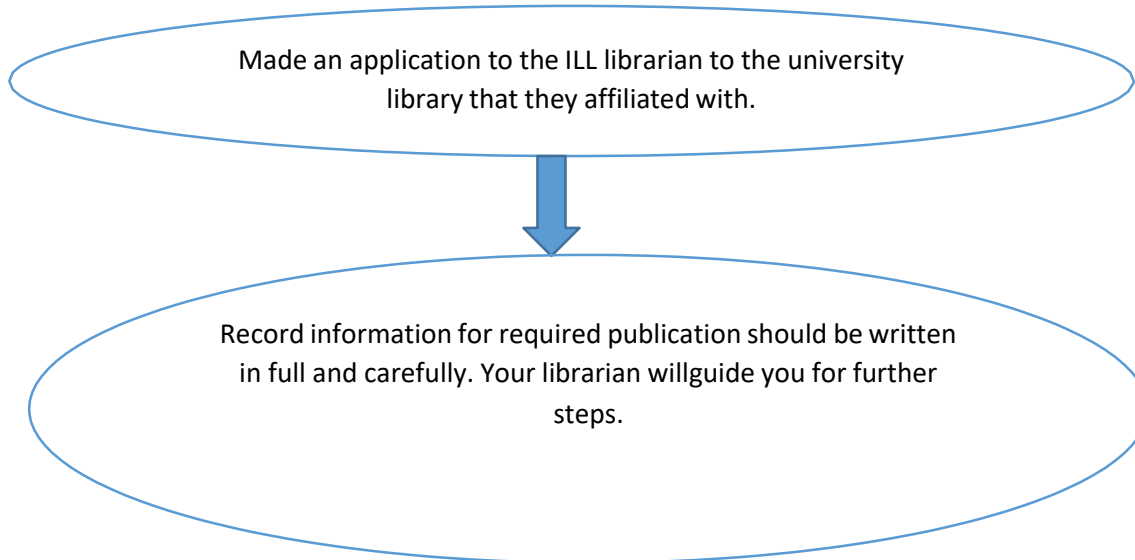


## UNIVERSITY PERSONNEL

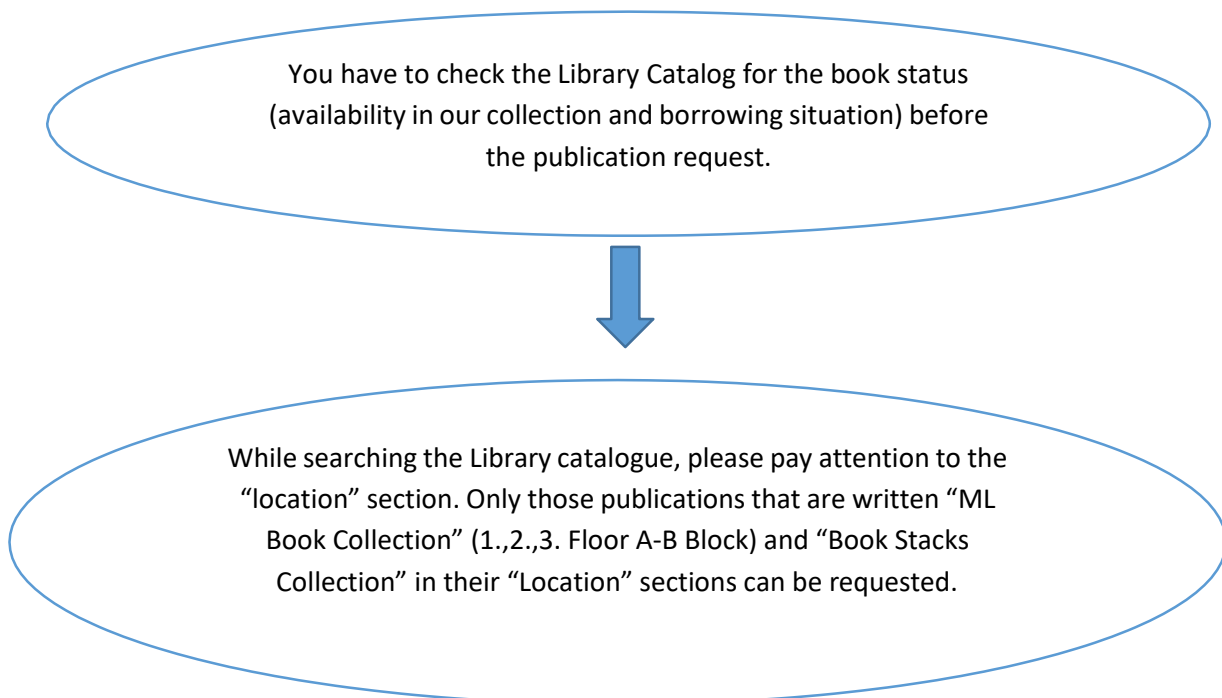
All of the full-time academic personnel of universities (member of The KiTS- ILL Collobaration System) and research institutions in Turkey, can benefit from the information sources of the Middle East Technical University Library by applying to the libraries that they are affiliated with.

## USER PROCESS



**Important Reminder:** 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





Publications that are written "AVAILABLE" in their "STATUS" sections in catalogue records can be requested. If the section is written as "DUE", publication is borrowed by another user. In this case please check the availability of the publication from time to time.



Borrowed publications are returned on time. During the shipment, a protective envelope is used.

User Profile	Long Loan				Fine for delays (per unit)
	Number of items can be borrowed	Time Limit for borrowed items (days)	Renewal Limit	Reserve Limit	
University Library	25	30 (including shipment)	1	-	30 Kr between 1-7 days, 60 kr after 8 th day

### **REASONS of RESTRICTION from BORROWING PROCESS**

- If there is a book which exceeds its due date more than 10 days on the account of the library that requested publication, no books are allowed for borrowing for 1 academic semester
- If the amount of fines for delaying to return of the publications, reaches to 10 TL, no items can be borrowed until the fine is paid.

**NOTE:** An e-mail reminder will be sent to related library through automation system 3 days before the due date. For delayed publications the automation system sent e-mail reminder after a day, then 3 days later and the next day they sent five times. If there is no reply despite the reminders, “lost book procedure” will be applied.

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.

### **RESPONSIBILITIES OF LIBRARIES THAT REQUEST PUBLICATIONS**

- Being necessarily careful while sending and using the publications
- To return publication on time
- Not to lose publication (including losses during shipment)

The regulation changes related to the loss of publication and to the amount of the fine for delaying returns are considered as accepted by the library that request to borrow publications. Please call (+90.312)210 36 24 or send an [e-mail](#) for more information.