



LIBRARY REGULATIONS

(Regulation Issued Pursuant to Articles 10(2)(3) and 16(2) of the Regulation on the Establishment and Operation of Arkin University of Creative Arts and Design)

SECTION ONE

Purpose, Scope, Definitions, and Unit Administration

1. Purpose

The purpose of this Regulation is to lay down the principles governing the administration, operation, and services of the Library of Arkin University of Creative Arts and Design.

2. Scope

This Regulation governs the structure, functioning, conditions of use, and service provisions of the Library of Arkin University of Creative Arts and Design.

3. Definitions

For the purposes of this Regulation;

- a) University:** Arkin University of Creative Arts and Design (hereinafter referred to as ARUCAD),
- b) Library:** The Library of Arkin University of Creative Arts and Design (hereinafter referred to as the ARUCAD Library),
- c) Director:** The Director of the Library and Documentation of Arkin University of Creative Arts and Design,
- d) Unit:** Faculties, Institutes, Schools, and other Education and Training Units affiliated with Arkin University of Creative Arts and Design,
- e) User:** Persons who benefit from the documents, information resources, and services provided by the Library Directorate of Arkin University of Creative Arts and Design,
- f) Publication/Material:** All types of printed and electronic information resources, as well as technological equipment and devices that may be borrowed.

SECTION TWO

Unit Administration

4. Definition and Administration of the Unit

- (1) The ARUCAD Library is an information center that aims to meet the scientific, artistic, technical, and everyday information needs of all its users through reliable and scholarly information resources, and that carries out related development, acquisition, and preparatory activities in line with this objective.
- (2) It is essential that library services within the University be organized and carried out within the framework of a single central library. However, branch libraries may be established on different campuses of the University, provided that they operate under and are affiliated with the Library.
- (3) The administration and coordination of the Library shall be carried out by the Vice Rectorate to which the Library is affiliated.

5. Duties and Powers of the Library Bodies

- (a) The Vice Rectorate shall ensure the proper functioning of the services provided by the Library and the uninterrupted delivery of library and information services.
- (b) The Vice Rectorate to which the Library is affiliated shall determine the general framework of the Library's core functions and service policies and shall serve as the approving authority for steps to be taken with regard to the development of Library services and collections.

6. Qualifications, Duties, and Powers of the Library Director

The Director shall be selected from among individuals who have received education in library science and who possess professional experience in the field.

- (a) The Director shall determine the budget and adequate staffing required for the development and continuity of library services and submit proposals in this regard to the Vice Rectorate. The Director shall carry out duties related to the division of labor within the Library, in-service training, administration, supervision, and the monitoring and implementation of technological and professional developments.
- (b) The Director shall ensure the continuous development of technical operations and user services on a creative and innovative basis.
- (c) By monitoring developments in the fields of librarianship, information science, computer, and communication technologies, the Director shall undertake efforts to adapt such developments to library services.
- (d) The Director shall submit reports related to Library activities to the Vice Rectorate.
- (e) The Director shall assign duties among Library personnel and, when necessary, reorganize such assignments.
- (f) The Director shall ensure a work environment and professional relationships based on open communication that support the psychological well-being of Library personnel, as well as ergonomic conditions conducive to effective, efficient, creative, and motivated work.
- (g) The Director shall participate in seminars, symposia, conferences, and similar professional events organized domestically and internationally, and shall represent the ARUCAD Library in professional organizations.

- (h) In addition to the duties stipulated under this Regulation, the Director shall perform other duties related to the ARUCAD Library as assigned by the Rectorate and/or the General Secretariat.

SECTION THREE

Services, Rules, and Working Hours

7. Library Services

- (1) **Collection Development:** The planning and provision of printed and electronic publications through purchase, subscription, donation, and exchange, with the aim of supporting education and training at the University, providing information resources for research, and meeting the social and cultural needs of users. Collection development activities shall be carried out by a professional librarian.
- (2) **Technical Services:** All processes conducted to prepare all publications acquired during the collection development process for user access and use. These services shall be carried out by a professional librarian.
- (3) **User Services:** Services provided to ensure that users benefit from information resources and library services in the most effective manner. User services shall be carried out by a sufficient number of professional librarians with the qualifications necessary to ensure their efficient delivery.

8. Membership and Use of the Library

- (1) Academic staff, administrative and retired personnel, students, and alumni of the University, as well as members of other universities and other researchers (external users), may make use of the libraries within the framework of the rules determined by the University.
- (2) Users shall be individually responsible for any violations related to intellectual property and other rights protected under national and international laws while making use of library information resources.
- (3) Upon exiting the Library, users are obliged to pass through the electronic security system in accordance with established rules and, when necessary, to present their bags, publications, or materials to authorized personnel. Necessary measures shall be taken against individuals who attempt to remove materials without authorization, and legal action may be pursued depending on the severity of the incident.
- (4) Users may not remove Library information resources from the Library premises without completing the necessary procedures through the library automation system. Otherwise, penal and/or disciplinary action shall be taken against them.
- (5) Users are obliged to keep their e-mail addresses up to date. In the event that a user fails to notify the Library of a change in their e-mail address, all notifications sent to the existing e-mail address shall be deemed valid.
- (6) In addition to the general rules set forth in this Regulation, users are obliged to comply with the library rules established by the ARUCAD Library.

9. Lending

Publications/Materials shall be loaned to members in accordance with the rules set forth below:

- (a) Lending and return transactions shall be carried out solely by personnel assigned to the ARUCAD Library.
- (b) The person borrowing publications/materials is obliged to use them with due care and to return them by the end of the lending period.
- (c) Users are required to present a university identification card or a student certificate when borrowing publications/materials. Borrowing, renewal, or similar transactions may not be carried out using another member's identification card.
- (d) Renewal transactions through the automation system may be initiated starting three (3) days prior to the due date. Publications/materials that are overdue or information resources that have been reserved by another user may not be renewed.
- (e) Users who have overdue publications/materials may not borrow new publications/materials or renew existing loans without first completing the return process and paying the overdue fine.
- (f) When deemed necessary, the Library reserves the right to request the return of borrowed publications/materials without waiting for the due date. The user shall return the requested publication/material to the Library within no later than one (1) day. Users who fail to return the requested publication/material within the specified period shall have their borrowing privileges suspended for a period equal to twice the duration of the delay.
- (g) An automatic reminder e-mail shall be sent by the library automation system to users three (3) days prior to the due date of the borrowed publication/material. However, responsibility for tracking the return dates of borrowed publications/materials rests with the member. Failure of the reminder e-mail to reach the member shall not be accepted as a justification for the non-application of sanctions arising from overdue returns.
- (h) Users who are not affiliated with the University may not borrow information resources; however, they may make use of them within the Library premises.

10. Rules to Be Applied in Lending

The table below sets out the lending rights of user groups with respect to borrowed publications:

LENDING SCHEDULE		
ACADEMIC STAFF	6 BOOKS	30 DAYS
GRADUATE STUDENTS	4 BOOKS	30 DAYS
UNDERGRADUATE / ASSOCIATE DEGREE STUDENTS	3 BOOKS	15 DAYS
ADMINISTRATIVE STAFF	2 BOOKS	30 DAYS

- (a) Reference sources such as encyclopedias, dictionaries, atlases, and similar materials, as well as other publications determined by the ARUCAD Library administration to be unsuitable for removal from the Library premises, shall not be loaned. Users may make use of such materials only within the Library.

- (b) In order for members to be eligible to borrow publications, it shall be sufficient for them to possess a university identification card or student certificate and to have an account created in their name within the library automation system.

11. Measures to Be Taken in Lending

- (a) Upon graduation or deletion of enrollment records, students are required to deactivate their library accounts and obtain a clearance signature on their clearance documents. Clearance approval shall not be granted to users who have outstanding debts to the Library. Those who fail to settle their debts despite warnings shall be reported by the ARUCAD Library administration to the Directorate of Student Affairs. In this regard, cooperation and data sharing shall be carried out among the Library administration, the Directorate of Student Affairs, faculties, institutes, and other relevant units.
- (b) Administrative or Academic Staff who leave the University due to retirement, resignation, transfer, assignment, military service, or similar reasons are required to obtain a “No Outstanding Obligation” clearance from the ARUCAD Library administration. The Directorate of Human Resources shall not finalize the relevant procedures for individuals who fail to obtain such clearance.
- (c) Users are obliged to use borrowed publications properly and to return them on the specified due date. Users shall be responsible for compensating for wear and damage resulting from improper use. In the event that a publication becomes unusable due to wear or damage, the provisions applicable to lost publications shall apply.
- (d) Users are obliged to receive, return to the Library in a timely manner, and pay any fees arising from publications obtained from other libraries upon their request through interlibrary loan (ILL) services.
- (e) The amount of the penalty to be applied for printed publications that are not returned on time, as well as the processing fee to be charged for lost publications, shall be determined by the ARUCAD Rectorate. Penalty payments collected against receipt shall be used for library needs. Users have the right to submit a written petition to the ARUCAD Library in order to report delays caused by mandatory or vital reasons.
- (f) In the event that borrowed publications/materials are lost or damaged the user shall be required to provide an identical replacement of the lost or irreparably damaged publication/material within fifteen (15) days. In addition, the user shall pay the accumulated overdue fines up to the date on which the loss was reported. If the replacement is not provided within fifteen (15) days, the user shall be obliged to cover the costs incurred during the procurement process of the publication/material by the ARUCAD Library. Furthermore, overdue fines shall continue to apply until the publication/material is delivered to the ARUCAD Library.
- (g) The rights to use the Library may be temporarily or permanently revoked for those who fail to comply with these rules; who damage borrowed publications/materials or Library facilities; who attempt to remove publications without authorization; who obstruct Library staff in the performance of their duties; or who disrupt discipline and silence in reading rooms. The provisions of the relevant disciplinary regulations are reserved.

12. Working Hours

The ARUCAD Library shall provide services in accordance with the working hours applied at the University. Where deemed necessary, the University administration may rearrange the working hours of

the ARUCAD Library, including during administrative leave days, so as to ensure the continued provision of services.

SECTION FOUR

Other Provisions

13. Entry into Force

This Regulation shall enter into force as of the date on which it is approved by the Senate of Arkin University of Creative Arts and Design.

14. Authority for Implementation

The provisions of this Regulation shall be implemented by the Rector of Arkin University of Creative Arts and Design.