7
20	BBY 619 User Studies	3	0	3	7
21	BBY 620 Conservation and Preservation of Records	3	0	3	7
22	BBY 621 Archival Systems and Archival Studies	3	0	3	7
23	BBY 622 Management of Information Centers	3	0	3	7
24	BBY 623 Comparative Studies	3	0	3	7
25	BBY 624 Historical Developments of Infor. Centers in Turkey	3	0	3	7
26	BBY 625 Electronic Archiving and Records Management	3	0	3	7
27	BBY 626 Organization and Analysis of information	3	0	3	7
28	BBY 627 Bibliographic and Biographic Information	3	0	3	7
29	BBY 628 Quality System Documentation	3	0	3	7

6.2. Description of the Individual Masters Courses

BBY 600 Special Topics

A compulsory course taken by all M.A. students writing their graduate theses. The course encompasses topics in students' interest areas and the research is realized under the supervision of a faculty member specialized in the area.

BBY 601 Seminar

This course aims to provide an understanding of current national and international research activities in the fields of librarianship, archives, and documentation and information studies. Students get assistance in choosing their theses based on their research interests and needs.

BBY 602 Curriculum Development for Information Literacy

This course, designed for Information Management students, deals with major issues in developing information literacy curricula for the users of information centers. Developing instruction materials and instruction programs, evaluating the programs and the material by the use of micro-teaching technique will be part of the course.

BBY 603 Project Management

Reviews the "project" concept (within the information management) in detail along with the life cycle of a project. Concentrates on the techniques and tools to manage people, processes, and time to complete a project successfully.

BBY 604 Evaluation of Information Systems and Services

This course is an introduction to the measurement and evaluation of information systems and services. Topics include measurement of organizational performance, evaluation of information systems, cost effectiveness, cost-benefit analysis, and usability analysis.

BBY 605 Developments in Information Management

Variety of topics in the field of library/information and records management such as technologies, administration, services focus on current professional developments. A number of professional guests will provide insight for the applications.

BBY 606 Research Methods

This course is designed to teach students how to carry out research in information management. It reviews both quantitative and qualitative methods used in published research in the field and enable students to evaluate research articles. Students will have the opportunity to prepare a research proposal, learn how to gather data and analyze them by

means of a statistical package (SPSS). At the end of the course students will be able to gain a viewpoint about the importance of research in information management, design and execute a research project, and write research reports.

BBY 607 Information Architecture

As information services available through the Web develop and proliferate, it becomes critical that library and information professionals gain skills of information architecture. Information architecture deals with the principles, concepts and tools to build and maintain effective information systems accessible through the Web over distributed networks. Computer hardware and software, user interface design, concepts and tools to organize and present content in an effective manner are among the subjects studied in information architecture. The course aims to introduce students with the concepts of information architecture, enable them to understand what makes a particular information architecture “good”, evaluate information architectures for different collections, and develop their skills of designing information architectures for a specific user group.

BBY 608 Electronic Information Services

This course aims to review electronic information sources and services (electronic reference, electronic document delivery, library portals, and so on) offered by libraries through the Web. Detailed information is provided on selection, presentation, evaluation, economics, infrastructure, and management of electronic information services along with related developments (e.g., intellectual property rights, cooperation, and consortia). At the end of the course students will be able to gain a viewpoint about the management of electronic information services and major issues involved.

BBY 609 Management of Information Technology

Information Technology (IT) is one of the most important components used in information centers to meet users’ information needs. This course is an overview of acquisition and management of IT for various institutions providing information services. It deals with the selection and evaluation of hardware and software along with the planning and implementation of IT products in libraries.

BBY 610 Information Centers in the History of Civilization

The course reviews the development of libraries, archives and documentation centers starting from the origin of the recorded information to the present in the lights of major characteristics of agrarian, industrial and information societies.

BBY 611 Reading Habits

In this course the process of acquiring reading habits, the individual and social factors affecting reading habits, studies on reading and the roles of the information centers in developing reading habits are examined.

BBY 612 Developments in Public Librarianship

In this course public libraries are reviewed on the basis of international developments. Concepts such as information society, life-long learning, multiculturalism, copyright, disadvantaged user groups, cooperation and partnerships are examined.

BBY 613 Developments in School Librarianship

This course examines the concepts and organization of school libraries in elementary and secondary schools. Introduces methods for the effective use of school library services in cooperation with the instructional staff. Examines philosophy and the objectives of school libraries, the process of developing a library media program, and the librarian's role in curriculum design. Developing teaching-learning strategies, policy development and working with teachers, students, and administrators are also emphasized.

BBY 614 Developments in Research Librarianship

The course looks at the impact of current developments on the functioning of research libraries including university, national and special libraries. Topics covered include issues related to social and political environment, clientele, services, collections, physical settings, and finance and staffing and future trends.

BBY 615 Children's Literature

This course reviews children's books and children's literature. It aims to develop criteria for the evaluation and selection of children's books in terms of their literary merit, value, and the interests and psychological needs of children.

BBY 616 Cooperation in Information Management

This course involves examination of historical evolution of cooperation among information centers, potential implementation areas of cooperation and the role of institutions in cooperation. Cooperation efforts in Turkey are also examined and possible solutions for the problems are discussed.

BBY 617 Standards in Information Management

This course examines the concept of standards, historical evolution, and institutions for standardization, standards for organizing and delivering information services, and professional standards in Turkey.

BBY 618 Reference Services

In this course issues such as philosophy of reference services, principles and applications, effects of technological developments on reference services are reviewed. Particular emphasis is put on the evaluation of reference services and proposed solutions for the problems in practice.

BBY 619 User Studies

In this course, users, characteristics of user groups, aims of user studies, research methods and data gathering techniques are studied. Application and problems of user studies are also reviewed.

BBY 620 Conservation and Preservation of Records

This course reviews topics such as preservation in historical context, ethics of conservation, preservation tools and equipment, strategies for environmental control, photographic identification techniques, and emergency preparedness. Preservation of paper, leather, synthetic materials, binding, and digital media are also reviewed.

BBY 621 Archival Systems and Archival Studies

The aims of this course are to provide with an understanding of the origins and evolution of the archival systems, to compare Turkish archival institutions and programs with those in other countries, and to examine the role, responsibilities, values, research fields and culture of the archival profession in contemporary society.

BBY 622 Management of Information Centers

This course examines the modern management theories, principles, and applications with regards to the management of human resources in libraries and other information centers. Human resource planning, job analysis, recruitment and selection, performance appraisal, organizational conflict, leadership, and other current topics are examined within the context of Turkish legislation and modern management principles.

BBY 623 Comparative Studies

This course focuses on the literature and methodology of comparative studies. It provides students with the opportunity to deepen their knowledge and skills on the issues related to information systems such as libraries, archives and documentation centers in different cultural, social, political and economic settings through class sessions and individual reading and research.

BBY 624 Historical Developments of Information Centers in Turkey

Developments of information centers and services from the Seljukian period to the present with an emphasis on the library in relation to social, economic, cultural and political trends are reviewed. Special emphasis is placed on the advent of movable-type printing during the Ottoman Era along with its antecedents, preconditions and progress.

BBY 625 Electronic Archiving and Records Management

Theories, practices, models, and systems on the electronic archiving and records management. In that scope administrative and legal conditions are described, and commercial programs, projection, e-government, e- business practices are studied.

BBY 626 Organization and Analysis of Information

Principles and practices of information and records organizations. Emphasizing on the MARC formats for description and Dublin Core. Analyzing classification systems and vocabulary control on the new environments. Practices will cover OCLC Library and is Education Program. Theory and practice will use in the course.

BBY 627 Bibliographic and Biographic Information

Bibliography and biography and tradition. Bibliographic and biographic information and culture. Biographic and biographic information and publication as cultural heritage resources in Turkey. Historic development. Society, cultural and Professional groups and needs. Information seeking and use behavior. Access issues. Technology and these guides.

BBY 628 Quality System Documentation

The quality models and quality management systems. Analyses of the institutional processes, documentation of the act and operations in that processes, quality system documentation and records management are examined. Legal and administrative analyses are stated, developed systems and standards are studied with which supported case studies.

6.3- List of the Doctoral Courses*

No	Course Code and Title	T	P	C	ECTS
1	BBY 700 Special Topics	5	0	0	30
2	BBY 701 Intellectual Freedom and Information Services	3	0	3	15
3	BBY 702 Scholarly Communication	3	0	3	15
4	BBY 703 Information Retrieval Theory	3	0	3	15
5	BBY 704 Bibliometrics	3	0	3	15
6	BBY 705 Economics of Information	3	0	3	15
7	BBY 706 Information Policy	3	0	3	15
8	BBY 707 Intellectual Property Rights	3	0	3	15
9	BBY 708 Lib. and Arch. in the Cultural His. of Anatolia	3	0	3	15
10	BBY 709 Information and Society I	3	0	3	15
11	BBY 710 Information and Society II	3	0	3	15
12	BBY 711 Information Seeking Behaviors	3	0	3	15
13	BBY 712 Information Centers and Services in Education	3	0	3	15
14	BBY 713 Issues in Information and Records Management I	3	0	3	15
15	BBY 714 Issues in Inf. and Records Management II	3	0	3	15
16	BBY 715 Digital Libraries	3	0	3	15
17	BBY 716 Issues in Information Organization	3	0	3	15

6.4. Description of the Individual Doctoral Courses**BBY 700 Special Topics**

A compulsory course taken by the doctorate students, who are writing their dissertations. The course encompasses topics in students' interest areas and the research is realized under the supervision of a faculty member specialized in the field.

* All courses are elective

BBY 701 Intellectual Freedom and Information Services

Intellectual freedom is reviewed in its theoretical context and its historical development is outlined. The course undertakes the analysis of the professional documents and national-international laws related to information services. The effects of the intellectual freedom and censorship on information services are also investigated.

BBY 702 Scholarly Communication

This course involves examination of the concept of scholarly communication and its evolution, electronic publishing, Internet, and new trends in scholarly communication. In addition, quantitative and qualitative examination of scholarly communication in Turkey is also covered.

BBY 703 Information Retrieval Theory

This course reviews the “information” problem and basic concepts and theories of information retrieval (IR) (traditional, Boolean, probabilistic). As parts of information retrieval subsystems, the roles of user interface, query formulation, document description, matching algorithms, relevance feedback and indexing are emphasized. Various design approaches to provide access to bibliographic, full-text and multimedia information are reviewed along with major methods used to evaluate the performance of IR systems. At the end of the course students will have an understanding of the “information retrieval problem”, be able to evaluate various theories and learn methods used to develop more effective IR systems.

BBY 704 Bibliometrics

Bibliometrics deals with the quantitative and statistical characteristics of a given literature. This course reviews various bibliometric concepts and laws (e.g., citation analysis, concentration, obsolescence, Bradford, Lotka and Price laws) along with studies carried out using bibliometric methods. Students will gain skills to collect data and carry out research using bibliometric methods such as citation analysis and content analysis.

BBY 705 Economics of Information

Information has for long been the most important factor underlying economic growth. The course provides students with an opportunity to look at the impact of information activities on economic development. Topics may include explanation of major economic concepts and terminology, the relation between economy and information/knowledge, indicators for information economy, and issues in knowledge-based economy at institutional, national and international levels.

BBY 706 Information Policy

The course explores the origins and the development of information policy as discussed in library and information science literature. Upon completing this course students will be able to describe the purpose of information policy and explain the political, social, economic and technological changes that have caused governments to revise information legislation and regulations. Students are also required to prepare a report examining an issue concerning national or institutional information policy.

BBY 707 Intellectual Property Rights

This course involves examination of copyright, copyright and its effect on access, effects of copyright on public lending, copyright and technical protection systems, enforcement of IPR Directive, collective licensing societies, databases, IPR in Metadata, copyright (archiving, preservation and conservation, guidance on digitization), and licensing (data protection and privacy, data sharing, freedom of information, re-use of public sector information, e-commerce).

BBY 708 Libraries and Archives in the Cultural History of Anatolia

In this course libraries and archives of the antique Anatolian civilization are investigated from the social aspects. The roles and functions of these libraries/archives are discussed. Antique

Anatolian libraries/archives are analyzed in the context of social, economical and scientific structures of the societies.

BBY 709 Information and Society I

This course explores major issues in information profession in relation to library/information centres and their users. It analyzes the following topics: professional ethics, intellectual freedom, community service, social responsibilities, literacy, and professionalism, socio-cultural roles of libraries and information agencies, and interrelationships among them. In the first part of this course these issues are dealt with in general, whereas in the second part the issues are examined in relation to the Turkish civilization.

BBY 710 Information and Society II

This course explores major issues in information profession in relation to library/information centres and their users. It analyzes the following topics: professional ethics, intellectual freedom, community service, social responsibilities, literacy, and professionalism, socio-cultural roles of libraries and information agencies, and interrelationships among them. In the first part of this course these issues are dealt with in general, whereas in the second part the issues are examined in relation to the Turkish civilization.

BBY 711 Information Seeking Behaviors

In this course, information seeking behaviors of different user groups and major factors affecting their information seeking behaviors and information use, main theories and models in this area will be studied.

BBY 712 Information Centers and Services in Education

This course examines the history, development, practices, and current status of information centers and services in education. It focuses, in particular, on the roles of information managers and librarians in the education environments, the design of learning environments, the creation and management of digital learning materials, the use of information and communication technologies, policy development, and application of new technologies.

BBY 713 Issues in Information and Records Management I

Issues, theories and practices in the field of information and records managements are reviewed along with the relationship between information and information systems, and technology. The following topics are also covered: user-centered design, intellectual indexing, and institutional and national information policies.

BBY 714 Issues in Information and Records Management II

Issues, theories and practices in the field of information and records managements are reviewed along with the relationship between information and information systems, and technology. The following topics are also covered: user-centered design, intellectual indexing, and institutional and national information policies.

BBY 715 Digital Libraries

Digital libraries consist of large scale multimedia information sources. This course reviews the basic concepts, techniques, issues and trends in regards to digital libraries. Among the topics reviewed are issues in designing, building, and evaluating digital libraries along with their social aspects. It aims to teach how to: digitize various information-bearing objects, organize them using web tools, design user interface and perform usability evaluation. Issues such as management of digital libraries, security, and infrastructure are also dealt with.

BBY 716 Issues in Information Organization

This course reviews the following topics: theories, principles and practices of information organization; standards; vocabulary control; codes and formats for cataloging, classification and indexing systems and thesaurus construction; and linguistic methods for subject indexing and classification.