

## **Library Rules**

### **Library General Usage Rules**

Academic and administrative staff, associate degree, undergraduate and graduate students working at Karabuk University are the natural members of the library. Users from outside the university can use library resources but cannot borrow resources.

### **General Rules to be Followed in the Use of the Library**

1. In order to ensure the continuity of clean and well-maintained working areas, food and beverages are not consumed in the Library building, except water.
2. It is not allowed to talk on cell phones in the library building.
3. Library members are required to carry their university ID cards with them when entering the library and show them when asked.
4. No shooting is allowed in the library with cameras, cameras, mobile phones and similar devices without the permission of the Library Management.
5. Users are responsible for their own belongings. The Library and Documentation Department is not responsible for lost or stolen items.
6. Do not speak loudly in the reading rooms and corridors.
7. Users cannot enter the library before the opening time and are expected to leave the library at the closing time. Since the library automation system is closed 15 minutes before the closing time, loan transactions cannot be made and all users are allowed to exit.
8. The computers in the library are used for educational and research purposes only. Users are responsible for all web addresses and computers they enter during internet use in the library.
9. In case of non-compliance with the library rules, the user is obliged to take into account the warnings of the library staff.
10. The user who damages the library information resources and belongings (computer, chair, table, etc.) is reported to the Rector's Office in order to take necessary legal action.
11. It is forbidden to take out library resources that have not been borrowed from the library staff without permission. It is obligatory to borrow the material to be removed from the library. The security of the library collection is ensured by the magnetic door control system. It is necessary to assist the attendant when the warning sound is heard.
12. It is the user's responsibility to return the borrowed resources on time.
13. Books taken from the shelves should be left on the tables and should not be placed on the shelves.
14. Members are obliged to notify the library on time of changes in the information in the Library Automation Program at first use.
15. Those who lose or damage the library material are obliged to obtain a new one.
16. Users can copy all publications, etc. They cannot be reproduced in any way, it is obligatory to comply with the copyrights.
17. Users can submit their requests by informing the library staff about their problems, opinions and suggestions about the library. However, requests that are not made in writing are not official.

18. Library management, in cases of non-disciplinary behavior that may occur within the library, in abrasive practices towards books and library resources (page marking, drawing between the lines, tearing, etc.) and in violation of the operation of the above-mentioned rules; keeps a record of the persons concerned. In this case, users' library usage rights may be restricted.
19. Personal belongings should not be left on the work desks to reserve a place. The items on the tables that are left empty for more than 30 minutes will be removed by the staff. The library/staff is not responsible for the items left or lost.
20. Smoking is prohibited in the non-smoking areas in the library or in front of the building.
21. Group work is not done in the library, users who want to do group work should use the group study rooms.
22. For all user transactions in the library, the user must show the student/staff ID to the library staff.
23. Users cannot use the tools of the library staff without permission and cannot change the places of the tools and materials in the library.
24. In cases where the library staff deems it necessary, users' bags, etc. He has the authority to control his belongings.
25. When necessary, the rules can be rearranged by the Library and Documentation Department.
26. It is not allowed to enter the library with luggage and luggage type, and it cannot be left as a safe deposit box.
27. Copying a large number of publications from databases, using robots and similar software for commercial purposes or systematically, transferring them to personal computers, selling the database, distributing the content, transferring the information copied from the database to people outside our University, e-mailing the content information or article copied from the database. It is forbidden to distribute them through mailing lists, to make changes on the records downloaded from the database or to reveal similar works by using them.
28. Users must comply with the library usage rules from the moment they enter the library.
29. Those who do not comply with these principles, cause difficulties, destroy the material they have taken or the library buildings and tools, attempt to remove materials from the library without permission, prevent the library staff from performing their duties, disrupt the discipline and peace, may have their right to benefit from the Karabük University Library. In addition, the provisions of the disciplinary regulations are reserved.

## **LIBRARY AND DOCUMENTATION DEPARTMENT**