

# **Guidelines on the Use of Library Resources of the Office of Library and Information Services by Students of the Extension Education Center and the Language Center of I-Shou University**

Adopted on June 15, 2010 by the Library Advisory  
Committee

Amendments to Articles 1, 3, 5, 7 and 8 ratified and  
promulgated 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 by Students of the Extension Education Center and the Language Center of 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 book checkout services to the students of the Extension Education Center and the Language Center under the principle of sharing book resources.
- II. Students of the Extension Education Center and the Language Center may enter the Library by their student ID cards during the opening hours.
- III. Students of the Extension Education Center and the Language Center 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 Library, students shall first go to the Extension Education Center or the Language Center to complete an application form for an ISU library card, and then submit the completed application form and pay a deposit of NT\$1,000 to the Office. At the expiry of the validity of the library card, the deposit shall be returned without interest after the Library deducts payable fines, if any.
- V. The maximum number of checkouts 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 during the period of validity, the cardholder shall report

loss to the Library to avoid any unauthorized use and at the same time 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.*