

## Guideline for Library Use

**AIMS:** The aim of these guidelines is to ensure unity in the applications related to the use of all libraries in Eyübođlu Educational Institutions.

**SCOPE:** This guideline is for the use of Eyübođlu Educational Institutions Central Library, Çamlıca Primary School Library, Burçak Eyübođlu Primary and Middle School Library, Kemberburgaz Primary and Middle School Library and Ataşehir Kindergarten and Primary School Library.

### 1- MEMBERSHIP :

- The library functions on a membership basis. After they are registered as a member, all students, teachers, parents, graduates and staff members can use the library materials in line with library rules.

### 2- LIBRARY RULES:

- Students are not allowed to enter the library with coats, bags, food and drink. Such belongings should be left in the lockers just outside the library.
- Mobile phones should be kept off at all times in the library.
- Speaking loudly and running in the library is forbidden.
- While libraries are freely accessible during breaks and after school, any student wishing to use the library during class time must show evidence of permission from their teacher.
- Teachers who would like to bring their class to the Central Library during class hours are required to make reservations online.
- Students and teachers can take photocopies or print-outs of a maximum of 10 pages from the library resources. No photocopying is allowed for documents other than those that belong to the library.

### 3- WORKING HOURS :

- Weekdays 8.15 a.m. – 5.30 p.m.
- Saturdays 9.00 a.m. – 4 p.m.

### 4- RULES FOR BORROWING AND RETURNING LIBRARY MATERIALS

- No materials can be taken out of the library without going through the borrowing procedure.
- At the Central Library, all users (students, parents, teachers, graduates and staff) can borrow three books for a period of three weeks and audiovisual materials (DVDi CD, etc.) for a period of 5 days.
- Reference sources, journals and newspapers can only be used in the library. However, reference sources can be borrowed for 1 night if necessary.
- All students from primary schools can borrow 3 books for 3 weeks and 1 audio-visual material for 2 days.
- Teachers can borrow textbooks for one year.
- Users are not allowed to borrow materials in someone else's name; nor should they lend a borrowed book to anyone else.
- Users who have overdue materials are not allowed to borrow any other material unless they return the overdue material. Such users can only use library materials within the library.
- If a borrowed item is lost or damaged, the borrower must purchase the same item. If they cannot find the same item, they must buy another resource recommended by the librarians.

When leaving Eyüboğlu Schools, users are required to obtain a clearance letter from the library coordinator stating that they do not have any borrowed library materials.