

# Regulations for Compensating Lost & Damaged Books of I-Shou University Office of Library and Information Services

Approved in the 1<sup>st</sup> meeting of the University Administration Council at the 2<sup>nd</sup> semester of the academic year 1990 on April.

Amended in the meeting of the University Administration Council at the 1<sup>st</sup> semester of the academic 1996 on November 02, 1996.

Amended in the meeting of Library Advisory Committee at 1<sup>st</sup> semester of the academic year 2005 on December 05, 2005.

Amended in the meeting of Library Advisory Committee at the 1<sup>st</sup> semester of academic year 2010 on November 30, 2010.

Amendments to Articles 1, 3 and 5 ratified by the President on March 21, 2013.

Article 1 Please follow the Regulations for Compensating Lost & Damaged Books if the books are lost, damaged or stained after the readers return.

Article 2 Readers shall inform the Library and apply for being exempt from overdue fines temporarily if the books borrowed by the readers are lost, damaged or stained. Readers shall compensate for the books within one month after informing the Library.

Article 3 Regulations for compensating the lost books (including floppy disks and discs):

1. In principle, the readers shall buy the books in the same or newest editions if the books are lost. Readers who can not buy the same books shall pay for the money as twice as the current prices of the books. If the books are out of print, the readers shall pay for the money as triple as the cost prices of the books.
2. The western books in original editions shall be regarded as the books out of print and can not be replaced by the illegally pirated books if it is impossible to buy.
3. Readers shall compensate for one of the books or the whole set of the book series, which are missed and can not be bought on market.
4. Readers shall buy one of the periodicals in the same edition and pay for an extra fee of NTD\$150 for the book binding if one of the periodicals in the bound volume is lost. If it is impossible to buy one of the periodicals in the bound volume, the readers shall pay for the money as twice as the subscription fees of the periodicals.
5. No matter the readers compensate for the books by purchasing or paying for the money, each volume shall be charged for extra administration fee of NTD\$50.
6. If the books are exchanged, presented or kept for other institutions without

marking on the fixed prices, the readers shall pay for NTD\$2 for each page of Chinese books and NTD\$10 for each side of each page of Western books. The number of pages shall be counted for 100 if it is below 100.

7. If the lost, damaged or stained books have fixed a basic price, the price shall be multiplied by 50.
8. Readers shall compensate for the attachments of the books if losing the attachments (e.g. floppy disks or discs), and shall be charged for an extra administration fee of NTD\$20. If the floppy disks or discs of books won't be produced anymore, the readers shall pay for the money as twice as the prices of books and be charged for an extra administration fee of NTD\$50.
9. Readers shall only take the responsibility for compensation if they have reported to the Office of Library and Information Services Library for lost books before due date, and completed the procedures for compensation within one month after reporting. Readers who have not completed the procedures for compensation within one month after reporting shall have a penalty of NTD\$2 each day. Anyone who reports missing books after due date shall also have a penalty for overdue return.
10. If the borrowed books or materials are damaged due to natural disasters or other force majeure, such as floods, fire accidents or earthquakes, the borrowers can be exempted from part or whole of responsibility to compensate by handing over one copy of proofs or damaged books/ materials within one month after the disaster or other force majeure happens. However, it is still necessary for the readers to pay for the overdue fines if the borrowers have not returned the books/ materials on time.

#### Article 4 Procedures for Compensation of Books:

1. Readers shall complete the procedures for cancelling the records of missing, damaged or stained books after sending the books purchased to the Circulation Desk of the Library, and the desk has also confirmed the books are identical with the original ones without any problems.
2. Readers shall complete the procedures for cancelling the records of missing, damaged or stained books by compensating for the books at the Circulation Desk and receiving the receipts of payment.

#### Article 5 The Regulations adopted by the Library Advisory Committee shall come into effect

on and after the third day when they are approved and promulgated by the President.  
Amendments must also undergo the same procedures.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of this Regulations, the Chinese language version shall prevail.*