

# REGULATION ON LIBRARIES OF MARMARA UNIVERSITY

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## **Purpose, Definitions, Scope**

**Article 1** - This regulation is organized to define the Central Library of Marmara University as well as the libraries of faculties and other units, their duties, and operational principles.

**Article 2** - With this regulation:

- a) University: Refers to Marmara University.
- b) Presidency: Refers to the Library and Documentation Department of Marmara University.
- c) Branch Manager: Refers to the administrative unit under the Presidency.
- d) Unit Libraries: Refers to the libraries of faculties and other units affiliated with Marmara University.

**Article 3** - The purpose of the libraries is to meet the information needs arising during teaching, research, and educational activities at the University in the shortest time and most appropriate manner.

**Article 4** - To achieve this purpose, the libraries are operated within the central organization of the Library and Documentation Department of Marmara University. Each of the Central and unit libraries benefits from and contributes to the services of this organization.

## **Organization and Management**

**Article 5** - The President is affiliated with the Rectorate. The President is appointed from among individuals with library science education. A four-person "Library and Documentation Advisory Board" is formed, including the President and three faculty members selected by the Rector. This board serves as an advisory body to the Rectorate on library activities.

**Article 6** - Units Working Under the Presidency:

- a) Library branch management and
- b) Unit librarians.

**Article 7** - Duties of the President:

- a) To work on creating a sufficient staff for library services and to carry out general training and supervision of the library staff.
- b) To prepare the budget of the Presidency, taking into account the needs of the affiliated units based on suggestions from the branch management, and submit it to the Rectorate as the budget of the Presidency.
- c) To ensure that purchasing processes are carried out in a balanced manner between central and affiliated units in accordance with the University's development policies.
- d) To ensure that equipment and supplies are regularly updated with the latest technology.
- e) To facilitate scientific research through publications such as bibliographies, catalogs, collective catalogs, etc.
- f) To organize internships and practical work for students studying library science.
- g) To ensure coordination and cooperation between the Central and unit libraries, conduct necessary professional inspections for this purpose, and report the results to the Rectorate.

**Article 8** - Duties of the Library Branch Manager:

- a) The branch manager is appointed from among individuals with library science education.
- b) Determines the internal regulations of the library, which define the workflow and service units of the library, and makes necessary changes from time to time. Applies after approval from the Presidency.
- c) Organizes and carries out cataloging and classification tasks.
- d) Organizes and carries out publication provision tasks with the Presidency and affiliated units.
- e) Takes measures for the maintenance and protection of the collection,

including shelving tasks.

f) Determines the methods and procedures for utilization services.

g) Ensures the continuity of utilization inside and outside the library, according to the necessary opening times.

h) Collects copies of master's, doctoral, and similar research texts produced at the University, and completes the library processing.

i) Ensures that procurement, shelving, and utilization services are carried out regularly and continuously among reading rooms, storage, lending section, and serial publications section.

i) Prepares an annual report on the library's activities and future needs and submits it to the Department Presidency.

**Article 9 - Duties of Unit Librarians:**

a) Unit librarians are preferably appointed from among individuals with library science education.

b) Manages and supervises the personnel of the unit library. Responsible for the orderly functioning of the library.

c) Prepares and submits an annual report to the Department Presidency.

d) Reports any needs to the Department Presidency.

### **Establishment**

**Article 10** - The University Library is established as a central library within the university. There is one library in each of the Marmara University campuses or in faculties or higher education units not located on campuses. Libraries in campuses bear the name of the campus, and those in faculty or higher education units carry the name of their respective units.

### **Library Service Units and Sections**

**Article 11** - Library services are divided into two categories:

a) Technical services,

b) Reader services.

**Article 12** - Technical services include:

a) Provision,

b) Cataloging and classification,

c) Monitoring of serial publications.

**Article 13** - Reader Services Unit The library is organized into units that ensure effective utilization of resources by readers. The reader services unit includes the following sections:

a) Reference Section,

b) Lending Section,

c) Audio-Visual Section.

**Article 14** - Library Utilization: Members of Marmara University and external researchers can use the library. However, library resources are not loaned to external researchers. Faculty members can borrow materials through another library.

### **Lending Conditions**

**Article 15** - Marmara University members can borrow materials from the library under the following conditions with reader cards issued by the library lending section:

a) Books can be borrowed by faculty members up to 10 items for 1 month, Master's and Doctoral students up to 5 items for 15 days, and Undergraduate students up to 2 items for 1 week. These books can be renewed twice if not requested by another reader.

b) Lending conditions are determined by guidelines prepared by the Central, Faculty, and Unit librarians and are implemented after approval from the Presidency.

c) Readers are responsible for using borrowed materials properly and returning them on time.

d) No new materials will be issued to those with overdue books.

e) A fine is charged for overdue library materials not returned on time and not renewed, collected daily against a receipt. The amount of the fine is determined by the Rectorate based on the President's recommendation.

f) Collected fines are used to acquire new materials for the library.

g) For materials borrowed from other libraries, readers must apply to their respective unit libraries. Unit libraries or the Department Presidency will request and

provide the materials.

**Non-Lendable Materials**

**Article 16** - The following library materials are not lent out:

- a) Theses,
- b) Reference works,
- c) Audio-visual tools,
- d) Reserved (reserve) books,
- e) Serial publications.

**Lost Materials**

**Article 17** - In the case of lost or damaged borrowed materials:

- a) Readers are asked to replace lost items themselves.
- b) If they cannot replace them, they are charged 50% more than the market price.
- c) For items with no set price, the cost is determined by the Provision Section through market research.

**Termination of Library Access**

**Article 18** - Individuals employed at the University must obtain a certificate of non-affiliation from the library before leaving the University. Students must obtain a "termination approval" from the library upon graduation or any form of separation from the school. Otherwise, their affiliation with the University is not terminated. These processes are carried out in cooperation with the Student Affairs Department and the Personnel Department.

**Enforcement**

**Article 19** - This Regulation comes into force on the date it is published in the Official Gazette.

**Implementation**

**Article 20** - The provisions of this Regulation are executed by the Rector of Marmara University.