

Guidelines on the Use of Library Resources of the Office of Library and Information Services by Alumni of I-Shou University

Adopted on June 17, 1994 at the second meeting of the University Administration Council in the second semester of the academic year 1993

Amendments to Articles 1, 3 and 8 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 Alumni 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 library-related services to alumni of I-Shou University (hereinafter referred to as the “University”).
- II. Alumni may enter the Library by a valid alumni card during the opening hours.
- III. Alumni 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 use electronic resources of the Office, alumni shall apply for a library card and pay a deposit of NT\$1,000; extra NT\$50 shall be paid by those who are not members of the ISU Alumni Association for making a new card. The deposit will be returned without interest when the library card is returned to the Office.
- V. Services:
 1. Books: Alumni shall only borrow the books which are available for check out. 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. Electronic Resources: Alumni shall use the electronic resources of the Office pursuant to the authority granted to them after their applications are approved.
- VI. Notices about using electronic resources:

1. One personal username and password valid for a period of one year will be given by the Office. Alumni must not reveal the username and password to any person to use the electronic resources.
 2. The electronic resources offered by the Office are mainly those authorized by suppliers for alumni to use.
 3. In case of any violation, not only shall violators be punished according to the law and banned permanently from using electronic resources but the deposit of NT\$1,000 will also be confiscated.
- VII. 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.
- VIII. 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.
- 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.