

General Library Rules

- It is forbidden to bring drinks and food into the library, and silence should be maintained.
- Mobile phones must be switched to “silent” mode.
- Library materials and objects should not be damaged.
- Visitors are responsible for their belongings.
- Publications are protected by the electronic security system. Therefore, library items may only be taken outside the library after registration.
- Maximum two classrooms are allowed to study during the same teaching hours in the library. Therefore, teachers should make an appointment in advance to bring their students to the library.

Rules for Borrowing/Returning Items

- The entire Hisar Schools family is a natural member of the library.
- External guests may use library items within the library but may not borrow them.
- Reference materials (encyclopedias, dictionaries, yearbooks, etc.) and special collections (Atatürk albums, valuable art books) are not allowed for borrowing.
- The latest editions of periodicals are not allowed for borrowing.
- No library item may be taken outside the library without registration.
- Primary School students are allowed to borrow maximum 2 publications for a period of 15 days; middle and high school students are allowed to borrow maximum 4 publications for a period of 15 days. The borrowing period for each publication may be extended depending on the number of copies of such publication in the library and the demand that may seasonally emerge for such publication.
- Our teachers and employees may borrow maximum 10 publications for a 30 period of days. The borrowing period for each publication may be extended depending on the number of copies of such publication in the library and the demand that may seasonally emerge for such publication.
- Parents may borrow publications using the account of their children; however, such borrowings count towards the borrowing rights of their children. The borrowing period for parents is 15 days.
- The borrowing rules also apply to holiday seasons; however, such period is adjusted to the holiday period.
- Users with books not returned by the due date may not borrow any books before returning their borrowed books first.
- The library sends notifications on Fridays to those users, who have borrowed items but not returned them by the due date, reminding the due dates for returning these items.

Rules for Lost and Damaged Items

- If the item/items are lost or damaged by the users, they are asked to replace such item/items with the same version. If it is an item unavailable in the market, users are asked to provide its equivalent.