1) Information resources in KDDB are borrowed according to the following criteria.

A) Academic and Administrative Staff
   a) Full-time Academic staff can borrow 25 books for a period of 30 days, in case of request, 5 of them can be borrowed as a course book for a period of time. If the information source is not reserved by another user; For books borrowed for 30 days, he can make 3 extensions. He cannot extend the period for textbooks he has taken for semester. From the reserve collection, you can borrow books in accordance with the length of time the books are lent. These periods are; 3 hours for "A" type books (up to 11:00 the next day if you want to borrow after 16:00), 1 day for "B" type books, 3 days for "C" type books. In addition, academic staff can borrow 2-volume magazine for 7 days, 2 multimedia resources for 3 days. If it is not reserved by another user; it can extend the time extension for multimedia sources one time. He cannot extend the period of the magazines he borrows. It can allocate 3 information sources through the system. If he does not borrow the sources of information he has distinguished within 3 days; the reservation is canceled by the system. Individual study rooms (carrels) can use 3 hours.

   b) 15 books with supplementary attendance can borrow 30 days, 2 volumes of magazine 7 days, 2 multimedia sources for 3 days. From the reserve collection, you can borrow books in accordance with the length of time the books are lent. These periods are; 3 hours for "A" type books (up to 11:00 the next day if you want to borrow after 16:00), 1 day for "B" type books, 3 days for "C" type books. If it is not reserved by another user; 2 for books, and 1 time for multimedia sources. He cannot extend the period of the magazines he borrows. It can allocate 3 information sources through the system. If he does not borrow the sources of information he has distinguished within 3 days; The reservation is canceled by the system.

   c) Retired academic staff can borrow 15 books for 30 days, 2 volumes for 7 days, 2 multimedia resources for 2 days. From the reserve collection, you can borrow books in accordance with the length of time the books are lent. These periods are; 3 hours for "A" type books (up to 11:00 the next day if you want to borrow after 16:00), 1 day for "B" type books, 3 days for "C" type books. If it is not reserved by another user; 2 for books, and 1 time for multimedia sources. He cannot extend the period of the magazines he borrows. It can allocate 3 information sources through the system. If he does not borrow the sources of information he has distinguished within 3 days; The reservation is canceled by the system.

   d) Administrative staff can borrow 15 books for 30 days, 2 volumes for 7 days, 2 multimedia resources for 3 days. From the reserve collection, you can borrow books in accordance with the length of time the books are lent. These periods are; 3 hours for "A" type books (up to 11:00 the next day if you want to borrow after 16:00), 1 day for "B" type books, 3 days for "C" type books. If it is not reserved by another user; 3 for books, and 1 time for multimedia sources. He cannot extend the period of the magazines he borrows. It can allocate 3 information sources through the system. If he does not borrow the sources of information he has distinguished within 3 days; The reservation is canceled by the system.
e) Retired administrative staff can borrow 5 books for 30 days, 2 volumes for 7 days, 2 multimedia resources for 2 days. From the reserve collection, you can borrow books in accordance with the length of time the books are lent. These periods are: 3 hours for "A" type books (up to 11.00 the next day if you want to borrow after 16:00), 1 day for "B" type books, 3 days for "C" type books. If it is not reserved by another user; 2 for books, and 1 time for multimedia sources. He cannot extend the period of the magazines he borrows. It can allocate 3 information sources through the system. If he does not borrow the sources of information he has distinguished within 3 days; The reservation is canceled by the system.

B) Student

a) Ph.D. student can borrow 25 books for 30 days, 2 volumes for 7 days, 2 multimedia sources for 2 days. From the reserve collection, you can borrow books in accordance with the length of time the books are lent. These periods are: 3 hours for "A" type books (up to 11.00 the next day if you want to borrow after 16:00), 1 day for "B" type books, 3 days for "C" type books. If it is not reserved by another user; 3 for books, and 1 time for multimedia sources. He can not extend the period of the magazines he borrows. It can allocate 3 information sources through the system. If he does not borrow the sources of information he has distinguished within 3 days; The reservation is canceled by the system. You can borrow Tablet PC for 3 hours on weekdays. Individual study rooms (carrels) can use 3 hours.

b) Graduate student can borrow 20 books for 30 days, 2 volumes for 7 days, 2 multimedia sources for 2 days. From the reserve collection, you can borrow books in accordance with the length of time the books are lent. These periods are: 3 hours for "A" type books (up to 11.00 the next day if you want to borrow after 16:00), 1 day for "B" type books, 3 days for "C" type books. If it is not reserved by another user, it can extend the time to 2 for books and 1 time for multimedia sources. He can not extend the period of the magazines he borrows. It can allocate 3 information sources through the system. If he does not borrow the sources of information he has distinguished within 3 days; The reservation is canceled by the system. You can borrow Tablet PC for 3 hours on weekdays. Individual study rooms (carrels) can use 3 hours.

c) Undergraduate student can borrow 15 books for 15 days and 2 multimedia books for 2 days. From the reserve collection, you can borrow books in accordance with the length of time the books are lent. These periods are: 3 hours for "A" type books (up to 11.00 the next day if you want to borrow after 16:00), 1 day for "B" type books, 3 days for "C" type books. If it is not reserved by another user; 2 for books, and 1 time for multimedia sources. He cannot extend the period of the magazines he borrows. It can allocate 3 information sources through the system. If he does not borrow the sources of information he has distinguished within 3 days; The reservation is canceled by the system.

C) Other Users

a. The staff working in the project can borrow 15 books for 30 days, 2 volumes for 7 days, 2 multimedia resources for 3 days. From the reserve collection, you can borrow books in accordance with the length of time the books are lent. These periods are: 3 hours for "A" type books (up to 11.00 the next day if you want to borrow after 16:00), 1 day for "B" type books,
3 days for "C" type books. If it is not reserved by another user; 3 for books, and 1 for multimedia sources. He cannot extend the period of the magazines he borrows. It can allocate 3 information sources through the system. If he does not borrow the sources of information he has distinguished within 3 days; The reservation is canceled by the system.

b. The exchange student can borrow up to 5 books for 15 days provided that the name is on the list of approved students sent to the Library from the International Cooperation Office at the beginning of each semester. From the reserve collection, you can borrow books in accordance with the length of time the books are lent. These periods are; 3 hours for "A" type books (up to 11.00 the next day if you want to borrow after 16:00), 1 day for "B" type books, 3 days for "C" type books. If it is not reserved by another user; Can extend the time extension for books 2 times. It can allocate 3 information sources through the system. If he does not borrow the sources of information he has distinguished within 3 days; The reservation is canceled by the system.

c. The researcher in DOSAP can borrow 25 books for 30 days, 2 volumes for 7 days, 2 multimedia sources for 2 days. If it is not reserved by another user; 2 for books, and 1 time for multimedia sources. He cannot extend the period of the magazines he borrows. It can allocate 3 information sources through the system. If he does not borrow the sources of information he has distinguished within 3 days; The booking is canceled by the system.

d. The ODTU Development Foundation and ODTU Technopolis employee can borrow 5 books for 30 days and 2 multimedia resources for 2 days. If it is not reserved by another user; 2 for books, and 1 time for multimedia sources. It can allocate 3 information sources through the system. If he does not borrow the sources of information he has distinguished within 3 days; The reservation is canceled by the system.

e. Academic and expert staff of the universities and public institutions that make the protocol can borrow books with the institution identity card and protocol form. Protocol form; the signature of the library responsible for the institution to which the user belongs, and the certificate containing the institutional custody. The protocol form is renewed three times a year (1 March, 1 July and 1 October). The protocol user can borrow 5 books for 30 days. If it is not reserved by another user, it can extend the time by 1 time. It cannot make bookings for the information resources on other users.

f. 3 books of academic and administrative staff benefiting from the Library through Interlibrary Loan (ILL) system; 15 days in Ankara and 30 days outside Ankara. Request for extension of time may be requested for one time. It cannot make bookings for the information resources on other users. You cannot borrow books from multimedia sources and magazines and the Reserve Collection. ODTU academic and administrative staff who are interested in borrowing books from other libraries are obliged to comply with the lending rules of the relevant library.

2) The following rules apply to the borrowing and return of information resources:
a. Members must show their university or institution identity cards when borrowing information resources. Person who lost ID card, Personnel Department; the student must bring a certificate from the Office of Student Affairs. If the members are not ODTU members; they can borrow their sources of information in line with the stated rules provided that they bring documents from the Personnel Department of their institutions.

b. A user with a delayed information source cannot borrow a new information source without renewal of this information source and cannot extend the time extension without paying the delay penalty.

c. The Library reserves the right to request the return of information sources borrowed without waiting for the return date, when it deems necessary. Once the user is informed, it is obligatory within 3 (three) days at the latest of the information source. For information resources that are not returned during the specified period, "Information Resources will not be returned on time, Loss / Loss will be applied in accordance with the rules will be processed".

d. Unclassified journals in the Current Magazine Room, reference books in the Reference Room, Master's and doctoral theses and rare works are not borrowed. Bound magazines, in the absence of electronic access; Academic and administrative staff working in ODTU can be lent to those who are in the status of "additional staff", researchers within the scope of DOSAP, academic staff members who have retired from ODTU and graduate students.

e. In the case of books borrowed for a long time, textbooks in the Reserve Unit, hardcover journals borrowed from the Printed Publications Unit, CD-ROMs and DVD-ROMs in case of late delivery, "In case the Information Resources are not returned on time, Rules to be Applied"

f. The information sources obtained by the project sources and registered in the library collection with the project letter are borrowed for one year from the instructors who are the project officer / manager. If necessary, extension is done 2 (two) times for one year.

g. A warning note is sent by the system to the e-mail address of the institution's name extension before the date of return of the information sources borrowed. However, the library belongs to the user who follows the date of return of borrowed information sources. The fact that the warning notice sent by the system has not been received for any reason is not accepted as valid reason for not applying delayed sanctions. In the event that the library's information resources are delayed, the procedure will be performed according to "Rules to be applied in case of loss of information resources and loss / damage".

h. For information sources borrowed and not refunded on the day, the system will send 6 reminder e-mails within 3 months. Despite reminders, if the information source is not returned, it will be considered lost and processed according to "Rules to be applied when Information Resources are not Returned on Time, Lost / Damaged".

3) Use of Electronic Resources

a. Only ODTU faculty, administrative staff, students and users with ODTU e-mail user name and password can access the electronic resources from inside and outside the campus.

b. A large number of publications cannot be copied, or systematically transmitted to personal computers or external memories, from databases using robots and similar software.
c. Some or all of the articles, books, theses and similar documents copied from the databases cannot be distributed via data storage media or e-mail lists and cannot be sent to persons or institutions outside the University.
d. Legal action is taken against the user who does not comply with the above rules.