TABLE OF LENDING RULES BASED ON USER PROFILE

User Profile	Long Loan				Short Loan	Instructions
	Number of Loans	Borrowing Duration (Day)	Number of Renewal (Times)	Number of Hold (Times)	Borrowing Duration	
Undergraduate	15	15	2	3	• Type "A" books 3 hours • Type "B" books 1 night • Type "C" books 3 days	
Master's Student	20	30	2	3		
PhD Student	25	30	3	3		
Academic and Project Staff with ODTÜ ID	25	30	3	3		
Administrative Staff	15	30	3	3		
Protocol – External Users	5	30	1	-		Protocol is renewed 3 times in a year. The protocol period is written on the system.
Retired Administrative Staff	5	30	2	3		
Retired Academic Staff	15	30	2	3		
Post-Doc Research Programme	25	30	2	3		At the beginning of each year, the list sent from the Department of Personnel is checked and the user area is opened.
Additional Staff – Part-Time Staff	15	30	2	3		At the beginning of each year, the list sent from the Department of Personnel is checked and the user area is opened.
Technopolis and ODTÜ Foundation	5	30	2	3		The user borrows books by having the form signed to their institution. The name of the guarantor and date are written on the system.
Exchange Student	5	15	2	3		At the beginning of each year, the list sent from the Department of Personnel is checked and the user area is opened.