

Rules and Regulations of National Chung Hsing University Library

Approved by 26th meeting of the Library Consultation Committee on April 20th 2006

Approved by the Principal on June 21st 2006

Revision approved by the 28th meeting of the Library Consultation Committee on October 5th 2009

Revision approved by the 349th Administrative Meeting on January 6th 2010

Revision approved by the 376th Administrative Meeting on February 27th 2013 (Article 2, 9)

Article 1. The National Chung Hsing University Library (“Library”) has established the National Chung Hsing University Library Reading Rules (“Rules”) to promote the required functions of a university library, protect readers’ fair use of the Library’s resources and equipment and the readers’ interest in reading and searching information in the Library.

Article 2. Readers should enter the Library by swiping valid personal IDs during the opening hours. The opening hours will be published by the Library. Valid IDs are determined as follows:

1. Faculties, staffs and students of the University may enter the Library by presentation of faculty or staff ID card or student card issued by the school.
2. Adjunct professions and part-time staffs, alumni, retired staff, non-degree students, volunteers of the Library, deferred student and new graduate school students who are not yet registered may enter the Library by presentation of a borrowing card issued by the Library.
3. Family members of faculty or staff of the University may enter the Library by presentation of Library card issued by the Library. Any family member under 12 years of age may only enter the Library if accompanied by an adult (faculty or staff him/herself or a direct relative).
4. Members of cooperative organizations may enter the Library by presentation of a borrowing card or access card issued by the Library.
5. Neighbors in the vicinity of the University may enter the Library with a library card issued by the Library.
6. Any off-campus visitors over the age of 18 may enter into the Library by exchanging a valid ID (ID card, driver’s license, national health insurance card with photo, student or teacher’s card of another university) for a visitor card.
7. Foreigners may exchange a passport or residence card for a visitor card.

The Library has limited reading seats. During the same period, the number of visitors will be limited as determined by the Library based on the actual situation. The visitor should take care of the visitor card. If the visitor card lost or broken, the visitor shall report to the Library immediately and pay the service fee of NT\$100. Upon leaving the Library, the visitor card should be returned for the original ID. The Library is not responsible for any ID not claimed after the deadline.

The library card is limited to the personal holder and cannot be lent or exchanged. Any person discovered to have lent or exchanged any ID to or with another person, the Library shall be liable compensation in accordance with the Library Rules for Reader Violations. If the library card is lost, with the holder shall report to the Library immediately and apply for re-issuance by the original issuing organization.

Article 3. The Library’s books are displayed on open shelves. During opening hours, readers may freely enter into the Library to use the Library collection. However, reference books, periodicals, newspapers and other special library materials are limited to use inside the Library .

Article 4. Any reproduction of any copyrighted Library materials shall be consistent with Copyright Law and other relevant legislations. Any violators shall bear sole legal liability.

Article 5. In order to maintain the safety, cleanness and tranquility of the reading environment, contraband, food and drink are not allowed in the Library. Smoking, chewing betel nut, eating, sleeping, making loud noises or other acts affecting the other readers' interest are strictly prohibited.

Upon entering the Library, telecommunication equipment such as mobile phones shall be turned in vibration or voicemail mode. Mobile phones should only be used in the readers' lounge. Readers are responsible for the safekeeping of their personal objects and should bring them away upon leaving the Library. The Library shall not be responsible for any damage or loss.

Article 6. Readers should borrow library materials with borrowing cards. Matters related to borrowing books shall be in accordance with the "Library Material Borrowing Rules".

Article 7. Readers should use the Library's space, resource, equipment and collection on each floor, in accordance with the relevant rules of the Library.

Article 8. Readers should cherish to the Library's materials and various equipment, without any staining or damaging them, nor take them out of the Library without authorization.

Article 9. Readers should comply with all rules and regulations of the Library and jointly maintain the quality of the reading environment inside the Library. If there is any violation, the Library shall be liable compensation in accordance with the Library Rules for Reader Violations.

Article 10. These rules are implemented after approval by the Administrative Meeting and approval by the Principal. The same is applicable to any amendment hereto.