

THE BIAA DAVID FRENCH LIBRARY SERVICES

USER TERMS & CONDITIONS – 2018

The BIAA - David French Library is a non-lending library. Resources can be used only on-site. Registration is necessary for visiting and using library resources. There are two access options available with corresponding terms and conditions. Please read details for each option below. General terms and conditions for all membership categories follow.

1. ACCESS VIA BIAA FULL MEMBERSHIP

BIAA full membership is open to all. BIAA offers a calendar-year based membership (January to December). For fees and payment methods please consult our web page <https://biaa.ac.uk/member-services>.

BIAA full members must register with the librarians and obtain a BIAA full member library card which grants them access to the BIAA David-French Library on the following terms and conditions.

Holders of a BIAA full membership access the library 6 days per week, Monday to Saturday throughout the year during working hours (9:00 – 17:30). The only exception is when the institute is closed for public holidays in Turkey (days of closure are always announced on our library web page and via our mailing list services).

2. ACCESS WITH THE UNWAGED STUDENT LIBRARY PASS

Unwaged students of all university education levels (BA, MA, PhD) can benefit from a discounted limited-access library pass. Limited-access library pass holders can use the library during the designated days and hours below, or as otherwise updated on the library's announcement board and on the BIAA's website. For more information about service fees, contact the librarians via email or telephone.

MONDAY / PAZARTESİ	Kapalı / Closed
TUESDAY / SALI	09.00 - 16.00
WEDNESDAY / ÇARŞAMBA	Kapalı / Closed
THURSDAY / PERŞEMBE	13.00 – 17.00
FRIDAY / CUMA	09.00 - 13.00
SATURDAY / CUMARTESİ	11.00 – 16.00
SUNDAY / PAZAR	Kapalı / Closed

3. GENERAL TERMS AND CONDITIONS (APPLIES TO ALL CATEGORIES ABOVE)

1. ACCESS

Library readers must always carry their BIAA Library card with them when visiting the library together with an official identification (ID, driving license, etc.).

2. WORKING SPACE

- a. Library users can use the available computers for browsing the library catalogue.
- b. Users can use the available desk space for studying

3. BOOK HANDLING

- a. Readers can take the book(s) they need from the shelves on their own but they are obliged to fill out a shelf card for every book/journal they take and leave the card at the book's original place.
- b. Consulted items should **not** be reshelved, but left on the designated locations for reshelving by the librarians.

4. COPYING

The BIAA DAVID FRENCH LIBRARY fully observes national copyright laws and international standards. Photocopying or scanning is permitted under "fair dealing" for private study or research

- a. For this reason the following rules apply:
 - **taking photographs of the books or scanning with a personal hand scanner is forbidden.** Instead the provided scanning services must be used.
 - the amount of material that may be photocopied/scanned is limited to:
 - Books: only 1 chapter or 10% of the book
 - Periodicals: 1 article only
 - No more than a single photocopy should be produced, for the personal use of the person doing the copying. Multiple copying (e.g. by teachers for students) is not permitted under "fair dealing" for private study or research.
- b. The BIAA is a non-profit institution. In order to secure the sustainability of its library services is applying minimal charges for photocopying/scanning.
 - Photocopy – 10 kuruş per page
 - Scanning – 5 kuruş per page
- c. Please note that for reasons related with the delicacy / condition of the material we do not permit the photocopying/scanning of the following:
 - Books, journals or maps published earlier than the year 1900.
 - Books, journals or maps in a delicate or poor condition.

5. MODE OF CONDUCT

- a. Library users should take into account that other people around them are also working. Loud discussions, excessive noise and disruptive behaviour are prohibited. Library users should switch their mobile phones off or set them to silent mode in the library. Any calls should be made or taken outside the library.
- b. Bringing food and beverage to the library is prohibited. Water can be consumed in non-leaking bottles.
- c. **It is forbidden for non-registered users** (including friends, family members, etc. of library users) **to enter the library.**
- d. Library Items may not taken out of the Library premises under any circumstances. Removal of publications from the library is strictly forbidden.
- e. The Library may use Digital Video Recorders (DVR) in its video systems. Facilities using video recorders will retain these records for a period of up to 30 days. A record of an incident will only be stored longer than 30 days where it may be required as part of a criminal, safety, or security investigation or for evidentiary purposes.
- f. Library users who are found in any way damaging library holdings will be legally charged for destruction of property.
- g. The BIAA will not tolerate any improper behaviour against the library staff.
- h. Library users who do not comply with the above rules will lose right of entry and will be reported to their home institution/university.