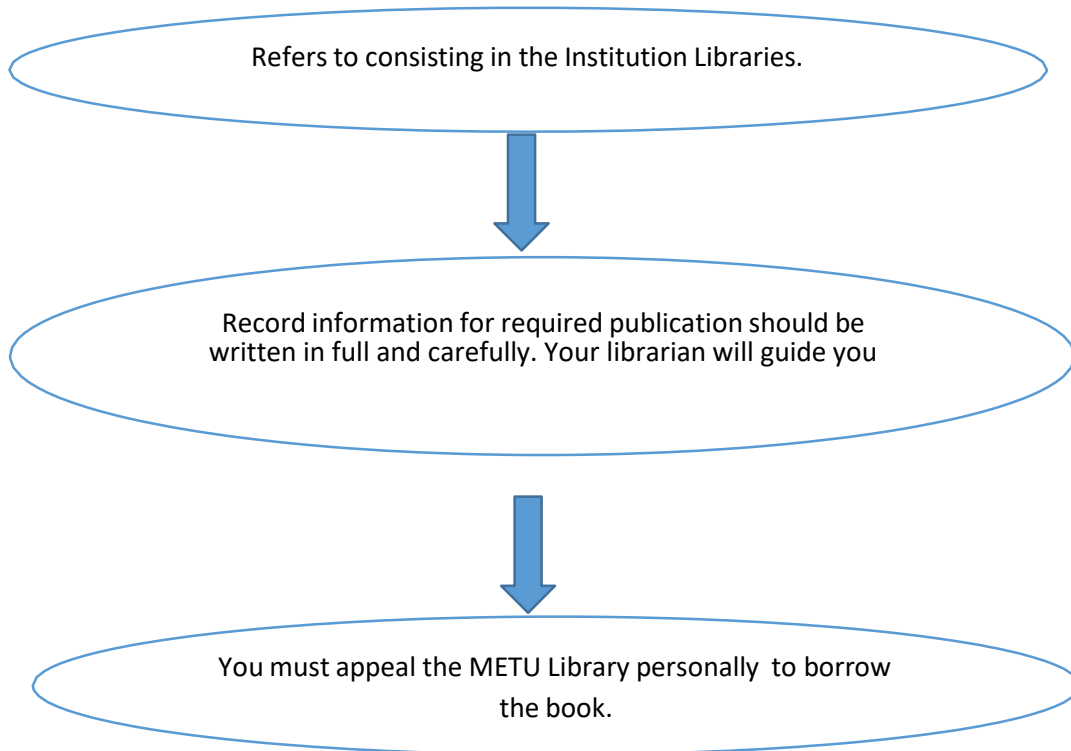


INSTITUTION LIBRARIES

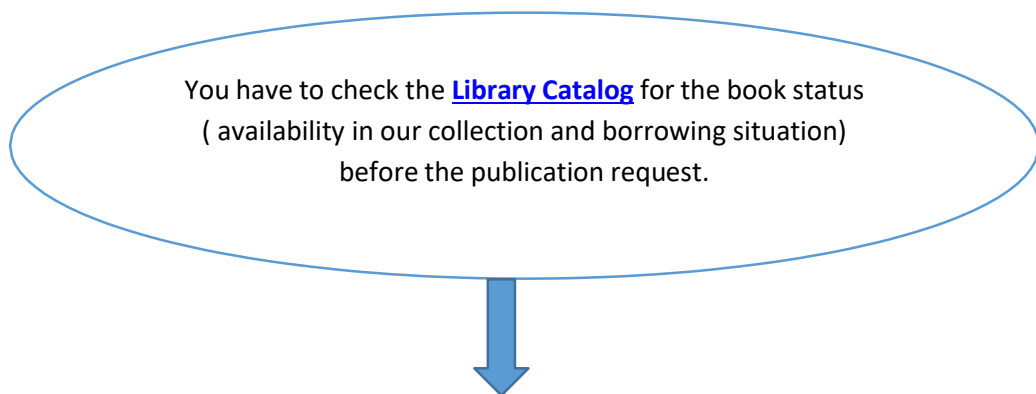
METU Library and public and private institutions are in cooperation about lending library services to support their academic studies.

USERS PROCESS



ATTENTION: Return the item you borrowed to your library on time. To extend your time limit, submit your request to your library –Three days before the due date of the book.

PROCESS for THE LIBRARY THAT REQUESTS PUBLICATION



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Librarian filled the [ILL Form](#) in for 3 copies. You can deliver 1 for user, 1 for Instution Library and 1 for METU Library.



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ATTENTION

- The borrowing books renewed **only for once**.
- New requests must not put in process if the Library (which wants to borrow) has overdue book(s).
- Authorized Librarian and Registired Library has responsible to METU Libraryfor any damages that may occur during the use of late returns and losses of the books (including lost in shipping).
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- For late returns Library gets fines 30 Kr between 1-7 days, 60 kr after 8 th dayper a day. Fines for delaying of the return of the publication are paid to TC ZIRAAT BANKASI – ODTU SUBESI – IBAN TR75000 1001 537089 8070 05024 and the related receipt should be sent to METU library via e-mail (ill@metu.edu.tr)

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