

# **Guidelines on the Use of Library Resources of the Office of Library and Information Services by Incubatee Companies Stationed at the Headquarters for Industry-University Collaboration and Intellectual Property Management at I-Shou University**

Adopted on October 21, 2001 by the Executive Board Meeting in the first semester of the academic year 2001

Amended on June 15, 2010 by the Library Advisory Committee

Amendments to the Guidelines ratified and promulgated by the President on 31 December , 2014.

- I. The Guidelines on the Use of Library Resources of the Office of Library and Information Services by Incubatee Companies Stationed at the Headquarters for Industry-University Collaboration and Intellectual Property Management at I-Shou University (hereinafter referred to as the “Guidelines”) are established by the Office of Library and Information Services (hereinafter referred to as the “Office”) to offer library-related services to incubate companies stationed at the Headquarters for Industry-University Collaboration and Intellectual Property Management (hereinafter referred to as the “incubate companies”) to satisfy their needs for research.
- II. Employees of incubatee companies may enter the Library by exchanging a valid identity document for an access card during the opening hours.
- III. Employees of incubate companies must abide by the Rules of Reading and Using Library Materials at the Libraries of the Office of Library and Information Services at I-Shou University when using the library materials and facilities at the Library.
- IV. Employees of incubate companies in need of borrowing books for business purposes shall apply for a library card by submitting an Application Form for ISU Library Card (ISU Incubatee Companies) to the Office. Each incubatee company shall have one library card only.
- V. Services:
  1. Books: Employees of incubatee companies shall only borrow the books which are available for checkout. The maximum number of checkouts is ten, and the loan period per checkout is thirty days. No reservation or renewal is granted.
  2. Overdue fines: An overdue fine of NT\$2 per day per book shall be charged. A due date

that falls on a day that the Library is closed will be extended to the following day on which the Library is open.

3. Periodicals: Periodicals shall be read only at the Library.

4. Information retrieval: Users shall go to the Reference Area for information retrieval into databases.

VI. In case of the loss of the library card, the cardholder shall report loss to the Circulation Desk of the Library and pay NT\$100 for replacement.

VII. In case of any non-compliance, the library card used by the violating incubatee company shall be suspended until the Library agrees to cancel the non-compliance records. In case of any gross violations, the Library shall invite the Headquarters for Industry-University Collaboration and Intellectual Property Management to assist in dealing with the situations. The Library reserves the right to deduct fines or the compensation for loss/damage from the guarantee money, if necessary.

VIII. Employees of incubatee companies must use their library cards to enter the Library and follow the regulations and rules set forth by the Office.

IX. Any other reading or borrowing rules shall be subject to the Rules for Borrowing Library Materials from the Office of Library and Information Services at I-Shou University and the Regulations for Compensating Lost & Damaged Books of the Office of Library and Information Services of I-Shou University.

X. 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 and misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.*