

Rules of Borrowing Courses Reserves 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

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

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

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

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

Amendments to Provisions XIII, XIV, XVI and XIX ratified by the President on March 21, 2013

Amendments to Provisions I, VI, and XVIII ratified and promulgated by the President on April 15, 2013

Amendments to the Rules ratified and promulgated by the President on December 31, 2014

- I. The Office of Library and Information Services of I-Shou University (hereinafter referred to as the “Office”) stipulates the Rules of Borrowing Course Reserves from the Office of Library and Information Services at I-Shou University (hereinafter referred to as the “Rules”) to serve as the legal basis of the borrowing of course reserves.
- II. For the purpose of teaching and research, faculty members may designate books which are available at the Library to be displayed on specific open book shelves for students to borrow.
- III. Course reserves are allowed to be borrowed for no more than two hours each time, but the loan period may be renewed if those books are not reserved by others.
- IV. The aforementioned books may be checked out within one hour before the Library is closed and shall be returned before 9 a.m. on the next day. 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.

- V. An overdue fine of NT\$2 per hour per book shall be charged. Overdue time less than one hour shall be calculated as one hour. The maximum overdue fine charged in total for a book shall be as many as ten times the original price of the book.
- VI. A patron is allowed to borrow up to two books for each course; patrons shall borrow these books in person. It is prohibited to borrow books in another person's name or to lend the borrowed books to others.
- VII. Other relevant borrowing and reading rules shall be subject to the Rules of Borrowing Library Materials from the Office of Library and Information Services of I-Shou University.
- VIII. The Rules become effective on the third day of promulgation after being adopted by the Office Affairs 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.