

Guidelines on the Use of Library Resources of the Office of Library and Information Services of I-Shou University by Employees of Affiliates of E United Group

Adopted by the Library Advisory Committee on June 15, 2010

Amendments to Provisions I, III, VI, IX, X, and XI promulgated with the consent from the President dated on March 21, 2013

Amendments to the Guidelines promulgated with the consent from the President dated on December 31, 2014

Amendments to Provisions I-X adopted by the Committee of Library and Information Services on December 28, 2020 and promulgated with the consent from the President dated on January 19, 2021

- I. The Guidelines on the Use of Library Resources of the Office of Library and Information Services of I-Shou University by Employees of Affiliates of E United Group (hereinafter referred to as "the Guidelines") are made by the Office of Library and Information Services (hereinafter referred to as "the Office") with the aim of making its library resources accessible to the employees of affiliates of E United Group (hereinafter referred to as "employees") to meet their needs for research.
- II. Employees may enter the Library to read books during opening hours by exchanging a valid identity document with a photo for an access card.
- III. Employees shall abide by the Rules of Borrowing Library Materials from the Office of Library and Information Services of I-Shou University when reading books as well as using resources and facilities at the Library.
- IV. Employees who want to borrow books from the Library shall apply for a library card and pay a deposit of NT\$1,000. Cardholders will get an interest-free refund of their deposit when returning the library card to the Office.
- V. Services:
 1. Books: Such a cardholder may borrow up to ten books that are available for checkout, and the loan period for each book is thirty days. No book reservation or renewal is available.
 2. Audiovisual resources: Such a cardholder may use audiovisual resources at the Library and shall comply with the Rules of the Management of Audiovisual Materials and Equipment at I-Shou University.

3. Periodicals: Such a cardholder may read periodicals at the Library, but no checkout service is available.
 4. Information retrieval: Such a cardholder shall go to the Reference Area of the Library for retrieval.
- VI. To check books out from the Library, employees shall show a valid staff ID card with a library barcode sticker stuck onto it.
- VII. Cardholders shall keep their library cards safely and are prohibited from lending them to others. If a library card is lost, its cardholder shall report to the Circulation Desk immediately and be held liable for losses, if any. The handling fee for the replacement of the library card is NT\$100.
- Overdue fines are subject to the Rules of Borrowing Library Materials from the Office of Library and Information Services at I-Shou University.
- VIII. An employee shall be banned from borrowing books if he/she has violated any rules of the Library, until the violation is corrected. The supervisor of the violator shall offer assistance if the violation is considered serious.
- IX. Employees shall use their library cards to enter the Library as well as to borrow library materials; they shall also abide by the regulations and rules of the Office.
- X. Other relevant reading and borrowing rules shall be subject to the Rules of Borrowing Library Materials from the Office of Library and Information Services of I-Shou University and the Regulations for Compensating Lost & Damaged Books of the Office of Library and Information Services of I-Shou University. The Guidelines become effective on the third day of promulgation after being adopted by the Committee of Library and Information Services and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.