1. **PURPOSE**

The purpose of this policy is to determine and document the conditions of provision of books and articles that are not included in the library collection, in order to meet the information requirements of the students, academic and administrative staff of the University from other libraries, information centers and similar institutions and book and article requests of other libraries from Suna Kıraç Library.

1. **SCOPE**

The policy applies on all library personnel.

1. **REFERENCES**
* Interlibrary Loan (ILL) Procedure (in English)
* Interlibrary Loan Request Form (Online, in English)
* Article Request Form (Online, in English)
1. **RESPONSIBILITIES**
	1. Library Director is in charge of implementation of this policy.
	2. Head of System, Access and ILL Department is in charge of preparation and updating of

 the document.

* 1. Employees of System, Access and ILL Department are in charge of application of this policy.
1. **DEFINITIONS**

**5.1. ILL (Interlibrary Loan)**

It is the provision of books and articles that are not included in the library collection through requests by users within the framework of contracts with other libraries, information centers and similar institutions.

**5.2. Resources**

Books, rare materials, printed journals and all library materials that are placed on shelves.

**5.3. The University**

It defines Koç University.

**5.4. The Library**

It defines Research Center for Anatolian Civilizations (RCAC) and School of Nursing (SON) Branch Libraries along with Suna Kıraç Library.

1. **METHODOLOGY**
	1. **Provision of document requests of Koç University members:** System, Access and ILL Department provides the book and article requests that come from University members and that are not included in our collection from domestic and international resources as thoroughly as possible. Various methods are used while providing books and articles.
		1. **Provision of Books**: This service is rendered to academic and administrative staff and graduate and PHD students of the university without fee.

6.1.1.1. This service is only supplied through domestic resources.

6.1.1.2. The requester may only ask for 5 books at a single time.

6.1.1.3. For the book requested to be borrowed, the “Interlibrary Loan Request Form” on

the Library website must be filled completely and accurately.

6.1.1.4. The user demanding the book is considered to have accepted to use the book

without infringements of the copyrights and return it in due time.

6.1.1.5. The availability of the requested book to interlibrary loan (reference

resources, special collections, rare materials, etc) depends on the ILL conditions

of the providing library.

6.1.1.6. Delivery time of the requested book depends on the institution sending the book

and posting delays.

6.1.1.7. The borrowed book is checked out to the library account of the requester user

and the user is informed about the return date. Return date varies according to the ILL conditions of the lending institution.

6.1.1.8. The requesting user must come to the Library and receive the borrowed book

personally.

6.1.1.9. If the borrowed book is not returned in time, is damaged or lost, the rules of the

lending institution are applied.

6.1.1.10. The requested book will be sent via courier or mail and the postage fee is

paid by the Library.

6.1.1.11. Extending the return date is subject to ILL conditions of the providing library.

6.1.1.12. Extending the return date for one time only requires the user to report his

request to the assigned librarian at least 3 days before the return date via e-

mail or telephone.

* + 1. **Provision of articles:** This service is rendered to the academic and administrative staff of the University along with under graduate, graduate and PHD students.
			1. The academic and administrative staff may request 10 articles at a single time including those not yet processed completely and the under graduate, graduate and PHD students may request 5 articles at a single time including those not yet processed completely.
			2. Undergraduate, graduate and PHD students are only provided articles from domestic resources whereas the academic and administrative staffs are provided articles from international resources if necessary. Graduate and PHD students may only use international resources with the approval of the thesis advisor.
			3. This service is free of charge for all members.
			4. For article requests, “Article Request Form” on the Library website must be filled completely and accurately.
			5. The requester is considered to have accepted to use the article without copyright infringement.
			6. Articles are provided in print or PDF format within the context of copyrights and depending on the rules of the cooperating library.
			7. Delivery time of articles may vary according to the institution sending the article and posting delays.
			8. Provided articles are sent to the e-mail address of the requester in PDF format after being scanned.
	1. **Provision of document requests of other libraries:** System, Access and ILL Department provide for the book and article requests of other libraries within the framework of contracts made with these libraries.
		1. **Book requests:** Libraries in Turkey may request to borrow books from the Library, after registering for membership.
			1. The library wishing to become a member is considered to have read and accepted the borrowing conditions of the Library.
			2. For the interlibrary loan request of a library that is making a request for the first time, membership form must be filled, signed, and send via fax or mail and start a user account.
			3. The requests of the libraries whose application is approved and user account is started are accepted.
			4. The member library may borrow a maximum of 50 books within the framework of interlibrary cooperation.
			5. The borrowing time is a total of 6 weeks including the posting delays.
			6. Audio-visual materials, periodicals, rare materials and books, reference and reserve publications and special collections belonging to RCAC Library are not available for interlibrary circulation under any circumstances.
			7. Book requests that are sent by shipment require the borrowing library to accept to pay the necessary fees.
			8. Requested books are sent via the shipping company in contract with the Library.
			9. In order for the request of the requesting library to be fulfilled in a timely and accurate manner, the request information must be reported accurately and completely. Inadequate and inaccurate requests will not be fulfilled and the requesting library will be informed.
			10. Academic staff of other libraries may not arrive with a interlibrary loan request and request an a book personally under any circumstances. If they do so, they will be directed to the library of the university they are affiliated with.
			11. Should the library users need the books that are loaned to other libraries, the loaned resources will be recalled back. After the recall e-mail to the relevant library, the books loaned must be returned to the Library within 72 hours.
			12. If there are not any books with due dates or fines in the account of the library requesting for a time extension and if there are no hold requests from the members of the University, the date of the book may be extended.
			13. Due date extension requests may be conveyed via fax, e-mail or telephone.
			14. Due date extension request must be made 1 week before the return date at the latest. The requests made after the return dates are not processed and the book in question must be returned.
			15. If a book is returned late, every day after the due date is subject to fines.
			16. Memberships of libraries that have fines or books not returned in time in their accounts are suspended.
			17. For lost (including items lost in shipping or mail)or damaged books or books that have not been returned after 2 weeks after the return date, the cost of the book, processing costs and the sum of daily fines will be collected from the library in question (this process is applied after the end of 72 hours for books asked to be returned through recall announcement). Otherwise, the membership of the library in question is revoked.
			18. Current fines: Fine for late returns (daily) is 1,25 TL, fine for late returns after recall (daily) is 2,50 and process fee is 32,50 TL.
		2. **Article requests:** Our library does not fulfill the article requests of any libraries except for the contracted institutions.
			1. The conditions for providing and sending articles are determined in detail in the contract made with the contracted institution.
			2. The article requests of the contracted institutions are fulfilled free of charge. However, the postage fee is paid by the other party.
1. **RECORDS**
* Library Book requests are followed by Millennium ILL Module.
* Library Article requests are followed via Article Request program.
* For book and article requests of other libraries, ANKOS KİTS system is used.
1. **REVIEW**

Head of System, Access and ILL Department is responsible for revision and updating of this policy. Revision is made in the month of September every year.

1. **REVISIONS / DISTRIBUTION / APPROVAL TABLE**

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| --- | --- | --- | --- |
| **Revised Page** | **Date** | **Revisions** | **Revised by** |
| All Pages | 05.08.201004.05.2012 | New PublicationMethod number 6.1.2.8. under the title “Method” was altered.ANKOS KİTS page is put to use under “Records” title. | Library Directorate |

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| **Distribution (Relevant Units)** |
| All Koç University Branches |

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| --- | --- | --- |
|  | Approval for Acceptance (Library Directorate): | Approval for Effectiveness(Rector) : |