

Guidelines on the Use of Library Resources of the Office of Library and Information Services, I-Shou University, by Teachers and Staff of I-Shou International School

Adopted on May 30, 2005 by the Executive Board Meeting
in the second semester of the academic year 2004

Amendments to Articles 1, 2, 3, 4, 8 and 9 ratified by the
President on March 21, 2013

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, I-Shou University, by Teachers and Staff of I-Shou International School (hereinafter referred to as the “Guidelines”) are established by the Office of Library and Information Services (hereinafter referred to as the “Office”) to offer book checkout services to teachers and staff of I-Shou International School (hereinafter referred to as the “ISIS teachers and staff”) under the principle of sharing book resources.
- II. ISIS teachers and staff may enter the Library and read books by a valid library card during the opening hours.
- III. ISIS teachers and 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. To borrow books from the Office, ISIS teachers and staff shall first go to the ISIS Library & Information Office to complete an Application Form for ISU Library Card (ISIS Teachers & Staff), and then submit the completed application form to the Office for applying for a library card.
- V. The maximum number of checkouts for ISIS teachers and staff is ten, and the loan period per checkout is thirty days. No reservation or renewal is granted.
- VI. 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.
- VII. 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.
- VIII. 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.

IX. 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.