

**ALTINBAŞ UNIVERSITY**  
**Directive on Library and Documentation Services**

**Purpose**

**ARTICLE 1** – (1) This Directive has been drawn up to govern the services offered by Altınbaş University Library and Documentation Office, set forth its management and organisation guidelines, enable that library users make efficient and regular use of library resources, protect and improve the library resources.

**Definitions**

**ARTICLE 2** – (1) As used in this Directive, the following terms shall have the meanings specified below:

- a) Director: Director of Altınbaş University Library and Documentation Office,
- b) Resource/ Material: Available books, periodicals, audio-visual materials and similar publications at the library,
- c) User: Altınbaş University, students, staff and guest researchers,
- d) Library: Altınbaş University Library,
- e) Student: Students enrolled in Altınbaş University,
- f) Staff: Full/half-time academic and administrative staff of Altınbaş University,
- g) University: Altınbaş University

**Management and Organisation**

**ARTICLE 3** – (1) Library services are offered under supervision of “Library and Documentation Director.

- a) Director is responsible for managing the library. S/he has given the authority to manage, inspect and train all library staff, as well as distribute roles and tasks.
- b) The roles and responsibilities of the Library and Documentation Director are as follows:
  - 1) Create a skilled staff for the library services,
  - 2) Provide opinion to the University President’s Office about the hiring/appointment of library staff,
  - 3) Inspect the library staff regularly,
  - 4) Supply the necessary national and international resources in accordance with the users’ needs,
  - 5) Ensure that all publications added to the library collection are systematically organised and available to users,
  - 6) Ensure that all library materials are well preserved,
  - 7) Draw up a detailed library activity report and submit it to the University President’s Office every January,
  - 8) Offer training and seminars to students who study library science,
  - 9) Spend revenue earned from photocopy services etc. to improve library collection,
  - 10) Determine the training needs of library staff and ensure that they take part in in-service trainings,
  - 11) Carry out other library-related tasks as stated in this Directive.
- c) Other services offered by the Library and Documentation Office:

- 1) Provide all sorts of informative, educational, learning and research resources required by users,
- 2) Ensure that library services are offered in the most rapid and efficient way possible to increase user satisfaction,
- 3) Cooperate with all internal and external organisations via International Library Loan,
- 4) Carry out other tasks assigned by the President's Office.

### **Library Collection Development**

**ARTICLE 4** – (1) A library collection consists of books, journals, newspapers, and other audio-visual materials.

(2) Library collection is developed through purchasing and donations.

(3) Print materials are purchased based on faculty and student needs. Academic staff of the University shall submit a letter to the President's Office requesting their print materials requests.

(4) The Library and Documentation Office shall consider each material request and run a price research. The requested resources/materials shall be ordered after obtaining a budget approval from the President's Office.

(5) Resources donated to the library may be registered as library fixtures or may be discarded if deemed unnecessary.

### **Using the Library**

**ARTICLE 5** – (1) Talking on mobile phones is not allowed in the library.

(2) Loud talking is not allowed in the library

(3) It is forbidden to bring food into the Library.

(4) The use of all tobacco products are banned from the library.

(5) Users shall be responsible for protecting their personal belongings. Library staff shall not be held liable or responsible for any lost or stolen item belonging to users.

(6) Guest users can have access to library resources after obtaining permission from the library director.

(7) Library director has the authority to expel a user who makes unreasonable noise or disturbs the peace in the library.

(8) If deemed necessary, library staff can check bags, or other personal items of users.

(10) It is forbidden to leave personal items unattended in the library.

(11) Users shall not use any equipment or devices belonging to library staff nor shall relocate the electronic equipment and devices.

(12) Users shall not take resources out of library before the completion of lending procedures.

(13) Users shall respect the opening and closing hours of the library; accordingly leave the library before the closing time.

### **Library Lending Services**

**ARTICLE 6** - (1) Altınbaş University students, faculty and staff as well as guests can use library resources.

(2) Students must present their University ID cards when borrowing library items.

(3) No item will be lent to students who can't present their University ID card. Students shall not try to borrow items using another student's ID card.

(4) Encyclopaedias, dictionaries, periodicals, reference books, audio-visual materials, theses/dissertations, and projects are not available for loan.

(5) If necessary, Library management can recall borrowed items before due date. In such case, the user shall return the item in 3 (three) days.

(6) Users shall be responsible for the preservation of the item(s) s/he borrowed until the due date.

(7) The loan period for materials obtained from the library is limited. The users shall be responsible for returning the borrowed item before due date. If requested, users may be granted an additional period of 1-week for one time only.

(8) Users may re-borrow the same item after 2 (two) working days from the due date.

(9) Users who haven't returned the items they borrowed even the due date is past shall not borrow new items or extend loan period without returning the delayed items and pay the delay fine.

(10) Undergraduate students can borrow 2 (two) books for a period of 15 (fifteen) days; master's students can borrow 4 (four) books for a period of 1 (one) month, and academic staff can borrow 6 (six) books for a period of 1 (one) month.

(11) Guest users are not permitted to borrow books from Altınbaş University Library.

### **Using Audio-Visual Materials**

**ARTICLE 7** – (1) Audio-visual collection consists of CDs, DVDs, slides etc.

(2) Users can use the audio-visual materials inside the “multimedia room” located within the library.

(3) The unauthorized copying, sharing or distribution of copyrighted audio-visual materials in the library is strictly prohibited. It is a violation of Turkish Copyright Act.

(4) Audio-visual materials are not available for loan.

### **Overdue / Late Return**

**ARTICLE 8** – (1) There are charges for the late return of library resources.

(2) In the event that a user does not return the item s/he had borrowed on due date, s/he will be subjected to a penalty where s/he will not be allowed to borrow items for extra two days per each day of delay.

### **Lost/Damaged Items**

**ARTICLE 9** – (1) In the event that a user loses an item belonging to the library, s/he shall buy the same item and donate it to the library.

(2) In the event that an item is damaged by the user inside the library premises or during the loan period, library official may ask the user to buy the same item or fix the damaged item.

### **Library Course Reserves**

**ARTICLE 10** – (1) Course reserves are required or recommended course readings or audio-visual materials that faculty members make available to their students via the library. Faculty members wishing to benefit from course reserve services may inform the library of the materials they have selected and ask these materials are kept as course reserves for a period of one semester.

## **ILL: International Library Loan**

**ARTICLE 11** – (1) Altınbaş University Library can supply loans and copies between libraries in different countries for users under a set of certain rules.

(2) Students can use ILL services for free. Extension of return dates for books borrowed from other libraries may vary depending on Altınbaş University Library policy.

(3) Request for extension of due date must be submitted at least one week prior to the due date.

(4) If an item is away from the library for 7 days past the due date, the user will not be permitted to borrow books for a period of 1 (one) year.

(5) Faculty members who request materials from other libraries are required to cover shipping costs.

(6) Users cannot submit a borrowing request for journals, reference books, and non-book materials.

(7) Altınbaş University shall cover the shipping and copy fees for printed materials requested from Altınbaş University.

## **Newspapers and Periodicals**

**ARTICLE 12** – (1) Newspapers and Periodicals are not available for loan.

(2) Journals may be borrowed for a limited period of time for copy provided that the user presents their University ID card. Otherwise, Periodicals are strictly not available for loan.

(3) All newspapers in the library are archived for a period of 1 (one) month.

## **Copy Right**

**ARTICLE 13** – (1) All information resources that are part of the library collection are protected by the copy right law, according to which, users can duplicate only 10% of a book, and only one article from a journal. The unauthorized copying, sharing or distribution of copyrighted audio-visual materials (CDs, DVDs, etc.) in the library is strictly prohibited.

(2) Users shall abide by the subscription and licensing terms and conditions of the University when using online data bases subscribed by the University.

(3) All library users are deemed to have agreed to copy right laws and the provisions of this Directive. The University will take legal action in case of illegal use of library materials.

## **Offences & Sanctions**

**ARTICLE 14** – (1) The following sanctions will be imposed in the event of violation of any provision set forth in this Directive:

a) No resources will be lent to users who have unpaid fines.

b) In the event that a fragile, expensive and/or irreplaceable item or an item with special value is lost or damaged by the user (irreparable losses and damages), the library privileges of the user who is responsible for the damage or loss shall be cancelled for a period of two (2) years. Also, the responsible party will be subject to a disciplinary action as well as other relevant sanctions.

c) Library staff shall take disciplinary action against users engaged in disorderly and/or disruptive behaviour; destruction, defacement, or abuse of library materials, as well as users who take property or materials out of library without permission, who keep damaging

library property or materials consistently and/or on purpose, and who do not abide by the rules stated in this Directive in general. The Library privileges of such persons shall be suspended for a period of 1 (one) year. The responsible parties will be subject to a disciplinary action as well as other relevant sanctions.

d) Graduating students shall sign a paper where they agree that they will no longer use library materials as an Altınbaş University student.

### **Effective Date**

**ARTICLE 15** – (1) This Directive shall become effective immediately on adoption by the members of Altınbaş University Senate.

### **Execution**

**ARTICLE 16** – (1) The provisions of this Directive shall be executed by the President of Altınbaş University.