

ALTINBAS UNIVERSITY
Library and Documentation Services Directive

Objective

ARTICLE 1 - (1) This directive has been prepared in order to determine the principles of management and organization, to ensure that users benefit from library resources in a regular and efficient manner, to protect and improve library resources in order to carry out Altınbaş University Library and Documentation services.

Definitions

ARTICLE 2 - (1) The terms mentioned in this directive:

- a) Director: Altınbaş University Library and Documentation Director
- b) Resource/Material: Books, periodicals, audiovisual materials and similar works in the library
- c) User: Students and staff of Altınbaş University and researchers from outside the university,
- d) Library Altınbaş University Library
- e) Student: Students enrolled at Altınbaş University
- f) Personnel Administrative and academic staff working full and part-time at Altınbaş University,
- g) University Refers to Altınbaş University.

Management and Organization

ARTICLE 3 - (1) Library services are carried out under the responsibility of the "Director of Library and Documentation".

- a) The Director is the manager of the Library. He/she is responsible for the general management, supervision, division of labor and training of all staff working in the library.
- b) Duties of the Library and Documentation Director:
 - 1) Creating sufficient staff for library services,
 - 2) To advise the rectorate on the personnel to be appointed / assigned to the library
 - 3) Supervision of library staff,
 - 4) To ensure the provision of all necessary domestic and international resources, taking into account the needs of users,
 - 5) To ensure that all publications added to the library collection are systematically organized and made available to users,
 - 6) To ensure the preservation of all materials in the library,
 - 7) To prepare a detailed activity report on library services and submit it to the rectorate in January each year.
 - 8) To provide internship and practice work for students studying librarianship within the library.
 - 9) To spend the income obtained through photocopying etc. for the development of the library collection.
 - 10) Identifying the training needs of library staff and ensuring that they benefit from in-service trainings.

11) To carry out the work required by all other library services within the field of duty in accordance with this directive.

c) Services provided by the Library and Documentation Directorate:

1) To provide and put into service all kinds of information resources required by users and required by education, training and research activities,

2) To ensure that library services are provided in a fast and efficient manner to ensure the satisfaction of users,

3) Interlibrary loan service (ILL: International Library Loan) to cooperate with libraries of all other institutions and organizations within and outside the university,

4) To carry out other duties assigned by the university rectorate and similar services.

Creating the Library Collection

ARTICLE 4 - (1) The library collection consists of books, magazines, newspapers, audiovisual materials, etc.

(2) The library's collection is developed through purchases and donations.

(3) Publications to be purchased are determined according to library needs. Academic staff working at the University should notify the Rectorate of the University with an official letter.

(4) After the evaluation of the publication requests and price information are determined by the Library and Documentation Directorate, they are examined within the framework of the budget possibilities of that year and ordered after the approval of the Rectorate.

(5) Resources acquired through donations can be recorded directly in the library inventory, or if they are not needed, they can be weeded by keeping a record.

Library Use

ARTICLE 5 - (1) Students should not talk on cell phones in the library.

(2) There should be no noise or loud talking in the library.

(3) Food and drink should not be brought into the library.

(4) By law, tobacco and tobacco products cannot be consumed in the library.

(5) Users are responsible for protecting their personal belongings. Library staff cannot be held responsible for the theft or loss of these items.

(6) External users can use library resources with permission from the library administration.

(7) The Director has the authority to remove the user who disturbs the peace in the library by keeping a record.

(8) If deemed necessary, all kinds of bags, etc. may be checked by the attendant.

(10) No bags or personal belongings may be left in the library without the owner being identified.

(11) Patrons may not use the tools belonging to library staff without permission and may not change the location of electronic tools and equipment.

(12) Resources cannot be taken out before the loan process is completed.

(13) Users must respect the library's opening hours and leave the library before closing time.

Use of the Library / Lending Service

ARTICLE 6 - (1) Altınbaş University students, administrative and academic staff, as well as external users can benefit from the library resources.

(2) Students are required to show their university ID cards during the borrowing process.

(3) Students without a university ID card cannot borrow books. Books cannot be borrowed with someone else's card.

(4) Encyclopedias, dictionaries, periodicals, consulting resources, audio-visual materials, theses, theses, projects are not lent.

(5) If the library management deems necessary, it has the right to request the loaned material back before the expiration of the loan period. In this case, the user is obliged to return the publication within 3 (three) days.

(6) The borrower is fully responsible for the loaned material until it is returned.

Belongs to.

The lending process is for a certain period of time. In case of student, graduate and administrative staff user groups, if the return period has not expired, an additional return period of 15 (fifteen) days can be given for 1 (one) time. The additional return period for academic staff is 30 (thirty) days for 1 (one) time.

(7) Users with overdue books cannot borrow books or extend their return period without returning the books and paying the overdue fee. When the book is returned and the overdue fee is paid, users can borrow publications.

(8) Users with overdue books cannot borrow books or extend their usage period without returning the books and paying the overdue fees.

(9) Students have the right to borrow 3 (three) books for 15 (fifteen) days, graduate students 5 (five) books for 1 (one) month, and academic staff 10 (ten) books for 4 (four) months. Number of books and loan periods by user;

User Student	Number of Books	Loan Period	Additional Return Period
Student	3 Books	15 days	15 days
Master's degree /PhD students	5 Book	30 days	15 days
Administrative Staff	3 Books	15 days	15 days
Academic Staff	10 Books	120 days	30 days

(10) External users may use our libraries for research purposes with written permission from the Department of Library and Documentation, but may not borrow publications.

(11) Graduate students are not eligible to borrow books from the library. However, they can benefit from in-library services free of charge. Group study rooms can be lent in exchange for a graduate ID card (with priority given to active students). Printed articles can be requested from other university libraries for a fee. They can use the 24/7 areas and computers on each campus.

Use of Audiovisual Materials

ARTICLE 7 - (1) Audiovisual collection; Consists of all audiovisual materials such as CDs, DVDs, slides, etc.

(2) Users can benefit from audiovisual materials in the "Multimedia room" in a separate hall in the library.

(3) Copying of all audiovisual material such as CDs, DVDs, etc. copyright

is prohibited by law.

(4) Audiovisual materials are lent to all user groups for a maximum of 2 materials for 7 days.

(5) A late fee will be applied for audiovisual materials not returned on time. For each day of delay, a late fee of 1 TL per publication is applied.

Late Returns / Delay

ARTICLE 8 - (1) Students are subjected to daily fines for library resources not returned on time and not extended.

(2) Students who do not return the borrowed publication despite the delay notifications are restricted from accessing their records in the student automation system. The late fee for each publication not returned on time is calculated according to the table below.

Late fees by day;

				
mmf-co-op-egitim- programi-yonergesi	kutuphane-ve-dok umantasyon-hizmetlaj-yonergesi	isletme-fakultesi-st en.docrimi-yonergesi-2208.intibak-komisyonu-y	engelsiz-altinbas-bi egitim-mufredat-ve-	
				
altinbas-universites i-iktisadi-isletme-yoinlik-yonergesi	akademik-danisma 8--mevzuat-komisyo en.dnu-yonergesi en.do	yurt-yonergesi en.docx	ubf-uygulamali-egit im-yonergesi-130226	
				
ogrenci-saglik-hizm etleri-yonergesi--mhonergesi-22082024-i	ogrenci-kulupleri-y onergesi-22082024-i			

1 day and later

All Users

For each day: 1 TL

For the return of audiovisual materials, a late fee of 1 TL is charged for each day of delay.

For hourly loaned resources, a late fee of 1 TL is charged for each hour of late return.

Late fees by day;

User

All Users 1 TL for each

hour of lateness

(3) Users will be able to make the payment of the book overdue fee by depositing the book overdue fee to the Department of Financial Affairs, Budget and Purchasing at Mahmutbey Technology Campus and bringing the receipt to the library. (It will be stated that the fee deposited is the book overdue fee.)

(4) The book delay fee is sent to the university's bank account (Deniz Bank Account No: 9130- 9681319-351) IBAN: TR76 0013 4000 0096 8131 9000 01 (Explanation The part of the book should be indicated as a late fee).

Lost/Damaged Publications

Article 9 - (1) In the event that the library information resource borrowed by the member is lost or damaged to the extent that it cannot be used, the member is asked to provide the same information resource. If it cannot be provided because it is out of print, the member who lost or damaged the information source will be charged a loss penalty for each source and the current supply fee. The daily delay penalty for the sources whose return date has passed is also collected from the member. In case of loss of a publication, a loss penalty of 40 TL (for label, magnetic tape, etc.) is charged.

(2) Fines related to information resources requested from other universities through Interlibrary Loan (ILL) are charged twice as much as the fines related to the resources in our library collection.

Reserve Service

ARTICLE 10 - (1) Reserve service covers the services to be provided by the library for textbooks, auxiliary textbooks, lecture notes to be provided by faculty members, photocopies of articles and reference works that are considered to be used intensively within the scope of a course in an academic year. Faculty members who wish to benefit

from this service may notify the library of the resources they have selected and request that they be kept as reserved publications for one semester.

Interlibrary Loan Service (ILL: International Library Loan)

ARTICLE 11 - (1) The Library provides article photocopying and book delivery services from other libraries for users within certain rules.

(2) Master's/PhD students and academic and administrative staff benefit from these services.

free of charge. The return and additional return periods of the borrowed book are determined according to the rules of the requesting library.

(3) The request for an additional refund must be made no later than one week before the refund period expires.

(4) A user who delays the return of a borrowed book for more than 7 (seven) days will not be allowed to borrow a book for 1 (one) year.

(5) The shipping costs of the publication requests belong to the requesting university library.

(6) Journals, Reference Sources and non-book materials cannot be requested.

(7) All kinds of expenses (photocopy, cargo, etc.) of the publication requests requested from Altınbaş University library are covered by our university.

(8) If a publication is lost or delayed, the library's penalty rules will be applied.

(9) The requesting library can request up to 5 books at the same time within the scope of interlibrary cooperation.

(10) The user can request up to 5 publications from other libraries at the same time within the scope of interlibrary cooperation.

(11) The requesting library is responsible to our library for any damages and losses that may arise during the use of books given by the library to other university libraries.

Newspapers and Periodicals Department

ARTICLE 12 - (1) Newspapers and magazines can only be used in the library and cannot be lent.

(2) Magazines may be taken out for photocopying for a period of time with the user's university card. Other than that, no periodicals are allowed to be taken out.

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

Copyright

ARTICLE 13 - (1) All information resources in the library collection are covered by copyright law. According to this law, only 10% of the books and one article of the journals can be reproduced. Multimedia tools such as CDs, DVDs and cassettes cannot be used and reproduced for any other purpose.

(2) The university's subscription and license conditions must be followed exactly in the use of subscribed online databases.

(3) All library users are deemed to have accepted copyright laws and the rules of the Library Services Directive. Any illegal use of library materials will be subject to legal action.

Sanctions to be applied

ARTICLE 14 - (1) The following sanctions are imposed on those who violate the articles of the Directive:

a) Users with outstanding library debts will not be allowed to borrow any resources.

b) In case of loss or damage (irreparable loss or damage) of rare and specially valuable and irreplaceable resources, the right of the responsible users to use the library will be suspended for two (2) years. In addition, a disciplinary investigation is opened against those responsible and other sanctions are applied.

c) The library staff prepares a report about the relevant persons in case of inappropriate behavior in the library, destructive practices towards books and library resources, unauthorized removal of resources out of the library without registration, deliberate repetition of loss or damage cases, and failure to comply with the rules specified in this Directive in general. The right of these persons to benefit from the Library is restricted by the University Administration for 1 (one) year and disciplinary proceedings are initiated against them.

and other sanctions are imposed.

d) Graduating students must have the dismissal form signed by the librarian.

ARTICLE 15 - (1) The **dismissal** documents will not be signed unless the members who have materials on their person or who have overdue book fees from previous periods return the materials on their person and/or pay the overdue fees.

(2) The user who interrupts his/her education and leaves the library while the material borrowed from the library is registered on his/her person is reported to the Rector's Office for administrative/legal action.

Enforcement

ARTICLE 16 - (1) This directive enters into force with the approval of the Rector after being accepted by the University Senate.

Execution

ARTICLE 17 - (1) This directive is executed by the Rector of Altınbaş University.