

Guidelines on the Use of Library Resources of the Office of Library and Information Services by Family Members of Faculty and Staff Members of I-Shou University

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

Amendments to Provisions I, III, V, VI, IX and X 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 Family Members of Faculty and Staff Members of I-Shou University (hereinafter referred to as the “Guidelines”) are stipulated by the Office of Library and Information Services (hereinafter referred to as the “Office”) to offer its library resources to family members of faculty and staff members of the University.
- II. Family members mentioned herein shall be the spouses or lineal blood relatives of full-time faculty members, faculty members who are professional technicians, and full-time and contract staff members (hereinafter collectively referred to as the “faculty and staff”).
- III. To apply for a library card for family members, the faculty and staff shall make an application in person at the Office’s Circulation Desk by submitting a completed Application Form for ISU Library Card (Family Members of ISU Faculty & Staff), a photocopy of a valid faculty/staff ID badge, an identity document with a photo of the cardholder, a handling fee of NT\$50, and one 1-inch photo (with the name on the back side).
- IV. Services:
 1. Books: Such cardholders may borrow up to ten books which are available for checkout, and the loan period for each book is thirty days. No book reservation or renewal is available.
 2. Overdue Fines: An overdue fine of NT\$2 per day per book is 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. Learning Center: All multimedia resources are available for patrons. (Children at the age of 6 or younger shall be accompanied by their parents/guardians.)
 4. Periodicals: Such cardholders may read periodicals at the Library, but no check-out service is available.
 5. Information retrieval: Users shall go to the Reference Area of the Library for retrieval.

- V. Family members of the faculty and staff must use the library card to enter and leave the Library as well as to borrow library materials; they shall also abide by regulations and rules of the Office. If a faculty or staff member's family member 1) neglects any loss or damage to the book(s) borrowed, 2) fails to return books on time or 3) delays the overdue fines, such a faculty or staff member shall be held liable for making compensation for the abovementioned situations.
- VI. The faculty and staff shall return the library cards owned by their family members when they complete the check-out procedure.
- VII. If the library card is lost, a cardholder must report to the Circulation Desk immediately and apply for a new library card. The handling fee for the reissuance of the library card is NT\$100.
- VIII. Cardholders shall carefully use and safekeep their library cards. They must report to the Circulation Desk immediately if their library cards are lost. Otherwise, the cardholders concerned shall be held liable for any loss as a result of not reporting the loss of the library card. The handling fee for the reissuance of the library card is NT\$100.
- IX. Other relevant reading and borrowing rules shall be subject to the Rules of Borrowing Library Materials from the Office of Library and Information Services of I-Shou University and the Regulations for Compensating Lost & Damaged Books of the Office of Library and Information Services of I-Shou University.
- X. 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 these Guidelines, the Chinese language version shall prevail.