

Orient-Institut Istanbul

Analyzing Access Restrictions in Turkey's Private Archives

Dipl.-Bibl. Zehra Özbay M.A., Oriental-Institut Istanbul

Archivwissenschaftliches Kolloquium / 26-27.08.2026

Outline

1. Conceptual Framework and Standards
2. Visible and Invisible Reasons
3. Legal - Ethical - Operational Reasons
4. Case Studies
5. Suggestions
6. Conclusion

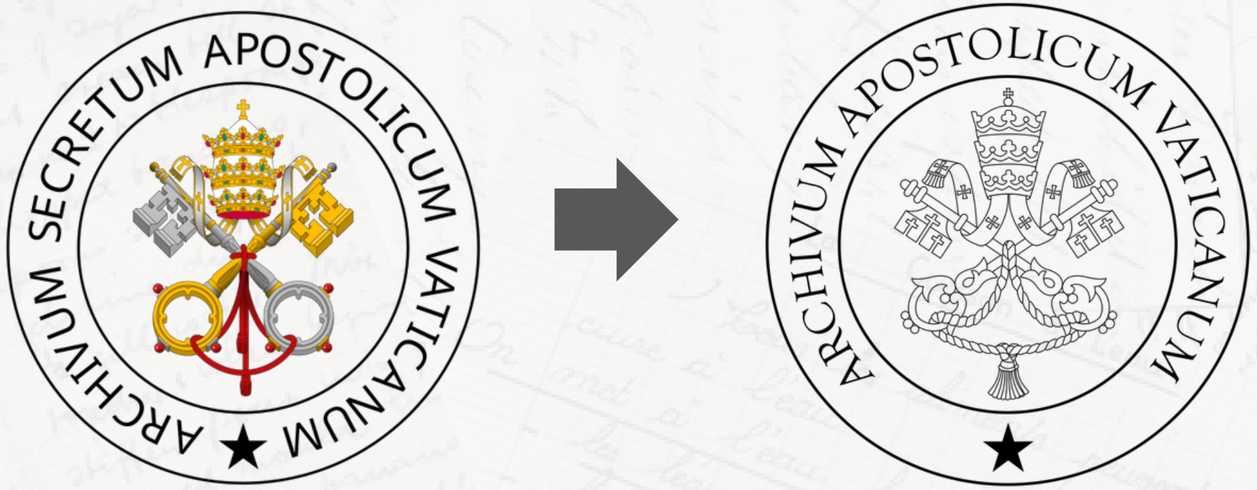
The findings in the study are based on master's thesis titled "Özel Arşivlerde Gizlilik, Mahremiyet ve Erişim Kısıtlamaları" (2025) , Marmara University.

Private

ownership-
belonging

Secret/Confidential

concealment of activities
outside moral norms



International Council on Archives
Conseil International des Archives

- Principles of Access to Archives (2012)
- Technical Guidance on Managing Archives with Restrictions (2014)
- ACRL/RBMS-SAA Guidelines on Access to Research Materials in Archives and Special Collections Libraries (upd. 2020)

SOCIETY OF American Archivists

Rare Books and Manuscripts Section

Association of College and Research Libraries
A Division of the American Library Association

- Fundamental right to equal, fair access
- Written, transparent access policies
- Exceptional, justified, time-bound restrictions
- Technical standardization and metadata traceability

Visible and Unvisible Reasons of Access Restrictions

Legal Mandates

Copyright

Donor Contracts

Preservation Risks



Unprocessed Backlogs

“Upper Management”

Political & Social Hesitation

Absence of Access Policies

Findings

The reasons of access restrictions, whether they are visible or invisible cluster around three categories;

Legal **Ethical** **Operational**

Legal

a framework constrained by legal and contractual provisions

PII-Personally Identifiable Information

Copyright

Legally binding contracts

Health records

etc.

Ethical

consideration of professional and/or social ethical factors

Privacy and dignity of third parties (aka Blind Donors)

Sensitive personal data (religious, political, medical or sexual content, or topics that are socially taboo)

Social, cultural or religious sensitivities

Operational

a framework constrained by legal and contractual provisions

Preservation/conservation requirements

Status of documents/funds that have not yet been classified and cataloged

Insufficient personnel, budget and infrastructure of institutions

Boğaziçi University Library Rare Books and Cultural Heritage

Description of restricted material

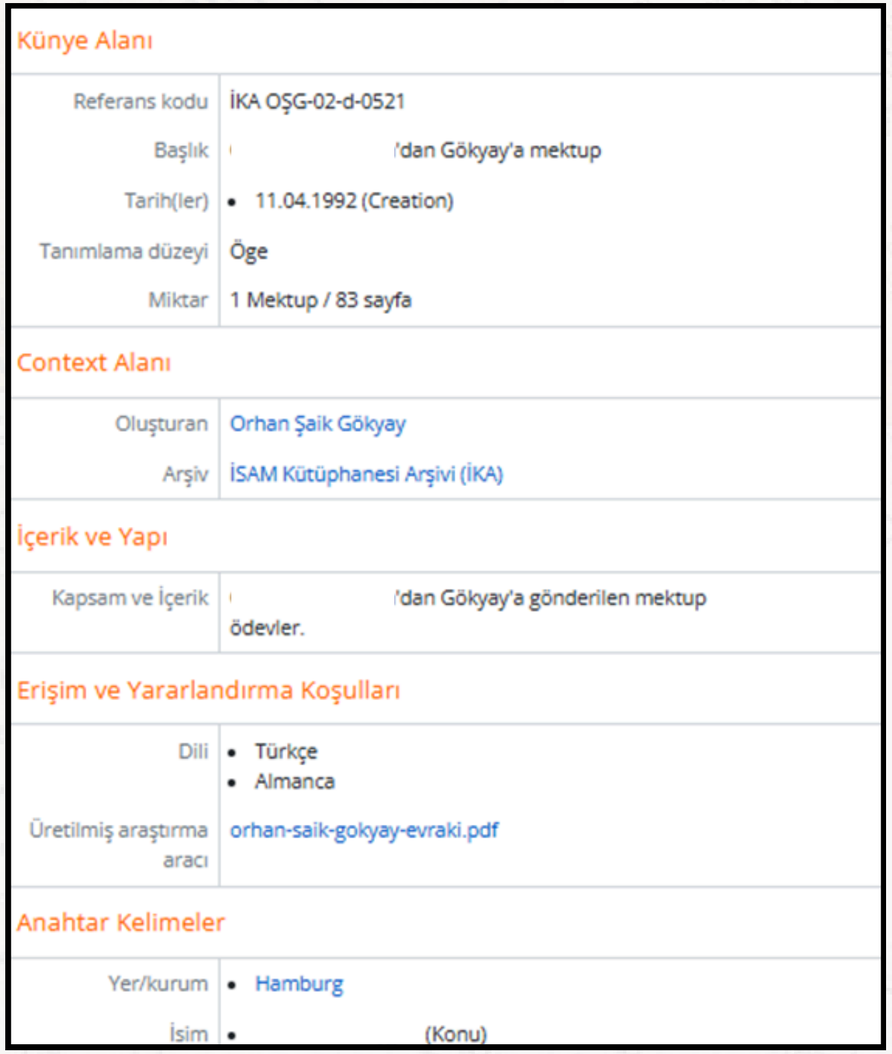




Boğaziçi University Library. Jale İnan Collection. Boğaziçi University Library Digital Archive.
https://digitalarchive.library.bogazici.edu.tr/

TDV Islamic Studies Center Library Archive

Consent of third parties



Künye Alanı	
Referans kodu	İKA OŞG-02-d-0521
Başlık	/dan Gökyay'a mektup
Tarih(ler)	• 11.04.1992 (Creation)
Tanımlama düzeyi	Öge
Miktar	1 Mektup / 83 sayfa
Context Alanı	
Oluşturan	Orhan Şaik Gökyay
Arşiv	İSAM Kütüphanesi Arşivi (İKA)
İçerik ve Yapı	
Kapsam ve İçerik	/dan Gökyay'a gönderilen mektup ödevler.
Erişim ve Yararlandırma Koşulları	
Dili	• Türkçe • Almanca
Üretilmiş araştırma aracı	orhan-saik-gokyay-evraki.pdf
Anahtar Kelimeler	
Yer/kurum	• Hamburg
İsim	• (Konu)

TDV Islamic Studies Center . Orhan Şaik Gökyay Papers. ISAM Library Archive.
https://arsiv.isam.org.tr/index.php/orhan-saik-gokyay-evraki

SALT Research Archive

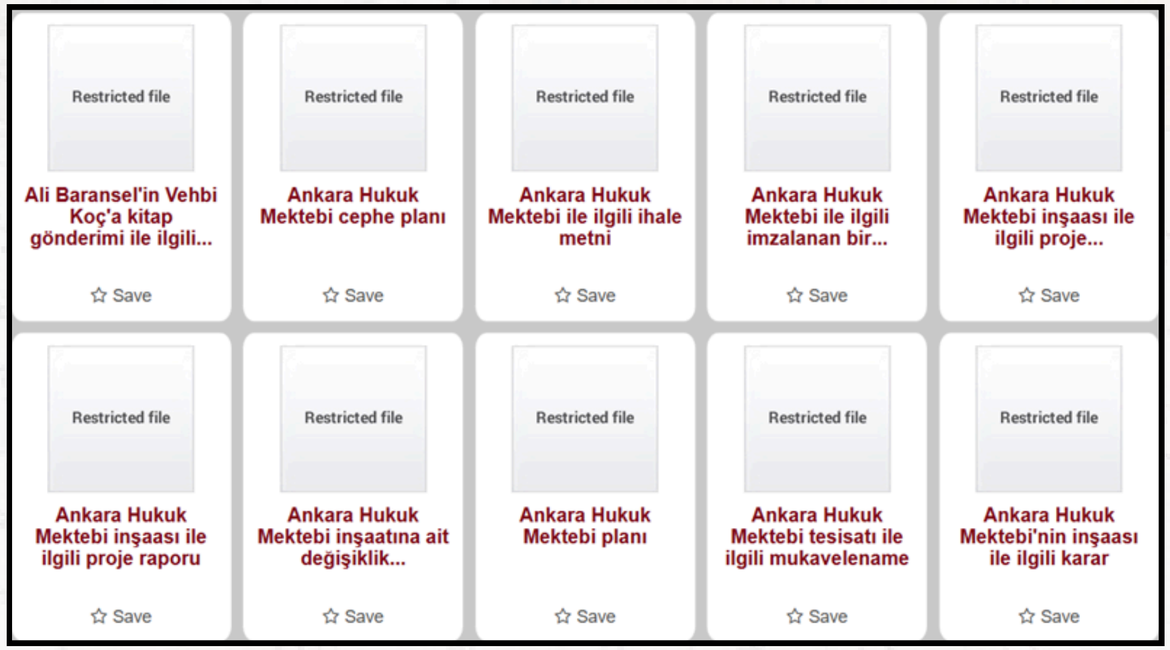
Privacy of religious context

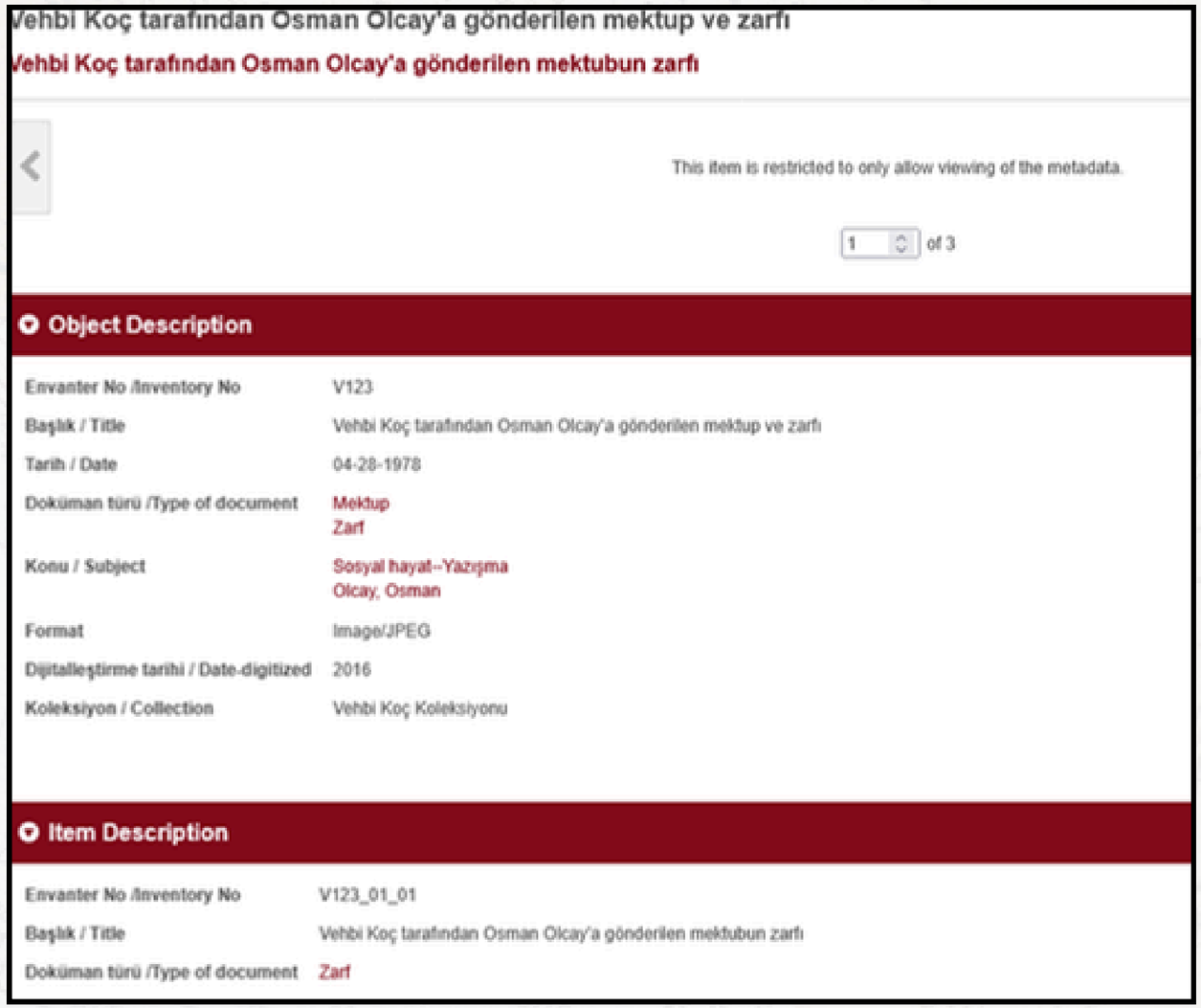
Dublin Core Alanı	Değer	Dil
dc.date.accessioned	2018-09-07T21:22:39Z	-
dc.date.available	2018-09-07T21:22:39Z	-
dc.date.issued	1733-01-17	
dc.identifier	SPC0280102	
dc.identifier.uri	https://archives.saltresearch.org/handle/123456789/15331	-
dc.description	Hasan Bin İrsakdi davada verecekli taraf olan Burgo Acem Bazirgan'ın tüm borcunu ödediğini için borçlu durumdan kurtulduğunu belirtmiştir.	
dc.format	16,9-22,7 cm	
dc.language	Osmanlı Türkçesi - Ottoman Turkish	
dc.rights	Approval required from St. Pierre Church, Galata	
dc.title	İzmir Garb Mahallesi'nde sakin Kirtakyo, Dimitri ve Markomalarki anaları Enho ile Burgo Acem Bazirgan arasındaki alacak davasında iki taraftan da vekalet alan Hasan İbn İrsakdi (?)'nin dilekçesidir [Gurre-i Şaban 1145].	
dc.type	Belge - Document	
dc.location	St. Pierre Church	
dc.catalogedby	UMITS	
dc.date.cataloged	26.06.2008	
dc.date.acquisition	26.06.2008	
dc.format.numberofscans	1	
dcterms.accrualMethod	Borrowed	
Koleksiyonlar	Monastery	

SALT. Saints Pierre and Paul Church in Galata. SALT Research Archive.
https://archives.saltresearch.org/handle/123456789/2572

VEKAM Library and Archive

Access restrictions notice

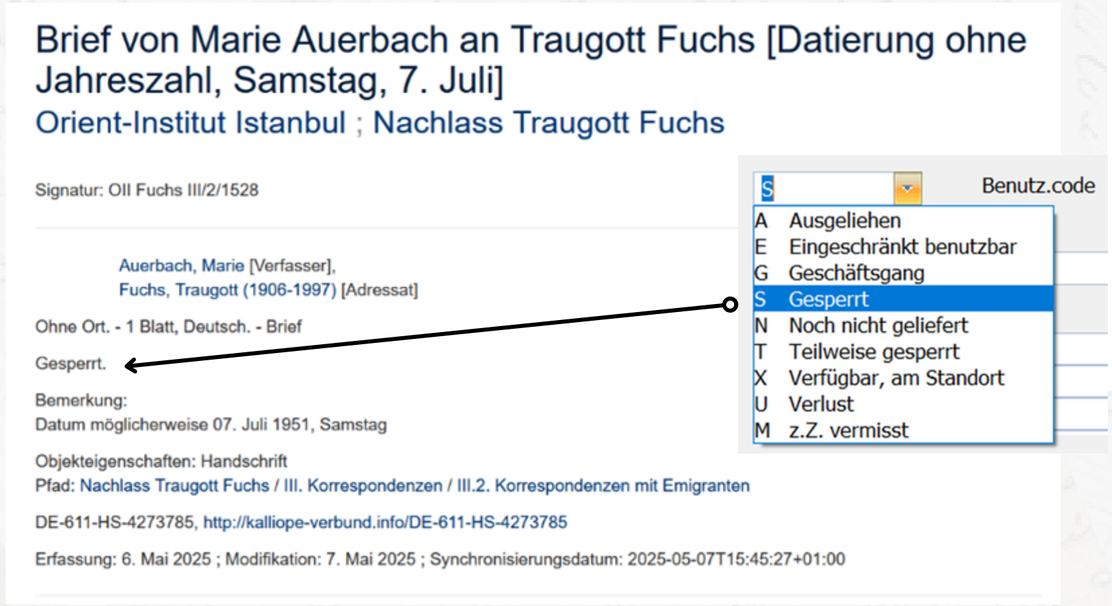


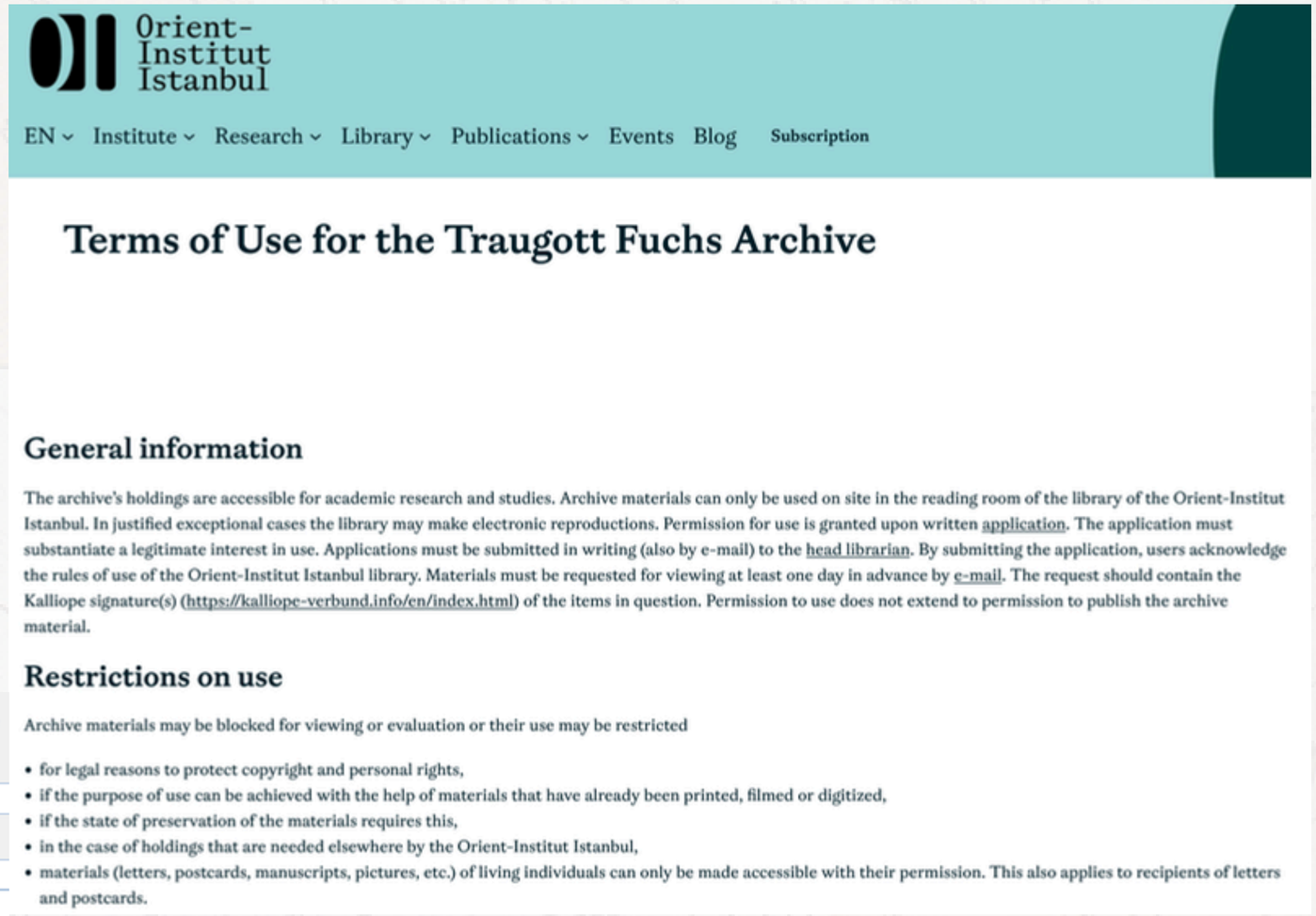


Koç University Vehbi Koç Ankara Studies Research Center. Vehbi Koç Collection. Koç University Digital Collections
https://librarydigitalcollections.ku.edu.tr/collection/vehbi-koc-koleksiyonu/

Orient-Institut İstanbul Traugott Fuchs Archive

- The archive is still being processed, and staffing is limited; however, this does not result in access restrictions.
- In accordance with the MPLP (More Product, Less Process) approach, all materials are available for consultation but subject to a confidentiality review
- The archive has not yet been fully digitized; however, access is facilitated for users who are unable to visit the archive in person.
- The only example with a publicly available access policy in Turkey





Orient-Institut Istanbul. Traugott Fuchs Archiv.
https://oiist.org/bibliothek/traugott-fuchs-archiv/

The National Archives
Access Restriction Status Authority List

Restricted - Fully	if **all** the archival materials are restricted
Restricted - Partly	if **some** of the archival materials are restricted
Restricted - Possibly	if the archival materials **may be** restricted
Undetermined	it is **unknown** if the archival materials are restricted
Unrestricted	**no access restrictions** on the archival materials

The National Archives. Access Restriction Status Authority List https://www.archives.gov/research/catalog/lcdrg/authority-lists/access-restriction-status

Libraries and Archives Canada
Archival Document Restrictions and Access Codes

Open (code 90)	No restrictions
Open, no copying (code 95)	Open to consult, but reproduction is barred by donor
Government restrictions (code 32)	Unreviewed or exempt government records
Private records restrictions (code 18 and 10)	Donor-set access conditions
Restricted (code 18)	Access only through donor-established application procedure.
Closed (code 10)	Not consultable until a set review date
Restrictions vary (code 96)	Mixed access conditions within one group of records
To be determined / closed pending processing (code 99)	Access conditions not yet set



Conditions of access:	***Access restriction document***	http://data2.archives.ca/pdf/pdf001/r000000125
	Textual records	[Consultation 96 Restrictions vary]
	Finding aid box [FA 492] 49--50	[Consultation 10 Closed]
	Finding aid box [FA 2001] 527--530	[Consultation 10 Closed]
	Textual records: microform	[Consultation 96 Restrictions vary]
	Microfilm reel H-456	[Consultation 99 Closed pending processing]
	Graphic (photo)	[Consultation 90 Open]
	Volume [R5699] 690	[Consultation 90 Open]
	Moving images (film)	[Consultation 90 Open]
	Sound recordings	[Consultation 96 Restrictions vary] Sound recordings: Access to material in accession 1986-0447, 1997-0411 and 1981-0052 requires written permission of the Secretary Treasurer, CLC. Remaining material is open for consultation.
	Audio-visual item no. assigned by LAC [R5699] 30338AV	[Consultation 90 Open]
	Graphic (art)	[Consultation 90 Open]
	Object	[Consultation 90 Open]
	Medals 14373--14384	[Consultation 90 Open]

Libraries and Archives Canada. Archival document restrictions and access codes
https://www.canada.ca/en/library-archives/services/public/consult-material/document-restrictions.html

Conclusion

- Access restrictions are a natural part of archival processes and should not be regarded as “insufficiency” or “defect”

- Institutions should maintain the trust of researchers and the public by adopting transparent procedures and communication practices

- Each archive is unique, and so are its access conditions. Effective access practices cannot simply be replicated; they must be grounded in the archive’s specific context, legal framework, and socio-cultural environment.

Dipl.-Bibl. Zehra Özbay M.A.
Orient Institut Istanbul
Bibliothek
ozbay@oiist.org
+90 – 212 293 60 67

Orient-Institut Istanbul