

Rules of Reading and Using Library Materials at the Libraries of 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

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

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

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

Amendments to Articles 3, 7, 8, 11, 12 and 15 ratified by the President on March 21, 2013

Amendments to Articles 1, 3, 5, 8, 9, 12, 14 and 15 ratified by the President on April 15, 2013

- Article 1 To create a pleasant reading environment and make the most of library resources, the Rules of Reading and Using Library Materials at the Libraries of the Office of Library and Information Services at I-Shou University (hereinafter referred to as the "Rules") are made by the Office of Library and Information Services (hereinafter referred to as the "Office") to serve as the legal basis for the rules concerning reading and using library resources as well as the enforcement of law.
- Article 2 Patrons must enter the libraries using their own faculty/staff ID badges or student ID cards. Non-ISU patrons may also enter libraries to read library materials after exchanging their identification documents for an entry permit.
- Article 3 The opening hours of libraries shall be announced by the Office.
- Article 4 Patrons shall turn off their cell phones or switch them to vibrating mode. No smoking, food or drink, dogs or other pets are allowed inside libraries. Violators will receive one verbal warning, which will be

recorded as a first offense. Those who have committed three offenses will be banned from borrowing books for one month, and their names will be made public.

Article 5 Patrons shall place books on shelves, or put them on book carts after use so that librarians can put them back on the shelves.

Article 6 As a courtesy to fellow patrons, patrons are strictly prohibited to occupy seats in reading areas using books or personal belongings. Violators will be banned from reading or using library materials inside libraries.

Article 7 Loan periods are divided into the general term and the long term. The former is applicable to all patrons who have the right to borrow books, while the latter is applicable only to faculty and staff members who are approved by the University to carry out research projects.

Article 8 To borrow general books from libraries, patrons must complete the borrowing procedures at the Circulation Desk according to the Office's Rules for Borrowing Library Materials from the Office of Library and Information Services at I-Shou University. Violators will be punished according to relevant regulations and rules.

Article 9 The reference books designated by professors may be borrowed for two hours but cannot be taken outside the Library. Patrons may borrow such reference books within one hour before the library is closed, but must return the checkouts before 9:00 a.m. the next day. A due date that falls on a day that the library is closed will extend to the first following open day.

Article 10 Reference books, latest periodicals, newspapers, audio-visual materials, microforms, and electronic publications shall be read or used only at the libraries; no check-out service is available. Patrons may borrow books which are not available for check out within one hour before the library is closed, but must return the checkouts before 9:00 a.m. on the next day. A due date that falls on a day that the library is closed will extend to the first following open day.

Article 11 Patrons shall safekeep library materials from being marked, stained,

damaged or torn. Violators will be punished according to the Office's Regulations for Compensating Lost & Damaged Books.

Article 12 Patrons may make photocopies of the books which are not available for check out, and the Copyright Act and the Office's Regulations for the Services of Photocopy must be complied with when photocopying.

Article 13 Patrons are strongly urged to consult the Reference Desk for reference services or any other questions.

Article 14 Patrons shall not leave personally owned books or notebooks at the libraries.

Article 15 The Rules become effective on the third day of promulgation after being adopted by the University Administration 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 these Rules, the Chinese language version shall prevail.