

ANAMED AND NIT LIBRARIES MEMBERSHIP CONDITIONS

The Library's membership conditions ensure that members have appropriate access to Library resources and services. To become a member of the ANAMED and NIT Libraries operating in Koç University Legal Entity, the following conditions must be met, and the following definitions and abbreviations shall be taken as basis for these conditions.

ABBREVIATIONS

- KU: Koç University
- ANAMED: Koç University Research Center for Anatolian Civilizations
- NIT: Netherlands Institute in Turkey
- ARIT: American Research Institute in Turkey
- TEBE: Turkish Institute of Archaeology
- ICLS: Inter Campus Loan Service
- ILL: Inter Library Loan

DEFINITIONS

- **Library use:** Use of printed and electronic Library material only in the Library area.
- **Borrowing rights:** The right to borrow and use certain materials out of the ANAMED Library. This right is only granted to the members of the Koç University and ANAMED fellows.
- **KU Community Membership:** Only granted to Koç University members and ANAMED Fellows. Provides library use to both ANAMED and NIT Libraries as well as the ARIT and TEBE collections, also allows to borrow materials from the ANAMED collection.
- **NIT Membership:** Granted to NIT staff and fellows. Provides library use of NIT Library.
- **External Membership:** Granted to researchers working in the related fields, who are not members of Koç University. Provides library use to both ANAMED and NIT Libraries as well as the ARIT and TEBE collections. Does not allow to borrow material from the ANAMED collection.

CONDITIONS

- The use and loan rights of ANAMED and NIT Libraries are defined within the framework of membership system.
- Members of Koç University and ANAMED fellows are considered as the natural members of ANAMED and NIT libraries. They do not need to apply for external membership.
- Koç University ID card holders can use both Library areas, borrow materials from the ANAMED Library, and benefit from Library services.
- NIT members can use the NIT Library without needing any further application.
- The NIT Library and the ARIT and TEBE collections do not provide a lending service. All materials belonging to these collections are for Library use only. The borrowing rights and document delivery system for ANAMED Library can be seen at the [ANAMED Library services section](#).
- Post-graduate researchers, academics and independent researchers working in the fields of archaeology, anthropology, architectural history, art history, cultural heritage, cultural conservation, history, museum studies and urban studies and who are not members of Koç University, may apply to become external members of the Library.
- You can apply for membership using the [Online Application Form](#)
- To complete the membership application, you need to submit a portrait photograph and the following documents:

For faculty:

- Official staff ID and/or an official letter from the affiliated institution indicating the teaching activity.

For graduate / doctoral students:

- Student certificate

For independent researchers,

- A document describing the project and the need to use at least one of the collections,
- If you are working in an institution operating in the areas mentioned above, the identity card of that institution.

For undergraduate students studying in the above-mentioned fields at other universities and working on a specific project:

- A letter of intent that explains the need to use the ANAMED and NIT collections approved by their departments / supervisors and the duration of the project.

The Online Application Form may be sent to the ANAMED Library only after all the mandatory fields have been completed and documents submitted.

- Incomplete applications will be ignored.
- Temporary external membership cards may be issued to undergraduate students depending on the nature and duration of their project/research
- All external members are given a Library card. They are obliged to show their Library cards to the security at the entrance of Merkez Han or when they are asked by the Library staff. External members may also be requested to show an official ID in case of a suspicion.
- In case of any change in the membership status or of the termination of membership due to violation of these membership conditions, a notification will be sent to member's declared e-mail address. In case of any change of their e-mail address, users must inform the [ANAMED Library staff](#).
- External membership rights are given for 1 year. Membership is not automatically renewed when the time expires. The renewal process requires a new membership request using the online membership form and uploading the necessary documents as stated above.
- Membership conditions signed forms are valid for 1 year, as long as the membership is active. In cases of short time membership (e.g. undergraduate students / visitors) the signed form is valid during this specific time range. Library is keeping the print signed forms as a validation of the membership. After the expiration of the membership, the forms are destroyed. A new form must be signed upon the renewal of the membership.

ANAMED AND NIT LIBRARIES TERMS OF RULES

The main purpose of these rules is to cater research needs of all Library users and to facilitate its working as efficiently as possible. They, therefore, serve as the Code for Conduct.

Use of all computers and IT facilities within the Library must comply with [Koç University's computers and data networks policies](#).

1. Library opening hours are determined by the Library staff. They can be changed occasionally. In times of change, announcements will be placed on the boards of the Library and information will be posted on the Library's social media accounts.
2. Library users shall respect the rights of others to work quietly. Silence shall be maintained in the whole Library. Listening to music or watching videos with high volume (even with headphones) is not allowed.

3. Mobile phones should be switched off or in silent non-vibration mode in the Library. As there is no sound insulation, making phone calls and speaking loudly outside glass doors is forbidden.
4. The Library is designated for individual study. Group works are not allowed.
5. The wireless network is solely for academic purposes. It is forbidden to use the network for downloading programs, movies, etc.
6. No Library material shall be removed from Library premises until its issue has been properly recorded. Materials borrowed shall be returned within the stipulated loan period and their return should be properly recorded at the Library.
7. Library materials in certain designated categories may not be borrowed without special permission: (a) Items from the Reference collections; (b) Material labelled "Library use only"; (c) Offprints; (d) Journals.
8. Library users must take care of Library materials and must not deface them in any way, including by highlighting, underlining, writing or drawing in them or by removing any part of them.
9. In case of any damage to the Library materials, the user is obliged to pay the price determined by the administration or replace the materials with new ones.
10. Users should leave the used materials on the tables. They should not try to re-shelve. At the end of the day, to keep internal use statistics, all materials on the tables are counted before they are shelved.
11. External users should leave the books that they need to use another time on the "Books in Use" shelf with a note indicating their names. These shelves are emptied out at the beginning of each month. The books in this shelf may be loaned-out by Library staff to members of Koç University, without further notice.
12. Lockers can be used for leaving personal belongings for one day (overnight use). Keys can be asked from the Reference Desk. Like any other item, locker keys are registered into the user's account and must be returned to the Library staff.
13. Responsibility for the belongings left outside the lockers are solely taken by the users. Library management does not take any responsibility for lost items.
14. It is forbidden to consume food or beverages in the Library except from closed plastic bottles and secured tumblers. Glasses are not available for the water dispenser.
15. Chairs and tables cannot be reserved for the exclusive use of one person.
16. All areas of the Library must be kept clean and must be used carefully. Garbage and rubbish should be thrown into garbage cans.
17. In case of any emergency or when an alarm goes off, the Library should be evacuated immediately within the guidance of the Library staff.
18. Taking pictures in the Library is subject to the permission of the Library management.
19. All users are obliged to obey the restrictions arising from copyright laws. They cannot scan or copy entire volumes.
20. Users must pay attention to the warnings made by Library staff.
21. External membership is given for only one year. At the end of each year, external members are required to renew their membership by declaring the continuation of their affiliation and their need to use the Library.
22. The membership of external users who do not apply for renewal at the end of 1 year, their membership will be canceled.
23. Users who do not act in accordance with these rules are verbally notified by the staff. After a monitoring period, in case of the continuation of noncompliant behavior, the membership of these users is canceled.

Building Rules:

1. Members are obliged to submit their membership card to the building's information desk every time they enter the Library through the control of Merkez Han's security procedures.

2. The membership card is for personal use. It is forbidden to be used by someone else. In this case, the membership will be canceled.
3. Members cannot bring occasional guests to the Library.
4. The ANAMED Library does not lend materials to its external members. It is forbidden to remove any material outside the Library area.
5. There are magnetic security strips in all the Library materials. When the alarm goes off, the members are obliged to show their bags to the Library personnel.

Please sign with your own handwritten text by writing in the box below, *"I read, understood and approve ANAMED and NIT Libraries Membership Conditions and Terms of Use"*.

Name & Surname:

Date:

Signature: