

UNIVERSITY ADMINISTRATIVE BOARD DECISIONS

Meeting Date: April 30, 2025

Meeting No: 2025/18

Decision No: 7

USE OF RESOURCES BELONGING TO THE DIVISION OF LIBRARY AND DOCUMENTATION SERVICES OF MIDDLE EAST TECHNICAL UNIVERSITY

The attached documents titled “Procedures and Principles Regarding the Use of the Resources of the Division of Library and Documentation Services of Middle East Technical University” and “Regulations to Be Applied in Case of Failure to Return, Loss, or Damage of Information and Resources” were approved by the Board.

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MIDDLE EAST TECHNICAL UNIVERSITY
PROCEDURES AND PRINCIPLES REGARDING LIBRARY REGULATIONS

SECTION ONE

Aim, Scope, and Definitions

Aim

Article 1 – These procedures and principles regulate the conditions under which users may benefit from the libraries and outline their responsibilities toward the libraries.

Scope

Article 2 – These procedures and principles cover the METU Libraries (Main Library, Muhan Soysal Library, Institute of Marine Sciences Library, and the METU Northern Cyprus Campus Library).

Definitions

Article 3 – The abbreviations used in these procedures and principles are defined as follows:

- a) University: Middle East Technical University
- b) METU NCC: Northern Cyprus Campus of Middle East Technical University
- c) President: President of Middle East Technical University
- d) President’s Office: Administration of Middle East Technical University
- e) Library/KDDB: Division of Library and Documentation Services of METU
- f) System: Library automation system
- g) Member: Academic and administrative staff members currently employed at METU or retired, those holding an “additional duty” status, researchers within the Postdoctoral Research Program (DOSAP), graduate and undergraduate students (including international exchange students), members of METU Development Foundation, personnel affiliated with TEKNOKENT and Research and Application Centers, academic staff members from universities with which METU has established formal protocols, and personnel from official institutions
- h) User: Individuals who benefit from library services and resources regardless of whether they are members
- i) Reserve: The designated area where information resources are loaned for short periods
- j) Circulation Desk: The unit where long-term loans are processed

k) Exchange Student: Students who attend the University for a specified period through international exchange programs (e.g., Socrates, Erasmus)

l) DOSAP: Postdoctoral Research Program

m) ILL: Interlibrary Loan transactions

n) Library resources: Printed materials (books, journals, reports, etc.) in the library collection, electronic resources (online databases, CDs, DVDs, cassettes, etc.), individual study rooms, and locker keys

o) Service fee: The cost calculated for transactions conducted during the resource supply process

p) Project personnel: Personnel working as part of projects who are paid from special budgets or revolving funds and hold a METU identity card.

SECTION TWO

Conditions of Library Use

Members

Article 4

a) Academic and administrative staff members employed at METU or retired, those holding an “additional duty” status, researchers under the Postdoctoral Research Program (DOSAP), graduate and undergraduate students (including international exchange students), METU Development Foundation personnel, personnel of TEKNOKENT and Research and Application Centers, academic staff members of universities with which METU has formal agreements, and personnel from official institutions may become library members.

b) Members are responsible for promptly notifying the library of any changes in their personal information registered in the system.

Non-Members

Article 5 – Users who do not meet the definition outlined in Article 4(a) cannot become members and are not eligible to borrow library materials; however, they may benefit from library resources within the library premises.

Article 6 – All users, regardless of their membership status, are deemed to have accepted the library’s procedures and principles.

Article 7 – Users must comply with the provisions of the current *Law on Intellectual and Artistic Works* while utilizing library resources. Users may not hold the University legally liable for any violations of this article.

SECTION THREE

Borrowing Regulations

Article 8

- a) When borrowing materials, members must present their university or institutional ID cards. In the event of a lost ID, personnel must obtain a replacement from the Division of Personnel Management, and students must obtain a replacement from the Division of Student Affairs.
- b) Library materials may not be borrowed or renewed using another member's identification card.
- c) Users who have overdue materials and have not paid the applicable overdue fines are not permitted to borrow new materials or renew existing loans.
- d) The Library reserves the right to request the return of borrowed materials before the due date when deemed necessary. Once notified, the user must return the materials within three (3) days. For materials not returned within the specified time, ***a daily overdue fine will be charged in accordance with Article 9b (RULES TO BE APPLIED IN CASE OF DELAY, LOSS, OR DAMAGE).***
- e) Bound journals, reference books, graduate and doctoral theses, special collections, and rare materials are not available for loan.
- f) For books borrowed for extended periods, as well as materials held in the Reserve Section, audiovisual resources, and individual study room or locker keys, users are required to return the items in line with the relevant rules. In cases of late return, ***a daily overdue fine will be charged in accordance with Article 9b (RULES TO BE APPLIED IN CASE OF DELAY, LOSS, OR DAMAGE).***
- g) Materials obtained through project funding and registered in the library collection with project documentation may be loaned for one year to project coordinators/managers or academic staff listed in the project documentation. If necessary, this period may be extended twice, each time for one (1) additional year.
- h) An automated reminder is sent to the member's institutional email address prior to the due date of the borrowed materials. However, it is the user's responsibility to track due dates. The failure to receive or read the automated reminders is not accepted as a valid excuse for not returning the materials, and ***the provisions of Article 9b (RULES TO BE APPLIED IN CASE OF DELAY, LOSS, OR DAMAGE)*** shall apply in cases of late return.
- i) For materials not returned by the due date, the system sends two reminders and up to six email notifications within one month. If the materials are still not returned despite the reminders, they are considered lost, and ***Article 9b (RULES TO BE APPLIED IN CASE OF DELAY, LOSS, OR DAMAGE)*** is enforced.
- j) Information about members shall not be disclosed to other users.

SECTION FOUR

Principles Regarding Borrowing Regulations

Article 9

a) The borrowing rights of users, categorized by user type, are detailed in the table below:

User Profile	Long-Term				Short-Term	Remarks
	Number of Items	Loan Period (Days)	Renewals (Times)	Reservations (Times)	Loan Duration	
Undergraduate Student	15	15	2	3	* 3 hours * 1 day * 3 days * 1 week	
Graduate Student	20	30	2	3		
Doctoral Student	25	30	3	3		
Academic Staff	25	30	3	3		
Administrative Staff	15	30	3	3		
Protocol-External Users	5	30	1	-		Protocols renewed 3 times a year. Protocol term must be entered into the system.
Retired Academic Staff	15	30	2	3		
Retired Administrative Staff	5	30	2	3		
DOSAP	25	30	2	3		User access is granted based on the list sent by the Division of Personnel Management at the beginning of each semester.
Part-Time / Additional Duty Staff, Project Staff	15	30	2	3		User access is granted based on the list sent by the Division of Personnel Management at the beginning of each semester.
ODTÜ TEKNOKENT, METU Development Foundation, Research and Application Center Staff	5	30	2	3		Users must have the borrowing form signed by their institution.
Exchange Student	5	15	2	3		User access is granted based on the list sent by the Division of Student Affairs at the beginning of each semester.

b) Rules and procedures to be applied in cases of delayed return, loss, or damage to library materials, including any form of damage that hinders the use of the material by other users (e.g., tearing, scribbling, underlining, highlighting, marking lines, spilling liquids, etc.), are outlined in detail in the annex of this directive.

c) Late return penalties and replacement costs for lost or damaged materials are updated annually based on the revaluation rates determined by the Ministry of Treasury and Finance of the Republic of Türkiye (Revenue Administration) in accordance with the General Communiqué of the Tax Procedure Law.

d) If a borrowed library item is not returned within three (3) months from its due date, legal proceedings shall be initiated against the user and reported to the President's Office.

SECTION FIVE

Use of Electronic Resources

Article 10

- a)** Electronic resources can be accessed both on and off campus only by METU academic and administrative staff members, and students.
- b)** It is prohibited to use robots or similar software to mass-download publications from databases, or to systematically transfer content to personal computers or external storage devices.
- c)** Articles, books, theses, and similar documents copied from databases, whether in part or in full, may not be stored or distributed via media storage devices or email lists, nor may they be shared with individuals or institutions outside the University.
- d)** Articles, books, theses, and similar documents accessed from databases may only be used for educational, instructional, research, and scientific purposes. These materials shall not be used for commercial purposes.
- e)** Users who fail to comply with the rules above shall be reported to the President's Office for appropriate legal proceedings.

SECTION SIX

Rules to Be Observed Within the Library

Article 11

- a)** Food and beverages are not allowed in the library building.
- b)** Mobile phones must be switched off or set to silent mode inside the library.
- c)** It is prohibited to take photographs or take videos using cameras, mobile phones, or similar devices without prior permission.
- d)** Users are responsible for their personal belongings. The University shall not be held liable for lost or stolen items.
- e)** Speaking loudly and group work are not permitted in reading rooms or corridors.
- f)** Borrowing and return transactions must be completed no later than 15 minutes before the library closing time.
- g)** Library computers are to be used solely for educational and research purposes.
- h)** Users are required to comply with the instructions and warnings of library staff.
- i)** Users who damage library materials, equipment (e.g., computers, desks, chairs), or library premises in any manner, and fail to heed warnings issued by library personnel, shall be reported to the President's Office for legal proceedings.

j) Attempting to remove library materials from the premises without proper authorization shall be considered a violation, and those involved shall be reported to the President's Office for legal proceedings.

SECTION SEVEN

Regulations Applicable Upon Separation from the University

Article 12

- a) Members who leave the University due to retirement, resignation, or any other reason shall not be cleared for separation unless they return all borrowed materials and pay any applicable overdue fines.
- b) Students shall not be allowed to renew their registration, graduate, or complete their withdrawal procedures unless they return all borrowed materials and pay any applicable overdue fines.
- c) If a user leaves the University for any reason without returning borrowed materials, legal action shall be initiated and the matter shall be reported to the President's Office.

SECTION EIGHT

Miscellaneous and Final Provisions

Implementation

Article 13 – At the beginning of each academic year, the Division of Library and Documentation Services shall notify the President's Office regarding any proposed changes to the existing rules. Any changes shall be enacted by a resolution of the University Administrative Board and shall take effect at the start of the academic year.

Article 14 – These procedures and principles shall enter into force following approval by the University Administrative Board.

Execution

Article 15 – These procedures and principles shall be executed by the President of Middle East Technical University.

RULES TO BE APPLIED IN CASE OF FAILURE TO RETURN, LOSS, OR DAMAGE OF LIBRARY RESOURCES						
DAILY/HOURLY OVERDUE FINES IN CASE OF LATE RETURN				LOSS OR DAMAGE OF MATERIALS		
				If the material is still in print*		If the material is out of print
Type of Resource		Daily	Hourly	Foreign Language	Turkish	The latest edition must be obtained and submitted to the Library. If not possible, the current replacement cost plus the overdue fine shall apply.
Books	General Collection	5 TL		150 USD ** + overdue fine + 50% processing fee	500 TL + overdue fine + 50% processing fee	
	Short-Term (Reserve)		5 TL			
Multimedia Resources		5 TL		CD/DVD 50 USD ** + overdue fine	CD/DVD 500 TL + overdue fine	
Lockey Key		5 TL		In case of key loss, a fee of 50 TL shall be charged.		
Individual Study Room Key			5 TL			

* The current value of the library material is determined by the Selection and Valuation Committee under the Division of Library and Documentation Services. The assessed value is charged accordingly. In the absence of an assessed value, the predetermined standard rates are applied.

** The amount is calculated in Turkish Lira based on the daily foreign exchange selling rate of the Central Bank of the Republic of Türkiye.

The loss or overdue charges are updated annually based on the revaluation rate determined by the Ministry of Treasury and Finance (Revenue Administration) in accordance with the General Communiqué of the Tax Procedure Law.

[Fikir ve Sanat Eserleri Kanunu](#)

[Rules To Be Applied In Case Of Failure To Return, Loss, Or Damage Of Library Resources](#)