Overdue and Lost Material

Members are obliged to return the publications they borrow on time. In case of delay;

The user have to pay the overdue fee for each day.

Two notices are sent to the user with 15 days between them for unreturned publications.

The library is not responsible for the arrival or late arrival of the warning note to the member. In these cases, there is no discount or forgiveness on overdue costs.

If the user who was sent two warning notices does not return the publications again, the lost publication process is performed for these publications. The lost publication’s price, the process fee and the overdue fee are sent to the member. The member is not allowed to borrow publications for 2 months.

Lost publications with other copies are requested to be provided by the member, and the process fee is charged. If the member does not provide the publication, the member is charged 3 times the final printing fee and the transaction fee.

In the event of a publication that does not have any other copies being lost, the fee determined by the directorate and the process fee will be charged.

If the lost publication is not notified to the library until the date of return, the overdue fee will be charged.