|  |  |
| --- | --- |
| **ISTANBUL MEDIPOL UNIVERSITY DEPARTMENT OF LIBRARY AND DOCUMENTATION** | |
| BOOK REQUEST FORM | |
| Book Name |  |
| Author |  |
| Location Number |  |
| ISBN |  |
| Library |  |
| User Name Surname |  |
| User E-mail Adress |  |

NOTES:

* In order to put the requests into process correctly and on time, the form need to be filled **completely**.
* When the request reaches the library, users areinformed by e-mail. After user recieve the e-mail, they should get the material from the library within 3 days. Material, which is not received within 3 days will be returned.
* A user is allowed to get maximum of 5 books within a month.
* The users are notified in the case of cancelation of the requests by the reason of the books, which cannot be found in any library and with incomplete imprint information.
* When the source of information is provided, it is announced to the requestor. For those who are not received within 1 week, the second announcement is made and it is notified that the information source will be returned one week later. Information sources not received within the specified period are returned to the relevant institution and ILL request of the same user for this publication is not accepted for 6 months..
* The extension is done in accordance with the rules of the lending library.
* Users should return publications to our library in time. The user is responsible for the materials that are delayed and the penalties of the lending library are applied.
* In the event that the borrowed material is lost or damaged by the user, the user is responsible and the rules of the lending library apply.
* Shipping and postage fees are covered by the library.