

Guidelines on the Use of Library Resources of the Office of Library and Information Services, I-Shou University, by Employees of Affiliated Companies to E United Group

Adopted on June 15, 2010 by the Library Advisory Council

Amendments to Provisions I, III, VI, IX, X and XI 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, I-Shou University, by Employees of Affiliated Companies to E United Group (hereinafter referred to as the “Guidelines”) are hereby made by the Office of Library and Information Services (hereinafter referred to as the “Office”) to offer library resources to the employees of E United Group to meet their needs for research.
- II. Employees of E United Group may enter the Library to read books during the opening hours by exchanging a valid identity document with a photo for an access card.
- III. Employees of E United Group shall follow the Rules of Borrowing Library Materials from the Office of Library and Information Services of I-Shou University when reading books as well as using resources and facilities at the Library.
- IV. Employees of E United Group who would like to borrow books from the Library shall apply for a library card (a barcode sticker) and submit a deposit of NT\$1,000. A refund of the deposit without interest may be requested when cardholders return their library barcode stickers.
- V. 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.
 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.
- VI. Employees of E United Group shall show a valid staff ID card with a library barcode sticker stuck on it to borrow books from the Library.
- VII. Patrons shall carefully use and safekeep the library barcode sticker. In case of losing the barcode sticker, patrons shall report to the Circulation Desk immediately. Patrons shall be held liable for any loss caused by failing to do so. In addition, cardholders shall pay NT\$100 for reissuing a new library barcode sticker.
- VIII. Any employee of E United Group shall be banned from borrowing books if he or she has violated any rules of the Library until the violation is settled. Supervisors of the employees from affiliated companies of E United Group shall offer assistance if such a violation is considered serious.
- IX. Employees of E United Group must use the library barcode to enter and leave the Library, and abide by regulations and rules of the Office.
- X. 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.
- XI. 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.