**Ege University**

**Directorate of Library and Documentation**

**Student Membership Form**

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| **Student ID****Barcode No** |  | **TC Identity No** |  |
| **Surname** |  | **Name** |  |
| **Faculty** |  | **Department** |  |
| **Student No** |  |  **Associate Graduate** **Undergraduate Postgraduate** |
| **Supervisor****(Name Surname - Title)** |  |
| **1.Address****(İzmir Residence)** |  | **Telephone****Home****Mobile** |  |
| **2.Address****(Family Residence)** |  | **Telephone** |  |
| **E-Mail** |  |

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| **Library Usage** |
| 1- | Students who are undergraduate, graduate and postgraduate students of Ege University can borrow from the library after registering for membership. |
| 2- | Undergraduate students are lent up to 3 publications for 14 days, graduate and postgraduate students are lent up to 5 publications for 14 days. |
| 3- | The borrowed publications time can be extended for 2 times, but reserved publications’ time can’t be extended. |
| 4- | Books and dictionaries in the reserve and thesis section (those with a sufficient number of copies) are borrowed on an hourly basis. |
| 5- | Members can reserve by phone, e-mail and by personally coming. If the reserved publication is not received within 3 days, it is given to the next member or removed from the reserves. |
| 6- | Encyclopedia, atlas, periodicals, manuscripts, theses and rare works of cultural and historical value cannot be borrowed. |
| 7- | The library management has the right to request the return of the publication borrowed without waiting for the return date if necessary. |
| 8- | After the recall document is received by the member, the publication must be returned within 3 days. |
| 9- | In case of a delay in returning a publication, the user has 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 started for these publications. |
| 10- | 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. For lost publications with other copies, the final printing fee and the transaction fee will be charged. Lost publication procedure will be started for publications that were heavily damaged. |
| 11- | The overdue fee for hourly borrowed publications will be calculated based on delayed hours. In case of such a delay, the user won’t be able to borrow any publications for 1 week. |
| 12- | Users are not allowed to enter the library with food and beverages. Speaking loudly, making noise and disturbing those who are studying in the library is forbidden. |
| 13- | The materials and properties in the library should be handled with care to avoid damaging them. |
|  | I accept and undertake to comply with all the rules of the Ege University Central Library and, in the event that I do not comply, that the above principles will apply. |
|  | …../…../…...Signature |