

# **Rules of Borrowing Library Materials from the Office of Library and Information Services at I-Shou University**

Adopted on November 23, 1990 at the second meeting of the University Administration Council in the first semester of the academic year 1990

Amended on March 5, 1995 by the University Administration Council in the second semester of the academic year 1994

Amended on December 5, 2005 by the Library Advisory Committee in the first semester of the academic year 2005

Amended on November 30, 2010 by the Library Advisory Committee in the first semester of the academic year 2010

Amended on May 25, 2011 by the Library Advisory Committee in the second semester of the academic year 2010

Amendments to Articles 13, 14, 16 and 19 ratified by the President on March 21, 2013

Amendments to Articles 1, 6 and 18 ratified and promulgated by the President on April 15, 2013

Amendments to Articles 1~12, 14 and 16~18 ratified and promulgated by the President on December 31, 2014

- Article 1 The library materials collected by the Office of Library and Information Services (hereinafter referred to as the “Office”) are mainly for faculty members, staff and students of I-Shou University (hereinafter collectively referred to as “patrons”) to read and use. To make the most of the resources and facilities offered by the Office, the Rules of Borrowing Library Materials from the Office of Library and Information Services at I-Shou University (hereinafter referred to as the “Rules”) are hereby made to serve as the legal basis for the borrowing of library materials as well as the enforcement of law.
- Article 2 Non-patrons are not permitted to use the aforesaid library materials unless prior consent has been given by the University.
- Article 3 Patrons must show a valid ID badge or student ID card when borrowing books, and the latter must be affixed with the enrollment seal of the current semester, while

non-patrons must show a valid library card issued by the University to borrow books.

Article 4 It is strictly prohibited to borrow or assume another person's name or improperly use identity document to borrow books. Violators will be banned from borrowing books from the Office for a period of one month from the date when the violation is ferreted out.

Article 5 In principle, reference books, latest periodicals, newspapers, microforms, etc. shall be read or used only at the Library; no check-out service is available. Notwithstanding the foregoing, the Office may take alternative measures under special circumstances.

The borrowing of the books designated by faculty members shall be subject to the Principles of Using the Books Designated by Faculty Members at the Office of Library and Information Services.

Article 6 Number of checkouts and loan periods:

1. Faculty (including full- and part-time faculty members): Up to thirty books per person and the loan period for each book is forty days. Of the thirty checkouts, fifteen may be used for the purpose of teaching, and the loan period can be extended to one semester.
2. Staff (including research assistants): Up to fifteen books per person and the loan period for each book is thirty days.
3. Doctoral students: Up to twenty-five books per person and the loan period for each book is thirty days.
4. Master's students and students of post-baccalaureate degree programs: Up to twenty books per person and the loan period for each book is thirty days.
5. Students of daytime and evening bachelor's degree programs: Up to fifteen books per person and the loan period for each book is thirty days.
6. Non-patrons: Applicable rules shall be complied with.
7. The loan period of books exhibited in special events shall be determined depending on respective events.

Article 7 The opening hours and loan periods during winter and summer vacations shall be determined separately.

Article 8 Patrons may make an online reservation on WebPac2.0 for the books which have been checked out. After the books are returned, the Library will send reminders to patrons who have made a reservation to complete the borrowing procedure within five days.

Article 9 Book renewals are granted only once if there are no other patrons reserving these books.

- Article 10 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. The fine of each overdue item shall be charged with a ceiling of ten times the original price.
- Article 11 To protect other patrons' rights and benefits and to ensure that patrons will return checkouts on time and pay overdue fines, the Office may ban patrons from borrowing and/or renewing books for a short period of time if they don't return checkouts or pay up overdue fines on time.
- Article 12 If patrons cannot return checkouts on or before the due date under special circumstances, they may be exempt from overdue fines only if they can provide supporting documents to the Circulation Desk, and the supporting documents are verified and accepted by the librarian-in-charge.
- Article 13 The Office reserves the right to recall checkouts at its discretion.
- Article 14 Patrons shall handle checkouts with utmost care. If checked-out library materials are damaged, lost, written on, painted on or stained, penalties shall be imposed according to the Office's Regulations for Compensating Lost & Damaged Books.
- Article 15 Anyone who takes library materials out of the Library without completing the borrowing procedure will be given a warning, banned from borrowing books for one month or even referred to related units for punishments depending on the severity of the violation.
- Article 16 If any patron loses the faculty/staff ID badge or student ID card, he or she must immediately apply to the Office of Human Resources or the Office of Academic Affairs for a new one, and at the same time apply to the Library for suspending the membership to prevent any unauthorized use.
- Article 17 If any student withdraws from the University or suspends the schooling, or any faculty or staff member resigns or is dismissed by the University, he or she shall return all checkouts before proceeding to the check-out procedure.
- Article 18 The Rules become effective on the third day of promulgation after being adopted by the University Administration Council 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 Rules, the Chinese language version shall prevail.*