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**RARE BOOKS REQUEST FORM**

|  |  |
| --- | --- |
| **Author\*** |  |
| **Title of the Material\*** |  |
| **Title of Article\*** |  |
| **Call Number\*** |  |
| **Publication Date** |  |
| **Volume (if multi-volume) / Issue** |  |

|  |  |
| --- | --- |
| **Reader’s Name and Surname\*** |  |
| **Faculty/Institute\*** |  |
| **Status\*** |  |
| **Telephone\*** |  |
| **ITU E-mail\*** |  |
| **Date of Application\*** |  |

**\*Required fields.**

(This section is for staff use only)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Request Form Received by:**  | **Date&Time Book Delievered:**  | **Notes** |
| **REFERENCE** |  |  |  |

**General Rules for the Use of ITU Rare Books Collection**

1. It is prohibited to take the rare books into the reading room but readers may consult electronic copies of these works in the Reference Desk of the Mustafa İnan Library, from Monday to Friday between 08:45-17:00.
2. The electronic copies of ITU Rare Books Collection are not sent to the readers by e-mail and they cannot be borrowed by the users.
3. Photography is not permitted while consulting rare books but the readers may request photocopying the rare book on the condition that copying is limited up to 10 % of a book.
4. Any requests for copies must be made to Reference Desk staff of the Mustafa İnan Library, and carried out by the staff themselves.

**Regulations for the Use of ITU Rare Books Collection**

1. Readers wishing to use rare books in DVD form should complete the Rare Book Use Form and send it to kutuphane@itu.edu.tr and aysal@itu.edu.tr.
2. If the material you are asking for has been already digitized, you can consult it on the same day of your request. If it is not digitised, you should wait until it is available for you. This may take a few days and you will be informed by e-mail when the item is ready.
3. When you are done with the material, you should return it to the Reference Desk staff of the Mustafa İnan Library.