

**FINAL INTERNATIONAL UNIVERSITY**  
**LIBRARY AND DOCUMENTATION DIRECTORATE**  
**REGULATION**

**Purpose**

Article 1 - This Regulation has been issued in order to determine the principles of management, operation and service of the Final International University Library.

**Scope**

Article 2 - This Regulation regulates the structure, functions, services and terms of use of the FIU Library.

**Definitions**

Article 3 - The terms set out in this Regulation refer to:

- a) University: Final International University (FIU for short),
- b) Central Library: The Library of Final International University which is located on the Main Campus,
- c) Branch Library: Other libraries located outside the campus and affiliated to the Central Library Directorate,
- ç) Unit: Faculties, institutes, schools and other educational institutions and units affiliated to Final International University,
- d) User: Those who benefit from documents, information resources and services in the Libraries of Final International University,
- e) Publication /Material: All kinds of printed and electronic information sources, as well as technological devices that can be borrowed.

**Organisation and management**

Article 4 - FIU Libraries are information centres that aim to meet the scientific, artistic, technical and everyday information needs of all their users with scientific and accurate information resources; within this scope, they carry out related development, provision and preparation studies.

It is essential that the library services at the University are organised and conducted within the framework of a single central library. However, branch libraries can be established outside the Campus provided that they are affiliated with the Central Library.

The management and coordination of libraries is carried out by the Library Directorate and the Rectorate.

**Duties and forces of library bodies**

Article 5 - The Library Directorate ensures the functioning of the services that the library will provide and the uninterrupted provision of librarianship services.

The Rector's Office, to which the library is affiliated, provides and defines the framework for the main functions and service policies of the Library.

In addition, it is the approval authority of the steps to be taken on behalf of the service and resource development of the library.

### **Qualifications, duties and functions of the Library Director**

Article 6 - The director is appointed from among people who have studied librarianship and have experience in the related field. A postgraduate degree, a good knowledge of foreign languages and professional-technological developments is preferred.

#### **Duties and force:**

- a) Determines the budget and sufficient staff for the development and maintenance of library services and recommends to the Rectorate. The department of library-related business performs the tasks of in-service training, management, supervision, monitoring and implementation of technological and professional developments.
- b) Ensures the continuous development of technical applications and user services on an innovative basis.
- c) Follows the developments in the fields of librarianship, information sciences, computer and communication technologies and carries out studies to adapt to the services of the library.
- ç) Submits reports on library activities to the Rectorate.
- d) Establishes the division of work between the library staff and reorganises it if necessary.
- e) Provides a professional relationship and an environment founded on ergonomics which is based on open communication and effective working conditions to enable the library staff to work efficiently, creatively and willingly.
- f) Participates and represents FIU Library in professional organisations in meetings such as seminars, symposiums and conferences organised in professional fields locally and abroad.
- g) Performs the tasks required by the provisions of this Regulation or other tasks assigned by the Rectorate in relation to FIU Libraries.

#### **Library services**

Article 7 - Collection development: The planning of printed and electronic publications to support the education and training conducted at the university and to provide a source of information for research, to support the social and cultural needs of users; provided through purchase, subscription, donation and exchange. Collection development work is carried out by a specialist librarian. Requests from deaneries are evaluated and necessary steps are taken to provide resources that are not available in the library.

Technical services: All the work done until all the publications provided during the collection development process are made available to the user. These services are carried out by a specialised librarian.

User Services: Services that allow users to use information resources and library services in the most effective ways. User services are carried out by an expert librarian of the number and nature that will ensure their efficient execution.

### **Membership and use of the Library**

Article 8 - The teaching staff, administrative staff, retired staff, students and graduates of the university, as well as members of other universities and other researchers can use the libraries in accordance with the rules established by the Library Directorate. All the above-mentioned user groups are considered members of the FIU Library. People who will benefit from library services outside the university must register for membership along with their identity and contact information.

Users are solely responsible for violations of intellectual property and other rights protected by national and international laws when using library information resources.

Users are obliged to pass through the electronic security system in accordance with the rules when leaving the Library, to show the bags, publications or materials in their hands to the officer if necessary. For those who attempt to remove material without permission, the necessary measures are taken and according to severity of the situation, legal procedures may be taken.

Users cannot move library information resources out of the library without processing them through the library automation program. Otherwise, disciplinary actions and/or judicial actions will be taken against them.

Users are obliged to keep their email addresses up to date. If the user does not notify an email change, any notification made to the existing email will be considered valid.

In addition to the general rules contained in this Regulation, users are also obliged to comply with the library rules established by the FIU Library Administration.

### **Loaning**

Article 9 - Publications /Materials are loaned to members according to the following rules:

- a) Loan and return procedures are performed by the staff on duty.
- b) Users who have borrowed the Publications/Materials, are required to use them diligently and return them by the end of the loan period.
- c) Users must present their university ID card or library membership card when borrowing publications/materials. Borrowing, extension of time etc. cannot be done with another member's ID card.
- ç) Users can place a reservation with their own user accounts through the automation program or mobile device application. The reservation is valid for 3 days. If the material is not borrowed within this period, it will automatically expire.

- d) The process of extending the loan period through the automation program begins 5 days before the return date. Books that have expired the loan date, as well as information resources reserved by another member, cannot be extended.
- e) Users who have overdue publication/material, cannot loan or extend any other publication/material without returning the materials and paying the fine for the delay.
- f) The library has the right to request the return of the borrowed publication/material without waiting for the return date if it deems it necessary. The user must submit the requested publication/material to the library no later than 3 days. Those users who do not return after the specified period of time, cannot borrow publications /materials for a period of 30 days.
- g) Users are responsible for returning the borrowed publication/material at the end of the specified period of time.
- h) Users who are not members of the library cannot borrow information resources.

### **Loaning rules that will be applied**

Article 10 - The rights of users to borrowed publications and materials are as follows:

- a) Books that have been designated as textbooks and have been provided to the library cannot be borrowed and taken out of the library;
- b) All other printed sources, except books designated as textbooks and provided to the library, as indicated below:
  - i) Associate and Undergraduate students: no more than two different books at the same time for one week,
  - ii) Master's and Doctoral students: up to three different books at the same time for a period of two weeks,
  - iii) Academic Staff: up to ten different books at the same time (including textbooks) for a period of four weeks,
  - iv) Administrative Staff: no more than two different books at the same time for one week and
  - v) Other members: no more than two different books at the same time for one week, can be borrowed.
- c) If there is no one else requesting the book on the date of return, the borrowed printed resources can be borrowed again for the same period and up to the same number of books.

In addition to the conditions set out above, additional options and periods may be added to the borrowed and/or borrowed printed resources with the approval of the Library Directorate.

- ç) Encyclopaedia, dictionary, atlas, etc. advisory resources and other publications determined by the Library Directorate that are not deemed appropriate to be taken out are not loaned.

d) In order for members to borrow publications, they only need to have a university ID card/student document and an account defined for them in the library automation system.

### **Measures to be taken for loaning**

Article 11 - Students are required to sign the cancelling documents by making their library accounts inactive at their graduation and when their records are dismissed. The cancelling documents of those who owe money to the library are not signed. Those who do not pay their debts despite the warnings are notified to the Directorate of Student Registrar's Office by the Library Directorate. In this regard, cooperation is carried out between the Library Directorate, the Student Registrar's Office, the Deaneries, the institutes and other relevant departments.

Personnel; In case of retirement, resignation, transfer, assignment, military service and similar reasons, if the personnel will leave the University for a certain period of time, they must obtain the approval of "no relation" from the Library Administration. The Human Resources Directorate does not process those who do not receive this approval.

The user is obliged to return the publication undamaged on the specified date. The user is obliged to cover the expenses of wear and damage caused as a result of poor use. The provisions regarding the publications that have become unusable as a result of wear and damage are applied to the publications that have been lost.

Users who request publications from other libraries (Interlibrary loan - ILL) are obliged to borrow, return them to the library on time and pay the fees arising from this service.

Valid for the 2020 - 2021 Academic Year, 3 TL per day for printed publications that are not returned on time, for non-book materials (DVD, VCD, etc.) 4 TL per day, 3 TL per hour for reserve publications, and for borrowed publications between libraries, the fine policy of the borrowed library per day is applied.

At the beginning of each academic year, these fees are reviewed and updated by the Library Directorate together with the Rectorate.

The amount of this fine and the processing fee to be charged for lost publications are determined by the Rectorate upon the recommendation of the Library Directorate. The fines collected in exchange for the receipt are again used for Library needs.

Users have the right to submit a petition in order to notify the FIU Library Directorate of any delays experienced due to mandatory or vital reasons. The FIU Library Directorate has the authority to reduce or completely delete the penalty accumulated as a result of the evaluation.

In case of loss or wear of borrowed publications,

a) The user is asked to submit within 15 days the order of the exact same publication/material that has been lost or worn out to such an extent that it cannot be used again. In addition, a processing fee of 10 TL is charged with a delay penalty accumulated up to the date when it was reported as a lost publication/material.

b) If the user is unable to provide the publication / material, he/she is asked to provide another publication / material determined by the Library Directorate within 30 days. In addition, a processing fee of 10 TL is also charged with a delay penalty accumulated up to the date when it was reported as lost.

c) If the user does not want to follow the procurement process in the ways stated above, they are required to pay the up-to-date cost of the publication/materials to the FIU Accounting Office.

Those who do not comply with these rules, who damage the publications / materials they borrow or the common areas of Library use, who attempt to publish without permission, who prevent employees from working, who violate discipline and silence in reading rooms may lose their right to use the Library temporarily or permanently. In addition, the provisions of the FIU disciplinary regulations are reserved.

### **Library Hours**

Article 12 - FIU Library provides services according to the normal working hours applied at the University. At least one of the branches provides services on a 24/7 working principle. In addition, the Central Library is kept open 24/7 until the end of the exam period, starting two weeks before the exam periods.

### **Force**

Article 13 - This Regulation enters into force from the date of its approval by the FIU Board of Trustees following the decision of the Senate of the Final International University.

### **Executive**

Article 14 - The provisions of this Regulation are executed by the Rector of the Final International University.