

## CYPRUS AYDIN UNIVERSITY

### DIRECTIVE ON THE PRINCIPLES AND PROCEDURES FOR THE USE OF THE LIBRARY AND THE SANCTIONS TO BE APPLIED TO THOSE WHO DO NOT COMPLY WITH THESE PRINCIPLES

#### CHAPTER ONE

##### Purpose, Scope, Legal Basis and Definitions

###### Purpose

**Article 1-** The purpose of this directive is to determine the rules that must be followed in order to ensure the proper order and functioning of the **Cyprus Aydın University Library**, as well as the procedures and principles regarding the **sanctions of suspension from library use** to be applied to students who do not comply with these rules.

###### Scope

**Article 2-** This directive covers everyone who uses the **Cyprus Aydın University Library**.

###### Legal Basis

**Article 3-** This directive has been prepared in accordance with **Articles 12/h and 14/b-2 of the Higher Education Law No. 2547**.

###### Definitions

**Article 4-** In this directive, the following terms shall mean:

- a) **KAÜN Student Council:** The Student Council of Cyprus Aydın University.
- b) **Library:** The KAÜN Library located on the campus of Cyprus Aydın University.
- c) **Suspension Penalty:** The deprivation of the right to benefit from library facilities.

#### CHAPTER TWO

##### Borrowing Rules

###### Article 5-

a. Members must present their **university or institutional ID cards** when borrowing information resources. Personnel who lose their ID cards must obtain a document from the **Human Resources Directorate**, while students must obtain a document from the **Student Affairs Office**.

- b.** Information resources cannot be borrowed or renewed using another member's ID card.
- c.** A user who has overdue information resources cannot borrow new resources or renew borrowing periods without first returning the overdue items and paying the delay penalty.
- d.** The **Library** reserves the right to request the return of borrowed information resources before their due date when deemed necessary. After the user is notified, the resource must be returned within **3 (three) days** at the latest.
- e.** **Periodicals, reference books** (such as encyclopedias, dictionaries, almanacs, etc.), **master's and doctoral theses**, and **rare works** are not available for borrowing.
- f.** Users are responsible for tracking the due dates of borrowed information resources. Failure to receive reminder notifications sent by the system for any reason will not be accepted as a valid excuse to avoid penalties resulting from late returns.
- g.** For borrowed information resources that are not returned on the due date, **three (3) reminder notices** are sent.

#### **Article 6 – Academic and Administrative Staff**

- a.** Academic staff can borrow up to **5 books for 20 days** and may borrow course materials for the entire semester if needed. If the information resource has not been reserved by another user, they may **renew the borrowed books up to 3 times** for 20 days. Course books borrowed for the semester **cannot be renewed**. If reserved resources are not borrowed within **3 days**, the reservation will be **canceled by the system**.
- b.** Administrative staff can borrow **5 books for 20 days**. If the books have not been reserved by another user, they may **renew them up to 3 times**. They may reserve up to **3 information resources** through the system. If reserved resources are not borrowed within **3 days**, the reservation will be **canceled by the system**.

#### **Article 7- Student**

- a.** Graduate students can borrow **5 books for 20 days**. They may reserve up to **3 information resources** through the system. If the reserved resources are not borrowed within **3 days**, the reservation will be **canceled by the system**.
- b.** Undergraduate students can borrow **3 books for 15 days**. If the books have not been reserved by another user, they may **renew them once**. They may reserve up to **3 information resources** through the system. If the reserved resources are not borrowed within **3 days**, the reservation will be **canceled by the system**.
- c.** Associate degree students can borrow **3 books for 15 days**. If the books have not been reserved by another user, they may **renew them once**. They may reserve up to **3**

**information resources** through the system. If the reserved resources are not borrowed within **3 days**, the reservation will be **canceled by the system**.

## CHAPTER THREE

### Use of Electronic Resources

#### Article 8-

- a. Only **KAÚN academic staff and students** can access electronic resources from on-campus or off-campus.
- b. Publications cannot be copied in large quantities or systematically transferred to personal computers or external drives using robots or similar software.
- c. Articles, books, theses, or other documents copied from databases **cannot be distributed** in whole or in part via storage devices or email lists, nor can they be sent to individuals or institutions outside the University.
- d. Users who do not comply with the above rules will be **reported to the Rectorate** for necessary legal action.

## CHAPTER FOUR

### Rules to Be Followed Inside the Library

#### Article 9-

- a. Food and drinks are not allowed inside the library building.
- b. Mobile phones must be kept **switched off** inside the library.
- c. No photography or recording is allowed in the library using cameras, mobile phones, or other devices without permission.
- d. Users are responsible for their personal belongings. The **Library and Documentation Department** is not responsible for lost or stolen items.
- e. Loud talking and group work are not allowed in the reading rooms.
- f. Borrowing and returning of resources must be completed **15 minutes before the library closes**.
- g. Library computers may only be used for **educational, teaching, or research purposes**.

- h. Users must **follow the warnings** of library staff if library rules are not being observed.
- i. Users who damage library resources or equipment (computers, desks, chairs, etc.) will be **reported to the Rectorate for legal action**.
- j. Users who remove or attempt to remove library resources without permission will be **reported to the Rectorate for legal action**.

## CHAPTER FIVE

### Sanctions for Those Who Do Not Comply with the Rules

#### Consumption of Food and Drinks

**Article 10** – A person who consumes food or drinks in the library will be **sanctioned with a suspension from using library facilities for five to seven days**.

#### Use of Tobacco Products

**Article 11** – A person who uses tobacco products in the library will be **sanctioned with a suspension from using library facilities for ten to fifteen days**.

#### Damage to Property

**Article 12** – A person who damages library property or materials will be **sanctioned with a suspension from using library facilities for five to eight days**.

#### Removing Materials Without Authorization

**Article 13** – A person who removes or attempts to remove materials from the library **without completing the proper procedure** will be **sanctioned with a suspension from using library facilities for ten to fifteen days**.

#### Allowing Unauthorized Access to the Library

**Article 14** – A person who allows or assists someone **without library access rights** to enter the library will be **sanctioned with a suspension from using library facilities for five to seven days**.

#### Entry of a Person with Revoked Access

**Article 15** – (1) A person who enters the library despite having their access rights **revoked under this directive** will be **sanctioned with a suspension from using library facilities for fifteen to twenty days**.

(2) The same **sanction** will also be applied to any person or persons who **assist that individual in entering the library**.

### **Obstruction of Staff Duties**

**Article 16** – A person who **prevents library staff from performing any of their duties**, whether arising from this directive or not, will be **sanctioned with a suspension from using library facilities for five to eight days**.

### **Improper Use of Materials**

**Article 17** – A person who **uses library materials for purposes other than their intended use** will be **sanctioned with a suspension from using library facilities for three to five days**.

### **Disturbing Students by Making Noise**

**Article 18** – A person who **disturbs students by making noise** will be **sanctioned with a suspension from using library facilities for five to ten days**.

### **Repeat Offenses**

**Article 19** – (1) If a person **repeats any of the offenses** listed above, the second penalty will be **applied at double the original duration**.

(2) If the **same offense occurs a third time**, the person will be **suspended from using library facilities for the remainder of the current term**.

### **Enforcement of Sanctions**

**Article 20** – (1) When a violation of the rules is detected, the **Head of the Library and Documentation Department** or library staff will **record the incident in a report** after verifying the person's identity.

(2) The student who is the subject of the report must **submit a written explanation of apology to the library within seven days**. If the explanation is not submitted on time, the student is considered to have **accepted the accusations** and may be subject to disciplinary action if necessary.

(3) The Head of the Library and Documentation Department will **review the report and, if applicable, the student's explanation** within three days from the submission of the explanation, or if no explanation is submitted, within three days after the deadline, and **determine the appropriate sanction**.

(4) The sanction will be **immediately communicated to the student via email**.

## **Appeal of the Sanction**

**Article 21** – (1) A student who receives a suspension from using library facilities may **appeal to the relevant Vice-Rector** within **two days** from the date the email containing the decision is received.

(2) The appeal will be **resolved within one day**, and the decision made after the appeal is **final**.

## **Reserved Rights**

**Article 22** – The University administration **reserves all rights** arising from relevant regulations, including the **University Disciplinary Regulations**.

## **CHAPTER 6**

### **Rules to Be Applied When Members Leave the University**

#### **Article 23** –

- a. Members who leave the University due to **retirement, resignation, or any other reason** cannot complete their separation procedures **without returning borrowed materials** and **paying any applicable fines**.
- b. Students cannot complete **registration renewal, graduation, or separation procedures** without **returning borrowed materials** and **paying any fines**, if applicable.
- c. Any member who leaves the University for **any reason without returning borrowed materials** will be **reported to the Rectorate for legal action**.

## **CHAPTER 7**

### **Miscellaneous and Final Provisions**

#### **Enforcement**

**Article 24** – This directive **enters into force with the decision of the Senate**.

#### **Execution**

**Article 25** – The provisions of this directive are **executed by the Rector**.