

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

Adopted by the Library Advisory Committee on June 15, 2010

Amendments to Provisions I, III, V, VII, and VIII 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 III, IV, V, VI, and 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 Retired 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 retired faculty and staff members of I-Shou University (hereinafter referred to as "the University").
- II. All the retired faculty and staff members of the University may apply for a library card in accordance with the Guidelines.
- III. To apply for a library card, retired faculty and staff members shall make an application in person at the Office's Circulation Desk with a completed Application Form for ISU Library Card (Retired ISU Faculty & Staff), the national ID card, a photocopy of the certificate of employment termination issued by the University, a handling fee of NT\$50, a deposit of NT\$1,000, and one 1-inch photo (with the cardholder's name on the back). Cardholders will get an interest-free refund of their deposit when returning the library card to the Office.
- 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 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. Inter-library services: Such a cardholder may use services under the inter-library collaboration.
 5. Information retrieval: Such a cardholder shall go to the Reference Area of the Library for retrieval.
- V. Retired 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.
- VI. 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.
- VII. 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.