

ALTINBAŞ UNIVERSITY
LIBRARY AND DOCUMENTATION SERVICES REGULATIONS

Purpose

ARTICLE 1 – (1) This guideline has been prepared to establish the principles of management and organization regarding the operation of Altınbaş University Library and Documentation Services; to ensure that users make regular and efficient use of library resources; and to protect and develop library resources.

Definitions

ARTICLE 2 – (1) The terms used in this guideline are defined as follows:

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

Administration and Organization

ARTICLE 3 – (1) Library services are administered under the responsibility of the “Director of the Library and Documentation Department.”

- a) The Director is the head of the Library. The Director has the authority and responsibility for the general management, supervision, division of labor, and training of all staff working in the Library.
- b) Duties of the Director of the Library and Documentation Department:
 - 1) Establishing an adequate staff for library services,
 - 2) Submitting recommendations to the Rector’s Office regarding personnel to be appointed or assigned to the Library,
 - 3) To carry out the supervision of library staff,
 - 4) To ensure the acquisition of all necessary domestic and international resources, taking into account the needs of users,
 - 5) Systematically organizing all publications added to the library collection and ensuring their availability to users,
 - 6) Ensuring the preservation of all materials in the library,
 - 7) Prepare a detailed activity report on library services and submit it to the Rector’s Office by January of each year.
 - 8) Provide internships and practical training to students enrolled in library science programs within the library.
 - 9) Use revenue generated from photocopying and other sources to support the development of the library collection.
 - 10) Identify the training needs of library staff and ensure they benefit from in-service training.
 - 11) To carry out all other tasks required by library services falling within the scope of this directive.
- c) Services provided by the Library and Documentation Directorate:
 - 1) To procure and make available all types of information resources required by users for educational, instructional, and research activities,
 - 2) To ensure that library services are provided in a timely and efficient manner to ensure user satisfaction,
 - 3) To collaborate with all other university and non-university libraries through the Interlibrary Loan (ILL) service,

- and external institutions and organizations,
- 4) To carry out other tasks assigned by the University Rectorate and similar services.

Establishment of the Library Collection

ARTICLE 4 – (1) The library collection consists of books, journals, newspapers, audiovisual materials, and similar works.

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

(3) Publications to be purchased are determined based on library needs. Academic staff members at the University must submit their publication requests to the University Rectorate in writing.

(4) After the Library and Documentation Directorate evaluates publication requests and determines pricing information, these are reviewed within the constraints of that year's budget and ordered following approval by the Rector's Office.

(5) Resources acquired through donations may be directly recorded as library assets; however, if they are not needed, they may be weeded out after a record is made.

Library Use

ARTICLE 5 – (1) Mobile phones must not be used for calls inside the library.

(2) No noise should be made or loud conversations held inside the library.

(3) Food and beverages must not be brought into the library.

(4) Tobacco and tobacco products may not be consumed within the library in accordance with the law.

(5) Users are responsible for safeguarding their personal belongings. Library staff cannot be held liable for theft or loss of such items.

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

(7) The Department Head has the authority to remove any user who disturbs the peace within the library by issuing a written report.

(8) If deemed necessary, any bags or other personal belongings may be inspected by library staff.

(9) Bags or personal belongings must not be left in the library in a manner that makes it impossible to identify the owner.

(10) Users may not use library staff vehicles without permission and may not move electronic devices or equipment.

(11) Resources may not be taken out of the library until the borrowing process is completed.

(12) Users must adhere to the library's operating hours and leave the library before closing time.

Library Use/Loan Services

ARTICLE 6 - (1) Altınbaş University students, all administrative and academic staff, as well as external users may use library resources.

(2) Students must present their university ID cards when borrowing materials.

(3) Books will not be loaned to students without a university ID card. Books cannot be borrowed using another person's card.

(4) Encyclopedias, dictionaries, periodicals, reference materials, audiovisual materials, theses, and projects are not available for loan.

(5) The library administration reserves the right to request the return of borrowed materials before the due date if deemed necessary. In such cases, the user is required to return the item within 3 (three) days.

(6) The borrower is fully responsible for the borrowed materials until they are returned.

(7) The loan period is for a specific duration. For student, graduate student, and administrative staff user groups, a one-time extension of 15 (fifteen) days may be granted if the return period has not yet expired. For academic staff, the one-time extension is 30 (thirty) days.

(8) Users with overdue books cannot borrow new books or extend their loan periods until they return the books and pay the overdue fines. Once the books are returned and the overdue fines are paid, users may borrow new materials.

(9) Users with overdue books cannot borrow new books or extend their loan periods until they return the books and pay the overdue fines.

(10) From the library: Undergraduate students may borrow 3 (three) books for a period of 15 (fifteen) days; graduate students may borrow 5 (five) books for a period of 1 (one) month; and academic staff may borrow 10 (ten) books for a period of 4 (four) months. Book limits and loan periods by user type:

User Type	Number of Books	Loan Period	Extended Return Period
Student	3 Books	15 days	15 days
Master's /Doctoral students	5 Books	30 days	15 days
Administrative Staff	3 Books	15 days	15 days
Academic Staff	10 Books	120 days	30 days

(11) External users may use our libraries for research purposes with written permission from the Library and Documentation Directorate, but they cannot borrow publications.

(12) Graduates cannot use the library's book loan service. However, they may use on-site library services free of charge. Group study rooms may be reserved in exchange for a graduate ID (priority given to active students). Article requests in print format from other university libraries may be made for a fee. They may use the 24/7 study areas and computers available at each campus.

Use of Audio-Visual Materials

ARTICLE 7 – (1) The audiovisual collection consists of all audiovisual materials, such as CDs, DVDs, slides, etc.

(2) Users may access audiovisual materials in the “Multimedia Room,” a separate room set up within the library.

(3) Copying of all audiovisual materials, such as CDs and DVDs, is prohibited under copyright law.

(4) Audio-visual materials may be borrowed by all user groups for a maximum of 2 items for a period of 7 days.

(5) A late fee is charged for audiovisual materials not returned on time. A late fee of 10 TL per item is charged for each day the item is overdue.

ARTICLE 8 – (1) Students are subject to daily fines for library materials that are not returned on time and for which the loan period has not been extended.

(2) Students who fail to return borrowed materials despite receiving overdue notices will have their access to the student automation system restricted. The overdue fee for each item not returned on time is calculated according to the table provided.

Daily overdue fees:

User	1 day and beyond
All Users	Per day: 10 TL

A late fee of 10 TL is applied for each day a visual-audio material is returned late.
For resources loaned by the hour, a late fee of 10 TL is charged for every hour the item is returned late. Daily late fees;

User	For every hour late returned
All Users	10 TL

(2) Users may pay the book late fee by depositing the amount at the Directorate of Financial Affairs, Budget, and Procurement located at the Mahmutbey Technology Campus and presenting the receipt to the library. (The deposit must be clearly marked as a book late fee.)

(3) The late return fee should be transferred to the university's bank account (Deniz Bank Account No.: 9130-9681319-351) IBAN: TR76 0013 4000 0096 8131 9000 01. (The payment description must specify that it is a late return fee.)

Lost or Damaged Materials

ARTICLE 9 – (1) If a library resource borrowed by a member is lost or damaged to the extent that it is unusable, the member is required to provide an identical replacement. If the item cannot be obtained due to being out of print, a loss fee equal to the current replacement cost will be charged to the member who lost or damaged the resource for each item. A daily overdue fine will also be collected from the member for items returned after the due date. A loss fee of 400 TL (for label, magnetic strip, etc., processing) will be charged for lost publications.

(2) Fines for information resources requested from other universities via Interlibrary Loan (ILL) are charged at double the rate of fines for resources in our library collection.

Reserve Service

ARTICLE 10 – (1) The reserve service covers services provided by the library for textbooks, supplementary textbooks, lecture notes to be provided by faculty members, photocopies of articles, and reference works that are expected to be used intensively within the scope of a course during an academic year. Faculty members wishing to utilize this service may notify the library of their selected materials and request that these be held as reserved items for one semester.

Interlibrary Loan Service (ILL: International Library Loan)

ARTICLE 11 – (1) The library provides a service to obtain article photocopies and books from other libraries for users within certain rules.

(2) Graduate students and academic and administrative staff may use these services free of charge. The return and extension periods for borrowed books are determined according to the rules of the library from which the request was made.

(3) Requests for an extension must be made at least one week before the return deadline.

(4) Users who return borrowed books more than 7 (seven) days late will not be allowed to borrow books for a period of 1 (one) year.

(5) Shipping costs for requested publications are the responsibility of the requesting university library.

(6) Requests for journals, reference materials, and non-book materials cannot be made.

(7) All costs associated with publication requests made from Altınbaş University Library (such as photocopying, shipping, etc.) are covered by our university.

(8) In the event of loss or delay of a publication, the relevant library's penalty regulations will be enforced.

(9) The requesting library may request a maximum of 5 books at a time under the interlibrary cooperation program.

(10) Under the interlibrary loan program, a user may request a maximum of 5 items from other libraries at any given time.

(11) The requesting library is liable to our library for any damage or loss that may occur during the use of books loaned by our library to other university libraries.

Newspapers and Periodicals Section

ARTICLE 12 – (1) Newspapers and journals may only be used within the library and are not available for loan. (2) Journals may be temporarily taken out of the library for photocopying purposes upon presentation of the user's university ID card. No other periodicals may be removed from the library under any circumstances.

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

Copyright

ARTICLE 13 – (1) All information resources in the library collection are subject to copyright law. Under this law, only 10% of a book or a single article from a journal may be reproduced. Multimedia materials such as CDs, DVDs, and cassettes may not be used for any other purpose or reproduced.

(2) When using subscribed online databases, the university's subscription and licensing terms must be strictly adhered to.

(3) All library users are deemed to have accepted copyright laws and the rules of the Library Services Guidelines. Legal action will be taken in the event of unauthorized use of library materials.

Applicable Sanctions

ARTICLE 14 – (1) The following sanctions shall be imposed on those who act in violation of the provisions of this Guidelines:

a) No materials will be loaned to users with outstanding library fines.

b) In the event of the loss or damage of rare and valuable, irreplaceable resources (irreparable losses and damages), the library usage privileges of the responsible users will be suspended for two (2) years. Additionally, a disciplinary investigation will be initiated against those responsible, and other sanctions will be imposed.

c) Library staff shall prepare a report regarding individuals who engage in inappropriate behavior within the library, cause wear and tear to books and library resources, remove resources from the library without authorization and without registration, the intentional recurrence of loss or damage incidents, and general non-compliance with the rules outlined in this Policy, the library staff will prepare a report regarding the individuals involved. The right of these individuals to use the library will be restricted for one (1) year by the University Administration, a disciplinary investigation will be initiated against them, and other sanctions will be imposed.

d) Graduating students must have the withdrawal form signed by a library staff member.

Withdrawal Procedures

ARTICLE 15 - (1) Withdrawal documents will not be signed for members who have outstanding materials or overdue fines from previous semesters until such materials are returned and/or overdue fines are paid.

(2) A user who withdraws from the university while still having materials borrowed from the library on record is reported to the Office of the Rector for administrative/legal action.

Effective Date

ARTICLE 16 – (1) This directive shall enter into force upon approval by the Rector following its adoption by the University Senate.

Implementation

ARTICLE 17 – (1) This guideline shall be implemented by the Rector of Altınbaş University.

Amendments to the Decisions Regarding Amendments		
Relevant Committee	Date of Decision	Decision Number
Senate	February 5, 2026	2026/02
Board of Trustees	February 5, 2026	2026/02