**ATILIM UNIVERSITY LIBRARY REGULATIONS**

**Purpose**

**Article 1-** These Regulations aim to determine the organization, the duties, the powers and the responsibilities of Atılım University Directorate of Library and Documentation.

 As an organization supporting the education and research activities at Atılım University; the Library ensures:

 a) The organization and execution of the library services at the University within the framework of a central library,

b) The availability of the existing information and documentation in a way that allows for access by all researchers, university students, and anyone interested.

c) The providence of all necessary information and documentation.

**Definitions**

**Article 2 -** The definitions that apply for these Regulations are as follows:

a) “University”: Atılım University,

b) “Directorate”: The Directorate of Library and Documentation,

c) “Material”: All available material at the university.

Bodies

**Article 3 -** The coordination and management duties of the Library are undertaken by the bodies below:

a) Library Advisory Board consists of one faculty member each, elected by Atılım University schools for a term of office of 1 year. The Director of the Library is a natural member of the Advisory Board.

b) Director

**Duties**

**Article 4** - The duties and authorities of the Library Advisory Board and the Director of the Library are as follows:

a) Advisory Board: Determines the library material and conveys their recommendations to the Director.

b) Director:

1) Delegates tasks and prepares guidelines, plans, and programs in order for the library and documentation services to progress with no interruptions,

2) Remains up to date regarding the field of librarianship and strives to introduce new technologies at the library,

3) Issues publications such as bibliographies, thesis catalogs, periodical catalogs etc. to facilitate scientific studies.

4) Prepares an annual operation report regarding library and documentation activities at the end of each academic year,

5) Executes the activities required by other library and documentation services under its jurisdiction, as per these Regulations,

6) Prepares and submits the library budget to the Presidency.

**Units**

**Article 5** - The units under the Directorate of Library and Documentation are as follows:

a) Technical Services Unit,

b) Reader Services Unit.

**Technical Services Unit**

**Article 6** - The services and the duties of the Technical Services Unit are as follows:

a) Providing Service: Providing tools, equipment, books, periodicals etc. to support the education at the University, and to aid in research efforts,

b) Cataloging and Classification Service: Organizing all material provided to libraries in line with the most appropriate system, and making them available to users,

c) Periodical Service: Creating a periodical collection to support the education at the University, and making it available to users with a definite filing system,

d) Binding and Repair Service: Seeing the periodicals and books with wear and tear repaired and bound.

**Reader Services Unit**

**Article 7** - The services and the duties of the Reader Services Unit are as follows:

a) Consultation Service: The service that promotes the collection of the Library, as well as its utilization within and outside of the University. To aid in the utilization of library materials; this service organizes training sessions for students and researchers, runs bibliography scans, announces the new publications arriving at the library, and executes information services.

b) Lending Service: The service tasked to ensure and audit the roaming of the library collection within and outside the library, as well as to undertake copying tasks regarding the library material.

c) Audiovisual Services: The service tasked to determine, provide, duplicate, offer, and maintain the audiovisual tools and equipment to support education and research.

d) Cooperation with Turkish and international libraries within the framework of library cooperation.

**Responsibilities:**

**Article 8** - The faculty members, the students, and the assistant staff of the University, as well as faculty members and students from other universities, and all researchers from outside the University may utilize the library services under the following rules:

a) Library materials may not be taken outside of the library without the necessary permission. Legal action is pursued for anyone attempting to take the library materials outside of the library.

b) The faculty members, the students, and the assistant staff of the University may borrow books from the library.

c) As stipulated by library cooperation; the library is open to faculty members and students from other universities. However, they are only able to borrow materials via the libraries of their own institutions.

d) Individuals willing to borrow library materials are required to hold a “Library Identification Card” authorized every year by the Directorate. This card is issued by the University Board of Executives to the individuals other than the faculty members, the students, and the assistant personnel of the University; subject to an annually-determined fee. This card shows the residence address, and other personal information relating to card holders; confirmed annually.

e) Atılım University faculty members, students and assistant personnel may show their Staff ID Cards, and sign a Borrowing Form to borrow books.

f) Academic staff members may borrow up to 10 books per semester. Students and assistant staff may borrow at most 3 books at once, for 15 days. Borrowing periods may be extended 3 times, on the condition that the books in question are presented to the library, and that no one else is seeking to borrow the books in question.

g) The following books may not be borrowed.

• Reference resources such as encyclopedias, dictionaries, map collections etc.

• Periodicals

• Unpublished theses

• Hand-written and printed rarities

• Maps and slides

• Works determined by units, and those with no other copies

• Sheet music, CDs, video cassettes etc.

• Collection pieces, artistic material etc.

h) Upon graduation or suspension of registration; students are required to obtain a termination certificate from the library. Termination certificates are not available to students owing to the library.

i) Faculty members and assistant staff members retiring from the University, leaving the University due to transfer or resignation, or away from the University for a while due to an assignment or military service are required to return the books borrowed, and obtain a termination certificate from the Library.

i) No books may be lent to users unable to return their borrowed materials until their borrowing period expires.

**Disciplinary Provisions**

**Article 9** - Firstly, the borrowers are required to return the library materials that are the same as the ones lost or damaged beyond repair, as available in the market.

If faculty members and assistant staff members fail to return their borrowed materials following their second reminder notice; these materials are deemed to have been lost; and the market value of these materials, with an added 50%, is deducted from the salary of the person in question, with no additional correspondence.

Students in this case are required to pay the market value of the books in question, with an added 50%, and the late delivery penalty until that day.

The money collected for late deliveries and lost publications are logged as revenue to the library. This money is then used for library needs.

The Presidency subjects the users unable to return the borrowed books and materials on time to daily fines. Individuals unable to pay their daily fines may not borrow books.

**Appraisal Commission**

**Article 10 -** The Appraisal Commission consists of 3 faculty members appointed by the President, and the Director of the Library.

**Article 11-** The Appraisal Commission conducts market research to determine the prices of lost rare artifacts. The commission determines elements such as the number of pages of the material in question, binding costs, paper prices, paper quality, its publication date, and how easy it is to find another copy.

**Effective Date**

**Article 12 -** These Regulations shall enter into force on the date of publication.

**Execution**

**Article 13 -** The provisions of these Regulations are executed by the President of Atılım University.