

**MARMARA UNIVERSITY
FACULTY OF ARTS AND SCIENCES
INFORMATION AND RECORDS
MANAGEMENT DEPARTMENT**

The department of Information and Records Management was founded as the Archival Studies Department in 1987. The department started its academic teaching in 1988-1989 and saw its first students graduate in 1992. Predominantly English based teaching was introduced in the academic year of 1993-1994 and inclusive of the preparatory English language year, the duration of the degree was raised to 5 years. The name of the department, Archival Studies, was changed to its current name, Department of Information and Records Management by decree of the Council of Higher Education in June 2002. In accordance with the change in department name, the academic curriculum also changed. This saw the introduction of teaching in Librarianship, Documentation and other areas of Information Management. From 1994 onwards in conjunction with the university's Institute of Turkish Studies, a Masters programme was introduced. This was followed by the introduction of a PhD programme in 1997.

Our students can also choose to partake in Minor or Double Major degree

programmes with the Turkish Language and Literature or History departments.

The department runs its academic programme with the following academic personnel; 1 Professor, 3 Associate Professors, 1 Assistant Professor, 4 Lecturers (2 of which are Foreign Nationals) and 3 Research Assistants, 1 of which is PhD qualified. The department also has visiting lecturers from the Faculties of Engineering, Technology, Law and Communications.

What is Information and Records Management?

The field of information and records management includes the functions of information analysis, librarianship, archival studies and records management. The field of documentation covers the accessioning, compilation, analysis, arrangement, preservation and use of information.



Areas of Work

The information specialist alumni of the department can develop careers in industrial and commercial sectors and first and foremost in archival and information management posts. Work opportunities can also be found in the Department of Culture, university libraries, research institutes, documentation centres, media organisations and the public sector. Our graduates who find work in the private sector are usually employed in specialist posts whereas those who enter the public sector normally find work in technical services.

Departmental Targets

The aim of the department is to cultivate experts who have the talent to meet the needs of and to provide a competitive edge to the workplace through their expertise in the field. In addition, one of the primary aims of the department is to develop and publish findings of research projects in the field of information and records management.

We also aim to provide academic innovation to the field nationally and internationally in research areas that need developing and to raise academic and teaching standards.



Academic classes

- Information Resources
- Records- Information Centres
- Records Management
- Archival Management
- Otoman Turkish
- Computing Techniques
- Librarianship and Documentation
- Otoman State Organisations
- Management and Organisation
- Research Methods
- Arrangement and Description
- State Organisations of the Republican Period
- Private Archives
- Reading and Speaking in English
- Vocational English
- Career development

- Information Security Systems
- Records Preservation
- Database Management Systems
- Multimedia Systems
- Automation in Information Centres
- Desktop Publishing



Within the framework of our academic curriculum, students can choose optional classes in addition to compulsory ones and 4th year students can embark on short internships. Companies that students have completed internships at include Tübitak, Koç Finans, Migros, Turkcell, Avea, TRT and public libraries.

ACADEMIC STAFF

Prof. Dr. Hamza KANDUR
Associate Prof. Dr. Tuba ÇAVDAR
KARATEPE

Associate Prof Dr. A. Oğuz İCİMSOY
Associate Prof Dr. Berat BİR
BAYRAKTAR
Assistant Prof. Dr. Burçak ŞENTÜRK
Dr. Asiye KAKIRMAN YILDIZ
Öğr. Gör. Dr. Lale ÖZDEMİR
Öğr. Gör. Lyzbeth ERDURAN
Öğr. Gör. Talip MERT
Öğr. Gör. Ercan ERKALKAN
Araş. Gör. Mehlika KARAGÖZOĞLU
Araş. Gör. M. Emin GEDİKLİ

VISITING ACADEMIC STAFF

Assistant Prof. Dr. Mustafa AĞAOĞLU
(Engineering Faculty)
Assistant Prof. Dr. Hüseyin YÜCE
(Technology Faculty)
Assistant Prof. Dr. Levent ELDENİZ
(Communications Faculty)
Assistant Prof. Dr. H. Eyüp ÖZDEMİR
(Law Faculty)

CONTACT

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