**University Personnel**

All of the full-time academic personnel of universities (member of The KİTS- ILL Collaboration System) and research institutions in Turkey, can benefit from the information sources of the Middle East Technical University Library by applying to the libraries that they are affiliated with.

**USER PROCESS**

Made an application to the ILL department to the university library that they affiliated with.

Record information for required publication should be written in full and carefully to the form that is given, than the form should be submitted to the ILL department. Your librarian will guide you for further steps.

**Important Reminder:** 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.

While searching the Library catalogue, please pay attention to the “location” section. Only those publications that are written “ML Book Collection” in their “Location” sections can be requested. And those publications that are written “ML Serials” can be requested as photocopies.
Publications that are written “AVAILABLE” in their “STATUS” sections in catalogue records can be requested. If the section is written as “DUE”, publication is borrowed by another user. In this case please check the availability of the publication from time to time.

Borrowed publications are returned on time. During the shipment, a protective envelope is used.

<table>
<thead>
<tr>
<th>User Profile</th>
<th>Long Loan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>University Library</strong></td>
<td><strong>Number of items can be borrowed</strong></td>
</tr>
<tr>
<td>25</td>
<td>30 (including shipment)</td>
</tr>
</tbody>
</table>

**REASONS of RESTRICTION from BORROWING PROCESS**

- If there is a book which exceeds its due date more than 10 days on the account of the library that requested publication, no books are allowed for borrowing for 1 academic semester

- If the amount of fines for delaying to return of the publications, reaches to 10 TL, no items can be borrowed until the fine is paid.

**NOTE:** An e-mail reminder will be sent to related library through automation system 3 days before the due date. For delayed publications the automation system sent e-mail reminder after a day, then 3 days later and the next day it sent five times. If there is no reply despite the reminders, “lost book procedure” will be applied.
Fines for delaying of the return of the publication are paid to TC ZIRAAT BANKASI – ODTU SUBESİ – IBAN TR75000 1001 537089 8070 05024 and the related receipt should be sent to METU library via e-mail.

**NOTE:** 18% VAT is added to the amount of the fine for delaying items to those libraries that request bill for the payments of fines.

**RESPONSIBILITIES OF LIBRARIES THAT REQUEST PUBLICATIONS**

- Being necessarily careful while sending and using the publications
- To return publication on time
- Not to lose publication (including loses during shipment)
- The regulation changes related to the loss of publication and to the amount of the fine for delaying returns are considered as accepted by the library that request to borrow publications

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