**Fenerbahce University Library External User Membership Agreement**

# …./…./….

Members only can benefit from Wi-fi and space facilities at Fenerbahçe University Library during the time the library is open. Members can not benefit from the book borrowing service and can not take the books out of the library, only benefit from the book collection within the library and photocopy it during the day. He/she can ask the library staff for support in his/her research. Membership is evaluated and accepted by the Library Directorate and is limited to quota.

If annual membership is desired to continue, it should be renewed again.

**Required Documents**

* Membership Form (Supply by Library)
* T.C. ID Card Photocopy or passport photocopy
* 1 photo
* Residence issued on behalf of the user (e-government with barcode) or any invoice
* For students, education status certificate
* Criminal Report
* **Annual membership fee : 700 TL**
* **6 months membership fee : 450 TL** (slip stating that the annual/6-month membership fee has been paid to Fenerbahçe University accounting)

Membership activation procedures are carried out between 08:30 and 16:00 on weekdays.

**General Rules of Use**

* In terms of the security of the library, users and the collection; It is under uninterrupted control 24/7 by security cameras, Electronic Control System (RFID) and security guards.
* In cases where the security gate at the entrance gives a warning signal, users can be searched and their bags checked by the security guard.
* Mobile phones should be turned silent and no calls should be made in the library. Consumption of beverages and food other than water is prohibited except in certain areas.
* You are responsible for your personal belongings while using the library. Library or security personnel cannot be held responsible for any theft or loss that may occur.
* Working in groups or out loud is prohibited in the library.
* Priority is given to Fenerbahçe University students during final and midterm weeks. <https://portal.fbu.edu.tr/unisis/calendar/1/0/tr>

# In what cases is membership canceled?

* If the principles or rules regarding the use of the library are not fulfilled and the warnings are not taken into account, the staff in charge has the right to impose administrative sanctions.
* If it is understood that incorrect or incomplete information has been provided in the membership form, membership will be cancelled.

During the membership period, I accept and undertake that I will only benefit from the FBU library within the framework of my status in accordance with the membership conditions, that I will not enter other areas of Fenerbahçe University other than the library, and that if I violate this commitment, my membership will be canceled and I will not request a refund of the payment I have made to Fenerbahçe University accounting**.**

**Member**

Name Surname

Signature

|  |  |
| --- | --- |
| **External User Membership Form** |  |
| Name |  |
| Surname |  |
| T.C. ID Card No |  |
| Birthday Date |  |
| Home address |  |
| Home Phone |  |
| Mobile Phone |  |
| E-mail |  |
| Institution Name |  |
| Mission |  |
| If You are student in any educational institution | Please Fill in the information below |
| University Name |  |
| Faculty |  |
| Department |  |
|  |  |
| What is your purpose for using our library? |  |

I confirm and undertake that the above information is correct.

**Member**

Name Surname

Signature

**ABOUT PAYMENT INFORMATION**

**After the required documents are completed, approval is received from the Library Directorate. The annual usage fee is paid, and receipt or voucher is received, or a transfer is made to the account specified below and the receipt should be approved by accounting. After all, the library membership form is filled out and delivered to the library staff with all required documents.**

Note: Receipts that are not approved by accounting will be deemed invalid. In transfers made through the bank, the phrase 'Library Membership Fee' should be stated as explanation.

**Refund Policy for Membership Cancellation**

**Membership cancellation is valid for the first month. Members who have not completed their first month as of the membership date can be received a refund of 50% of the deposited fee if they cancel their membership.**

**Bank account information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Institution Name** | **Bank name** | **Branch name** | **Branch Cod** | **IBAN Number** | **account number** | **currency type** |
| FENERBAHÇE ÜNİVERSİTESİ | TÜRK EKONOMİ BANKASI | ALTUNİZADE | 95 | TR420003200000000102635738 | 102635738 | TRY |

**Member**

Name Surname

Signature