

How to Pay Fines

- **Why does the Library impose fines on KU students, faculty, and staff?**

Daily fines are charged for overdue items, in order to secure their prompt return and renewal. Overdue reserve items are fined for each hour or fraction thereof that they are returned late.

- **What are the Library's fines for overdue items?**

Fines and fees for the 2008-2009 academic year are as follows:

General Collection Materials: 1,25 YTL per day per book/volume

Reserve & A-V Collection Materials & Team Study Rooms: 2,50 YTL per hour/item.

Replacement Fee: 32,50 YTL per item

Recalled Material: 2,50 YTL per item.

The Library's fines and fees are determined annually at the beginning of each academic year and announced throughout the campus.

- **What if I cannot return my book or other materials on a timely basis?**

Due date is given on a receipt issued by Self-check machines. Due dates are stamped in the back of the item. Misreading the due dates will not forgive the fine. An automatic stop is placed on your Library account and your KUAIS access when an item becomes overdue, prohibiting further borrowing until the book is returned and the fine is paid. If you also fail to return library materials within **15** days after the due date, you will be charged the current market value of the item, a replacement fee, plus any fine incurred.

- **What if I cannot return my book, that is RECALLED by the library, on a timely basis?**

The Library may recall any material for the reserve purpose. The user must return a recalled material within **72** hours. Otherwise, s/he has to pay **2,50** YTL fine for each day.

- **What can I do if I lose an item I borrowed from the Library?**

It is your responsibility to promptly notify the Library, if you lose or damage library materials. Any loss or damage must be reported by e-mail to libcirculation@ku.edu.tr or by telephone on **0-212-338 1316**.

You will be charged the current market value of the item, a replacement fee, plus any fine incurred for lost or damaged items.

- **How or where can I pay my fine?**

Students and external members must deposit the moneys owed in payment of fines, replacement charges for damaged/lost materials, and deposits and fees related to memberships at Yapı Kredi or in the Library with the Smart Cards. They must bring the bank receipts for all such payments to the Library to have their accounts cleared.

Faculty and staff may have the fines deducted from their salaries by signing vouchers at the Circulation Desk on the Basement Floor.