

# **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 on June 15, 2010 by the Library Advisory Committee

Amendments to Provisions I, III, V, VII, and VIII 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 by Retired Faculty and Staff Members of I-Shou University (hereinafter referred to as the “Guidelines”) are stipulated by the Office of Library and Information Services (hereinafter referred to as the “Office”) to offer its resources to the University’s retired faculty and staff members.
- II. Retired faculty and staff members of the University may apply for a library card pursuant to the Guidelines.
- III. To apply for a library card, retired faculty and staff members of the University shall make an application in person at the Office’s Circulation Desk by submitting a completed Application Form for ISU Library Card (Retired ISU Faculty & Staff Members), the national ID card, a photocopy of the certificate of retirement from private schools, a handling fee of NT\$50, one 1-inch photo (with the name on the back side), and a deposit of NT\$1,000. Such cardholders may request a refund of the deposit without interest upon returning the library card to the Office.
- IV. Services:
  1. Books: Such cardholders may borrow up to ten books which are available for checkout, and the loan period for each book is thirty days. No book reservation or renewal is available.
  2. Overdue Fines: An overdue fine of NT\$2 per day per book is 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. Learning Center: All multimedia resources are available for patrons.
  4. Periodicals: Such cardholders may read periodicals at the Library, but no check-out service is available.
  5. Interlibrary Services: All kinds of interlibrary services are available.
  6. Information retrieval: Please go to the Reference Area of the Library for retrieval.

- V. Retired faculty and staff members must use the library card to enter and leave the Library, and abide by regulations and rules of the Office.
- VI. Patrons shall carefully use and safekeep their library cards. In case of losing the library card, patrons shall report to the Circulation Desk. Patrons shall be held liable for any loss caused by failing to do so. In addition, cardholders shall pay NT\$100 for reissuing a new library card.
- 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.
- VIII. 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 these Guidelines, the Chinese language version shall prevail.*