

**REPUBLIC OF TURKEY**  
**BIRUNI UNIVERSITY**  
**LIBRARY USE DIRECTIVE**

**Purpose, Scope and Definitions**

**Purpose and Scope**

**Article 1**

(1) This directive regulates the proper and effective operation of Biruni University Library services, the duties and responsibilities of officers, staff and users, the working principles, and the sanctions to be applied in case of non-compliance with these principles.

**Definitions**

**Article 2**

(1) The terms used in this directive mean the following:

- a. University:** Biruni University
- b. Rector:** The Rector of Biruni University
- c. Library:** Biruni University Library
- d. Library Director:** The Director of Biruni University Library
- e. Library Staff:** Administrative staff responsible for the operation of the library
- f. Academic Staff:** Full-time and part-time academic staff working at the university
- g. User:** Any person who benefits from the information and document resources available in the Biruni University Library, regardless of membership status
- h. Collection:** Books, periodicals, theses, articles, electronic, audiovisual resources, and rare and special value materials held by the library
- i. Member:** Associate, undergraduate and graduate students (including international exchange students), and academic and administrative staff working at Biruni University
- j. Resource / Material:** All registered printed and electronic information resources
- k. ILL (Inter Library Loan):** Interlibrary loan transactions

**Duties and Authorities of the Library Director**

**Article 3**

(1) The Library Director must have received education in the field of Information and Document Management and have experience in the field. The duties of the Library Director are as follows:

- a.** To prepare the regulations, directives, plans and programs required for the uninterrupted operation of library services and ensure their implementation after approval by the relevant

authority and the Rector

- b.** To provide necessary training for library staff, ensure and supervise the division of labor among staff
- c.** To report unit needs to the Rectorate in a timely manner
- d.** To follow developments in librarianship, adapt library services accordingly, and participate in national and international meetings, seminars and conferences related to librarianship
- e.** To ensure effective use of the library automation system
- f.** To prepare and submit to the Rectorate the annual library budget draft for materials to be procured domestically and internationally, taking into account requests from academic and administrative units
- g.** To regularly inform the relevant authority about library revenues and expenditures obtained from delay penalties
- h.** To perform other duties required by library services within the scope of this directive and ensure compliance of library operations with contemporary standards

## **Duties and Responsibilities of Library Staff**

### **Article 4**

**(1)** The duties and responsibilities of library staff are as follows:

- a.** To carry out library services within the framework of regulations made by the Rectorate and instructions given by the Library Director
- b.** To perform all tasks required within their area of responsibility
- c.** To collect various data related to library activities and utilize this data to provide the best service
- d.** To follow developments in the field of librarianship and shape their work accordingly
- e.** To diligently perform the duties assigned by the Library Director

## **Establishment of the Library Collection**

### **Article 5**

**(1)** The library collection consists of books, journals, films, CDs and electronic resources. Purchasing and donation methods are used in forming the collection.

## **Selection of Publications to Be Purchased**

### **Article 6**

**(1)** The selection of publications to be included in the collection is made through the joint work of faculty members, assistants and librarians. For requested publications (books, journals, etc.), the Order Form available on the library website is filled out and, after approval by the Dean's Office or Directorate, submitted to the Library. Lists approved by the Rectorate enter the purchasing process.

## **Acquisition Through Donation**

### **Article 7**

**(1)** Resources acquired through donation are evaluated by library staff and registered in the library inventory, and donations may also be made through protocols arranged by the Rectorate when necessary.

### **Criteria for Resource Selection and Donations:**

- a.** Donated publications must be suitable for the University Library, up to date, scientifically valid, compatible with the education provided at the University, or supportive of researchers socially and culturally
- b.** Publications that are physically dirty, worn, missing pages, stamped, written on or marked are not accepted as donations
- c.** Publications containing political or similar propaganda that may direct people are not accepted as donations
- d.** Authority regarding shelving, donating or exchanging duplicate copies to other units or institutions belongs to the Library Directorate
- e.** Donors cannot claim any rights or make any requests regarding their donations

## **Library Rules and Use of the Library**

### **Library Rules**

### **Article 8**

**(1)** The following rules are applied to ensure users can conduct education and research activities in a healthy, safe, comfortable and convenient environment:

- a.** The library can be used on days and hours when the University is open
- b.** Silence and individual study are required. Users must avoid disturbing others. Those who do not comply will be warned by library staff or security personnel
- c.** Bringing food and beverages (except bottled water) and using tobacco products is strictly prohibited
- d.** All areas must be left clean and orderly; furniture must not be moved; waste must be disposed of properly
- e.** Books taken from shelves should be left on tables and not reshelfed
- f.** Phone calls and loud music are prohibited; mobile phones must be on silent mode
- g.** The library is not responsible for personal belongings or lost items
- h.** Personal items may not be left to reserve study desks
- i.** Library materials may not be taken out without authorization. Violators are subject to disciplinary procedures
- j.** Suitcases and large luggage are not allowed; items cannot be left in custody
- k.** Hanging or distributing posters, banners or notices is prohibited without approval from the General Secretariat
- l.** Closed-circuit cameras are used for security
- m.** Those who damage library materials or property are referred to the disciplinary board
- n.** Security personnel may search users and bags when necessary
- o.** Photography and video recording without permission are prohibited

## **Conditions for Using the Library**

### **Article 9**

(1) Conditions of use are as follows:

- a. Biruni University students and staff may borrow materials after becoming members by presenting their ID
- b. University ID cards must be presented for borrowing and cannot be used by others
- c. Non-members, graduates and those whose affiliation has ended cannot borrow materials and may only use resources inside the library with permission
- d. Users must return borrowed materials and pay penalties before ending affiliation
- e. Membership implies acceptance of library rules

## **Use of Electronic Resources**

### **Article 10**

- (1) Electronic resources include trial and subscribed databases, e-journals, e-theses, e-books and open access resources
- (2) These resources are available free of charge via IP access within the campus
- (3) Access is limited to authorized Biruni University users with valid email credentials
- (4) Mass downloading, distribution or commercial use is prohibited and subject to legal action

## **Use of Internet-Access Computer Rooms**

### **Article 11**

- (1) Computers are available to all users
- (2) Computers are used for education and research purposes
- (3) Users log in with their credentials
- (4) Desks left unattended for more than 15 minutes may be used by others
- (5) Saving to CDs is not allowed
- (6) Watching DVDs or VCDs is prohibited
- (7) Playing games and chatting is prohibited
- (8) Users must log off when leaving

## **Borrowing Services and Use of Resources**

### **Article 12**

#### **Borrowing Services**

- (1) When borrowing materials, a Biruni University identification card must be presented. Materials cannot be borrowed by those who do not have an identification card.

(2) Biruni University identification cards cannot be used by anyone other than the cardholder for library entry and transactions.

(3) Library materials must not be taken outside without completing the borrowing procedure. Otherwise, theft procedures shall be applied.

(4) Reference books, periodicals, master's theses, and materials available in digital environments cannot be borrowed.

(5) All responsibility for borrowed materials belongs to the user.

(6) Materials currently borrowed by another user may be reserved. If reserved materials are not collected within 3 days from the date of notification, the reservation is canceled.

(7) Tracking the return dates of borrowed materials is the responsibility of the user, and timely return is the user's obligation.

(8) Since the Library sends informative notifications such as return dates, delays, overdue penalties, and collection of reserved materials via electronic mail, users must provide the Library with a valid email address.

(9) The Library sends a reminder message to the user's electronic mail address 3 days before the return date.

(10) Members are obliged to notify the Library in a timely manner of any changes in their personal information registered in the system.

(11) Failure to receive warning notifications sent by the system for any reason is not considered a valid excuse for non-application of sanctions arising from delays, and the Library cannot be held responsible.

(12) Unless requested by another user, the return period of borrowed materials may be extended.

(13) The Library may request the return of any borrowed material from the user before the due date.

(14) Members of Biruni University may borrow books in the quantities and durations specified below. If there is no waiting user at the end of the borrowing period, the period may be extended twice.

**Borrowing periods and limits are as follows:**

**Associate and Undergraduate Students:**

May borrow up to 3 books at one time for a period of 5 to 15 days and may extend the period twice for the same duration, provided the material is not reserved by another user.

**Graduate Students:**

May borrow up to 5 books at one time for a period of 20 days and may extend the period twice for the same duration, provided the material is not reserved by another user.

**Academic Staff:**

May borrow up to 10 books at one time for a period of 1 month and may extend the period twice for the same duration, provided the material is not reserved by another user.

**Administrative Staff:**

May borrow up to 3 books at one time for a period of 15 days and may extend the period twice for the same duration, provided the material is not reserved by another user.

(15) Members who have overdue books cannot borrow materials without returning them and paying the overdue penalty.

(16) Users are obliged to comply with the current Law on Intellectual and Artistic Works while using information resources available in the Library. Copying of these resources is considered a crime under copyright laws unless otherwise stated. In accordance with copyright regulations, more than one fifth of a book cannot be photocopied at one time. Legal and administrative action may be initiated against the user for violations. The user cannot impose any legal liability on the University or the Library due to such violations. All library users are deemed to have accepted copyright laws and the Library Usage Directive.

**Interlibrary Loan Service**

(1) The Library attempts to provide books that academic and administrative staff cannot find in the Library from other universities within the country in accordance with interlibrary loan (ILL) rules.

(2) Users requesting to borrow materials from other libraries are obliged to comply with the lending rules of the relevant library.

(3) The supply period for materials obtained from other libraries is 15 days within Istanbul and 21 days outside Istanbul. This period may vary depending on the lending institution and postal delivery time.

(4) The shipping cost of materials obtained from outside the institution belongs to the requesting party.

(5) Academic and administrative staff using the Library through the ILL system may borrow up to 3 books for 15 days within Istanbul and 20 days outside Istanbul. Borrowed materials or supplied documents are delivered to the user against signature. The requesting user agrees to use the material without violating copyright laws.

**Failure To Return Borrowed Materials On Time****Article 13**

(1) If books borrowed by academic and administrative staff and students are not returned on time, a penalty of 1 TRY per day is charged. The amount of this penalty is proposed by the Library Directorate before the beginning of each academic year and enters into force after approval by the Senate and the Board of Trustees.

(2) The leave or termination procedures of academic and administrative staff who leave the University temporarily, retire, or resign cannot be completed without returning borrowed materials. For completion of these procedures, a clearance document must be obtained from the Library Directorate and submitted to the Human Resources Directorate.

(3) Users who discontinue their education and leave the University while having registered borrowed materials are reported to the Rectorate for administrative and legal action.

(4) Students who have overdue penalties and borrowed materials are not issued clearance documents.

## **Loss Or Damage Of Borrowed Materials**

### **Article 14**

(1) Borrowed materials that are not returned on time and exceed 30 days past the due date are considered lost.

(2) In cases of damage, loss of materials, or non-compliance with other library rules, the user loses the right to borrow materials. If the material is still in print, the user must supply a replacement copy and pay a processing fee of 20 TRY. If the material is out of print, the user pays three times its value, and the situation is reported to the Rectorate for legal action. Users who compensate for damages and resolve the issues regain their borrowing rights.

## **Overdue Penalties**

### **Article 15**

(1) A daily overdue penalty valid on the return date is applied to all materials not returned to the Library on time.

(2) Overdue penalties are applied only on days when the Library is open.

(3) No penalties are applied on official holidays or days when the Library is closed.

(4) In cases of loss or damage of materials obtained through interlibrary loan (ILL), all penalties are applied at double rate.

(5) Sanctions determined for damaged, overdue, or lost materials apply to all registered users.

## **Entry Into Force**

### **Article 16**

(1) This directive enters into force on the date it is approved by the University Senate.

## **Execution**

**Article 17**

(1) This directive shall be executed by the Rector of Biruni University.