

Regulations for the Services of Photocopy of I-Shou University Office of Library and Information Services

Approved in the 2nd meeting of the University Administration Council
at the 2nd semester of the academic year 1993 on June 17, 1993.
Amendments to Articles 2 ratified by the President on March 21, 2013.

- Article 1 Readers may copy the books and related data which can not be borrowed in accordance with the Regulation and the Intellectual Property Rights Law.
- Article 2 Readers may copy the books and information at the Office of Library and Information Services by themselves. All they have to do is to prepare the photocopy card, which is sold by the University, and use the copying machines to copy the information or books they need at the Library.
- Article 3 Please see the pictures for demonstrating how to operate the machines on the copying machine before copying. If the readers still don't understand how to use the machines, please consult the related staff.
- Article 4 If the copying machine has any problems, such as insufficient papers, paper jam or breakdown, please consult the related staff.
- Article 5 Please return the books or data to the original positions or put them on the book carts that the librarians can put them back on shelves after copying.
- Article 6 The Regulations adopted by the University Administration Council shall come into effect after they are promulgated. Amendments must also undergo the same procedures.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of this Regulations, the Chinese language version shall prevail.