Institution Libraries

METU Library and Public and Private Institutions are in cooperation about lending library services to support their academic studies.

**USERS PROCESS**

Refers to consisting in the Institution Libraries.

Fill the **ILL Form** completely with the citation information of the book. For the next step your Librarian guides to you.

You must appeal the METU Library personally to borrow the book.

**ATTENTION:** Return the item you borrowed to your library on time. To extend your time limit, submit your request to your library –Three days before the due date of the book

**PROCESS for THE LIBRARY THAT REQUESTS PUBLICATION**

You have to check the **Library Catalog** for the book status (availability in our collection and borrowing situation) before the publication request.
ATTENTION:

- The borrowing books renewed **only for once**.

- New requests must not put in process if the Library (which wants to borrow) has overdue book(s).

- Authorized Librarian and Registered Library has responsible to METU Library for any damages that may occur during the use of late returns and losses of the books (including lost in shipping).

- Library and user(s) which/who wants to borrow books from METU Library accept delay fines and **Regulations About Losing Books**.

- For late returns Library gets fines 30 Kr between 1-7 days, 60 kr after 8th day per a day. Fines for delaying of the return of the publication are paid to TC ZIRAAT BANKASI – ODTU SUBESI – IBAN TR75000 1001 537089 8070 05024 and the related receipt should be sent to METU library via e-mail.

Please call (+90.312)210 71 88 or send an **e-mail** for more information.