**BTU LIBRARY GUIDELINES**

**SFL LIBRARY (YILDIRIM BAYEZID CAMPUS)**

* Visit BTU SFL’s website ([www.ydyo.btu.edu.tr](http://www.ydyo.btu.edu.tr)). Go to **Öğrenci>Kitaplık Ofisi**. Find the list of the books, and decide on the book you would like to borrow noting down the name, the author and the level of the book.
* Contact the library office coordinators in person (**Aytül Kanat Tutuşan, Elvan Şentürk**) at **room 223-C or via email** **kitaplik.ydyo@btu.edu.tr**
* Visit the library office with your student ID card and sign the “book loan form”.
* You can check out a book for a maximum loan period of 7 days.
* You must return the book within 7 days, but it’s possible to extend the loan period (for 7 days) once you bring the book back to the office. If the coordinators are absent in the office on the return date, you can drop the library book into the box in front of the office to avoid keeping books overdue.
* In case of emergency (health problems etc.) contact the library office via email kitaplik.ydyo@btu.edu.tr reporting the issue and agree on a new date to return the book.
* If you don’t return the books by the due date, you are not allowed to borrow a new book within 2 months.
* If you lose a book, you must replace it by a new one or you must pay its market price.
* Never damage the books or write on the pages.
* Point out the damage in the books (if there is) at the time of borrowing, or you have to compensate for it if any damage is discovered.

**MAIN LIBRARY (MIMAR SINAN CAMPUS)**

Situated in Mimar Sinan Campus, Bursa Technical University Main library has 770 English books, most of which are graded readers. As well as graded readers, you can borrow books for exam preparation.

Students can borrow 5 books for 15 days. Unless the items have been requested by other users, you can extend the period 3 times.

All our students are advised to visit the website <https://kutuphane.btu.edu.tr/index.php> and read the guidelines for the main library.