

# Guidelines on Interlibrary Services at I-Shou University

Adopted by the Office Affairs Council of the Office of Library and Information Services on December 25, 2024, promulgated with the consent from the President dated January 7, 2025, and come into effect on February 3, 2025

- I. The Guidelines on Interlibrary Services at I-Shou University (hereinafter referred to as “the Guidelines”) are made by I-Shou University (hereinafter referred to as “the University”) for the convenience of photocopying or borrowing journal articles, research reports, books, and degree treatises that are not available at its Office of Library and Information Services (hereinafter referred to as “the Office”) but held by partner libraries.
- II. The Guidelines apply to all faculty members, students, and staff members of the University (hereinafter collectively referred to as “patrons”).
- III. Nationwide Document Delivery Service (NDDS):
  1. For library materials that are not available at the Office but held by a partner library, patrons may apply online and then pay all fees payable and pick up the materials requested at the Library’s Information Desk.
  2. Application:
    - a. Patrons shall apply for a user account on the NDDS’s website and can apply online for interlibrary services only after receiving a notification of approval from the Office. Only online applications will be accepted.
    - b. Patrons shall abide by the regulations and rules concerning interlibrary services and fees set out by respective partner libraries.
    - c. Patrons will receive an automatic email once the materials requested arrive at the Library. Patrons shall, within fourteen days of receiving the email, pay the fees payable and pick up their materials at the Library’s Information Desk.
- IV. RapidILL (Journal Article Delivery Express): For library materials that are not available at the Office, patrons may apply online for photocopies free of charge. Patrons will receive an email from the Office once the photocopies requested arrive at the Library, and they shall pick up their photocopies at the Library’s Information Desk.
- V. Should any materials requested by patrons get involved in any infringement of the Copyright

Act, they shall be held solely liable for any and all legal consequences.

- VI. Rules concerning library card exchanges or interlibrary loan services with institutions with which the University has established an alliance shall be drawn up separately.
- VII. The Guidelines become effective on the third day of promulgation after being adopted by the Office Affairs Council of the Office and ratified by the President.

*Note: In case of any disputes or misunderstanding regarding the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.*