

Regulations for Management of I-Shou University Office of Library and Information Services Volunteers

Approved in the meeting of the Library Advisory Council at 1st semester of the academic year 1998 on December 03, 1998.
Amendments to Articles 1, 4, 6 and 9 ratified by the President on March 21, 2013.

Article 1 Purposes:

1. To fully manage the human resources of the University to promote the service quality of the Office of Library and Information Services.
2. To offer the opportunities for the students to accumulate the practical experience.

Article 2 Qualifications:

1. Those who are students of ISU, and are interested in reading and know to follow the regulations about time.
2. Those who can work for at least 3 hours each week.

Article 3 Volunteers who work for the library (hereinafter referred to as the volunteers) shall offer the services listed as below voluntarily without pay:

1. Assisting the circulation desk of the library when the readers want to return or check out books; sorting or putting books back to the shelves; helping the readers to find the books they want.
2. Putting the reference works on shelves, and helping the readers to find the books they want.
3. Putting the bound periodicals/ journals in Chinese or western languages on shelves; sticking the magnetic strips on the periodicals/ journals in Chinese or western languages, affixing the Office of Library and Information Services Collection Seal, and helping the readers to find the journals/ periodicals they want.
4. Assisting the information desk of the Learning Center when the users want to return or check out the book or materials; sorting and putting the audio-visual materials on shelves.
5. Sticking on the book labels, magnetic strips and the like.
6. Making posters.

Article 4 Working time:

1. The Office of Library and Information Services shall properly arrange the volunteers' work shift based on the volunteers' and library's practical needs. In principle, the volunteers shall work for the library for at least 3 hours per week, and the volunteers shall sign in when they start working each time.
2. Volunteers shall ask for a leave in advance if they cannot work for the library due

to special reasons.

Article 5 Training Methods:

1. Recruitment: The library shall announce to recruit new volunteers regularly or irregularly. Students who are interested in the job shall sign up by mail or in person.
2. Selection: The library shall interview with the students to understand what they good at, what they are interested in, and when they can start working for the library.
3. Training Programs: Students who are approved after selection shall take the assigned position after being appropriately trained.

Article 6 Rights and Obligations:

1. Volunteers shall not receive any pay.
2. Volunteers shall obey all regulations set up by the library.
3. Volunteers shall put on the badges and be friendly when working for the library.
4. Volunteers shall sign in and sign out on time.
5. Volunteers who work for the library for more than 20 hours each semester may borrow more 5 books than others (the loan period is 1 year).
6. Volunteers may participate in the activities for building friendship or other programs for pursuing further knowledge held by the Office of Library and Information Services.
7. Anyone who has applied for the position of student assistant may be the top priority to be hired if he/ she is qualified.

Article 7 Evaluation:

1. The library shall be responsible of evaluating the volunteers' working performances, including their working attitude and relevant professional knowledge. Volunteers' qualification may be revoked if they have done anything detrimental to the library's reputation or rights. In addition, the library may also be eligible to report to the related units if the volunteers violate the regulations seriously.
2. Volunteers' qualification shall be revoked if they have not asked for a leave for more than 3 times in a row.

Article 8 Rewards:

1. Service Award: Each volunteer shall be granted one Certificate of Gratitude at the end of each semester.
2. Volunteers with great performances shall be given a Commendation.
3. Enthusiasm Award: Volunteers who have worked for the library for more than 20 hours passionately and follow the regulations of the library shall be granted one souvenir.

Article 9 The Regulations shall come into effect on and after the third when they are approved by

the Library Advisory Council . Amendments must also undergo the same procedures.

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