



**REPUBLIC OF TURKEY
YAŞAR UNIVERSITY
MEDIA CENTER
PRINCIPLES AND PROCEDURES FOR THE USE OF STUDIO AND LOAN
DEVICE BY ACADEMIC, ADMINISTRATIVE STAFF AND STUDENTS**

CHAPTER ONE

Aim, Scope

Aim

ARTICLE 1: (1) The aim of these principles and procedures is to regulate the principles of use of the studios and devices by academic and administrative staff working at Yaşar University and the students of Yaşar University.

Scope

ARTICLE 2: (1) These principles and procedures are applied to the students and the staff working full/part time in academic/administrative positions with fixed or indefinite term contract at Yaşar University.

CHAPTER TWO

Loan Device Terms of Use

Device request

ARTICLE 3: (1) The delivery of the device is made through the Loan Device System or with the device delivery form.

(2) All the delivery of the device to be made to the students must also be approved by the responsible staff.

Device delivery

ARTICLE 4: (1) During the delivery of the device, it must be checked by the user that the whether the devices in the form or in the system is complete and working.

(2) The accessories of the device (battery, memory card, bag, etc.) are also delivered with the devices in question.

Responsibility

ARTICLE 5: (1) Users are obliged to return the devices in fully operational condition and complete on the return date indicated on the Loan Device System or on the device delivery form. (2) If the devices and accessories are stolen, lost or damaged, the device price shall be charged to the user.

CHAPTER THREE

Studio Terms of Use

Studio request

ARTICLE 6: (1) The studios to be requested for use are TV Studio, Photography Studios, Sound Recording Studio, Radio Studio and Multi Media Studio that work under Media Center Directorate.

(2) Delivery process is done with the studio delivery form.

(3) Responsible approval is required for all studio work to be performed by the students.

Delivery of the studio

ARTICLE 7: (1) Before the use of the studio, the hardware and equipment in the studio must be checked by the user and the responsible person whether they are fully operational and complete.

Responsibility

ARTICLE 8: (1) Users are obliged to return their studio and equipment in fully operational condition and complete on the return date specified in the studio delivery form. The user shall compensate damages to be done.

**SECTION FOUR
General Conditions****Legal liability**

ARTICLE 9: (1) The user is responsible for the contents to be provided to the user and the violations arising from all visual and audio content to be produced in the studios.

(2) It is forbidden to use the devices and studios with purpose of education, academic study and project implementation for commercial purposes or for renting to another person.

Disciplinary responsibility

ARTICLE 10: (1) Users who do not submit the studios and equipment on the date of return and disrupt the operation cannot use a loan device for a period of 1 term and cannot benefit from studio facilities.

Hardware failure

ARTICLE 11: (1) All equipment service and follow-up organization shall be carried out by the Media Center Directorate in all hardware failures in the devices or studios delivered to the user.

**SECTION FOUR
Final Provisions****Effective Date**

ARTICLE 12: (1) These principles and procedures shall enter into force as of the date of approval of Yaşar University Rector.

Executive

ARTICLE 13: (1) These principles and procedures shall be executed by the Rector of Yaşar University.

*In cases of any discrepancy, Turkish version of this document shall apply.

[Adopted on 07.12.2015](#)