

Guidelines on the Use of Library Resources of the Office of Library and Information Services, I-Shou University, by Visitors

Adopted on January 15, 2008 by the Library Advisory Committee in the first semester of the academic year 2007

Amendments to Provisions I, II, III, VIII, IX, X, XIII and XIV ratified by the President on March 21, 2013

Amendments to Provisions I, II, III, IV, V, VI, VII, VIII, IX, XII and XIV ratified and promulgated by the President on April 15, 2013

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

- I. To provide library services to visitors to the University and offer them assistance in pursuing further education or doing research, the Office of Library and Information Services (hereinafter referred to as the “Office”) hereby sets up the Guidelines on the Use of Library Resources of the Office of Library and Information Services, I-Shou University, by Visitors (hereinafter referred to as the “Guidelines”) to offer more resources to visitors without infringing on the University’s faculty and students’ rights.
- II. Anyone who is aged 18 or older (hereinafter referred to as the “visitor”) may apply for a library card at the Office.
- III. To apply for a library card, visitors shall make an application in person at the Circulation Desk by submitting a completed application form, the national ID card (the passport), required documents, a handling fee of NT\$50, two 1-inch photos (with the name on the back side), and a deposit of NT\$2,000.
- IV. The library card shall only be used by the cardholder and must be safeguarded to prevent improper use. Cardholders must report to the Circulation Desk immediately if the library card is lost. Otherwise, the cardholder concerned will be held liable for any damage, loss or inconvenience caused 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.
- V. Such library cards are valid for two years. Those who want to extend their membership upon expiration shall visit the Circulation Desk in person and provide an update on personal information by showing a valid identity document.
- VI. Visitors must use the library card to enter and leave the Library, and abide by the regulations and rules concerning entering the campus.
- VII. 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. Periodicals: Such cardholders may read periodicals at the Library, but no check-out service is available.
- VIII. Library patrons shall be held liable for any loss, mark, damage or stain of the books borrowed, or for any damage to library equipment or facilities used due to willful damage or improper use according to the Regulations for Compensating Lost & Damaged Books of the Office of Library and Information Services of I-Shou University.
- 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.
- X. If a patron delays or refuses to pay compensation or overdue fines, the Office reserves the right to deduct the compensation and/or overdue fines from the deposit and revoke the patron's library card.
- XI. If any visitor with a library card intends to terminate the membership, he or she shall complete required procedures, return the library card to the Office, and request a refund of the deposit without interest.
- XII. If a person has been granted two different types of status, he or she shall apply for a library card based on either status. A patron shall have only one library card. If a patron is an officially enrolled student of the University, he or she shall apply for a library card based on the status as a student of the University.
- XIII. For any issues or the misuse of a library card not mentioned herein, the Office may act pursuant to relevant regulations and rules of the University or report to related units.
- XIV. 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.