

Guidelines on the Use of Library Resources of the Office of Library and Information Services by Family Members of Faculty and Staff Members of I-Shou University

Adopted on May 25, 2011 by the Library Advisory Committee in the second semester of the academic year 2010

Amendments to Provisions I, III, V, VI, IX, and X 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 II-X and deletion of Provision VII 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 by Family Members of Faculty and Staff Members of I-Shou University (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 family members of faculty and staff members of the University.
- II. Family members mentioned herein refer to the spouses and lineal blood relatives of full-time faculty members and staffers and of contract staffers (hereinafter collectively referred to as "faculty and staff members").
- III. To apply for a library card for family members, faculty and staff members shall make an application in person at the Office's Circulation Desk by submitting a completed Application Form for ISU Library Card (Family Members of ISU Faculty & Staff), a photocopy of his/her faculty/staff ID badge, an identity document with a photo of the cardholder, a handling fee of NT\$50, and one 1-inch photo (with the cardholder's name on the back).
- IV. 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 (children at the age of 6 or younger shall be accompanied by their parents or guardians) 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.
- V. Family members of faculty and staff members 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. If a faculty or staff member's family member 1) neglects any loss or damage to the book(s) borrowed, 2) fails to return books on time, or 3) delays overdue fines, the faculty or staff member shall be held liable for making compensation for the abovementioned situations.
- Overdue fines are subject to the Rules of Borrowing Library Materials from the Office of Library and Information Services at I-Shou University.
- VI. Faculty and staff members shall return the library cards owned by their family members when they complete the check-out process and leave the University.
- 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.
- VIII. 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.