

Guidelines on the Borrowing of eBook Readers from the Office of Library and Information Services at I-Shou University

Adopted on November 29, 2011 by the Library Advisory Committee in the first semester of the academic year 2011
Amendments to Provisions I, II, III, IV, 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. To facilitate the use of e-book resources by patrons of the University, the Office of Library and Information Services (hereinafter referred to as the “Office”) provides eBook readers (hereinafter referred to as the “readers”) for patrons to borrow, and the Guidelines on the Borrowing of eBook Readers from the Office of Library and Information Services at I-Shou University are hereby established.
- II. Rules regarding the borrowing of the readers are as follows:
 1. Applicants: Faculty members, staff members and students of the University.
 2. Loan period: Each patron is allowed to borrow a reader for seven days each time. Patrons may make a reservation but are not allowed to renew the borrowing. Patrons who have made a reservation shall complete the check-out procedure within three days of receiving a notification. A reservation shall be canceled in case of overdue collection.
 3. Patrons shall present their own identity document (faculty/staff/student ID card) at the Circulation Desk of the Library to borrow a reader.
- III. Borrowers shall restore the borrowed readers to the original condition before returning them, and staff at the Circulation Desk of the Library shall check the operational condition of the readers as soon as they are returned. Borrowers shall delete all personal information saved in the readers; the Library is not liable for the loss of information stored in the readers. Borrowers shall carefully use and safekeep the readers. In case of any loss or damage to the readers, either intentionally or accidentally, borrowers shall make compensation in cash by paying the purchase price of the reader.
- IV. Readers shall be returned on or before the due date. Borrowers who fail to do so shall be banned from borrowing any reader immediately. An overdue fine of NT\$100 per day shall be charged. A due day that falls on a day that the Library is closed will be extended to the following day on which the Library is open. The maximum overdue fine in total shall not exceed NT\$30,000.

- V. Users of the readers shall abide by the Copyright Act as well as relevant laws and decrees; borrowers shall be held legally liable for any law violation as a result of misusing the readers, either intentionally or negligently.
- VI. Any issues not mentioned herein shall be subject to relevant regulations and rules of the Office and the University.
- VII. 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 the Guidelines, the Chinese language version shall prevail.