

National Chung Hsing University Library Borrowing Rules

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Article 1. Unless otherwise provided, the collection of the National Chung Hsing University Library (“Library”) provides loans to the teaching staff, employees and students of the University only. The procedure shall be in accordance with these rules.

Article 2. Readers may borrow books in person by presenting an ID during borrowing hours prescribed by the Library, as follows:

1. Any full-time teaching staff/employee (or registered student) of the University may borrow books and information within the hours prescribed by the Library by presentation of a service badge (or student card).
2. Part-time teachers, visiting teachers, contract staff and research assistants may file an application with the Library for an issuance of a library card pursuant to warranties issued by the relevant division supervisor or full-time teacher.
3. Others:
 - (1) Retired teaching staff/employee of the University may file an application to borrow books and information by presentation of retirement card.
 - (2) Alumni of the University may come to the Library in person and apply for an “Alumni Library Card” by presentation of an alumni card and two recent photographs, accompanied by a security deposit of NT\$2,000 and processing fee of NT\$100. The security deposit will be returned without interest upon return of the card.
 - (3) Any student of the University who is not pursuing a degree may come to the Library in person and apply for a “Non-Degree Student Library Card” by presentation of the “Selective Credit Card”, two recent photographs, warranty issued by the supervisor or full-time teacher of their department or school, the security deposit of NT\$2,000 and the processing fee of NT\$100. The security deposit will be returned without interest after closing of the study period and upon return of the card. A “non-degree student refers to a student who studies in any credit program, any promotional education class and any accompanying class.
 - (4) Any person outside the University who is 18 years or older may come to the Library in person and apply for a library card by presentation of the ID card, two recent photographs, the security deposit of NT\$3,000 and the annual fee

of NT\$2,000. The card will be valid for one year from its issuance. The security deposit will be returned without interest upon return of the card and all borrowed books (and any late charge for late return). Any re-issuance will be subject to a processing fee of NT\$100. No annual fee will be refunded for early termination.

- (5) Any new graduate student who is not yet registered with the University may come to the Library in person and apply for a “New Graduate Student Temporary Library Card” by presentation of their “transcript” with the reporting stamp for newly admitted students, two recent photographs and warranty issued by the advising professor or head of their school. The borrowing card will be valid until 30 September of the current year. All temporary library cards should be returned to the Library after issuance of the student cards.
- (6) Any drop-out student of the University may come to the Library in person and apply for a “Drop-Out Student Library Card” by presentation of the “Drop-Out Certificate”, two recent photographs, security deposit of NT\$3,000 and annual fee of NT\$1,000 per school year (or NT\$500 per semester). The validity date of the library card will be limited to the semester for which the annual fee has been paid. The security deposit may be returned without interest upon re-registration of the student. Any re-issuance will be subject to processing fee of NT\$100. No annual fee will be refunded for early termination.
- (7) Any full-time teaching staff/employee of the University may file an application in person with the Library for “Family Reading Card” for his/her spouse or direct family member (grandparents, parents and children) by presenting two recent photographs and relevant justification documents, accompanied by a processing fee of NT\$100. The same processing fee is payable upon lost and re-issuance.

Article 3. The following books and information may only be read inside the Library:

1. Reference books (dictionaries, phrase books, encyclopedia, almanac, etc.), rare versions, limited versions and special collections.
2. Graduation theses and reference books assigned by professors.
3. Periodicals and bound copies of periodicals.

Article 4. 1. The loan period for books is 1 month. If the borrowed book is reserved by another reader, its loan period will shorten from 1 month to 2 weeks.

2. The various categories of library readers and their borrowing volumes(items) for library materials from the general collections are as follows. Materials from Multimedia Center are to be combined with the number of books borrowed, subject to further borrowing rules in accordance with Article 5 hereof.

- (1). Full-time teaching staff may borrow up to 60 books
- (2) Part-time teaching staff and employees may borrow up to 30 books (items)
- (3) Full-time employees and graduate students may borrow up to 50 books
- (4) Undergraduate students may borrow up to 30 books (items)

- (5) Retired teaching staff and employees, alumni of the University and persons outside the University may borrow up to 10 books (items)
 - (6) Off-campus authorized readers may borrow up to 5 books (items).
 - (7) Students not pursuing a degree may borrow up to 20 books (items).
 - (8) Drop-out students may borrow up to books (items)
 - (9) The number of books (items) that may be borrowed and booked by any family member of full-time teaching staff and employee shall be calculated on combined basis with the teaching staff/employee him/herself.
3. During summer and winter vacations, the Library may further determine the loan period.
4. Any teacher of the University who receives public funding may borrow “research books” purchased for academic research until the completion of the research project. If the books still need to be used after the end of the project, renewals may be granted for no more than two times. Each renewal will be six months. At the end the research project, expiry of the use period or completion of the use, the teachers’ “research books” should be returned to the Library for collection and public viewing.

Article 5. The borrowing rules of materials from the Multimedia Center are as follows:

1. Full-time teachers may borrow up to 5 items for 7 days.
2. Staff, janitors, registered students, non-full-time staff and retired staff may borrow up to 2 items for 5 days.
3. The borrowed materials should be returned to the Multimedia Center during its opening hours and may not be done through the book drop-off box.
4. Newly arrived material(s) is may not available for borrowing, or the borrowing period may be shortened.
5. No prior booking or renewal for materials of the Multimedia Center.

Article 6. Compensation for Library Collection

1. Any reader who loses, steals or destroys any library material shall be liable for compensation.
2. Compensation for library material shall be based on purchasing exactly the contents of the original information.
3. If the original information cannot be purchased, it shall be handled in accordance with the following:

- (1) Books:
 - i. If there is any newer version of information, the newer version may be provided instead, provided that books or information in contradiction with the Copyright Law may not be used to replace the original information.
 - ii. Cash compensation shall be based on the prices listed in the registration books. Publications before 1971 (inclusive) shall be repaid at 5 times the registered price. Publications after 1972 (inclusive) shall be repaid at 3 times the registered price. Such compensation amount shall not be less than NT\$1,000 for hard copy of foreign language information, NT\$600 for paper copy. For information in the Chinese language, the compensation shall not be less than NT\$350 for hard copy and NT\$250 for paper copy.
 - iii. If the purchase price or donation information cannot be verified, each book (piece) of foreign language information should be compensated at NT\$2,000, NT500 for Chinese language information.
 - iv. If the attachment to any book is non-book information, original information should be replaced or compensate. However, if stand-alone purchase is not possible or if the attachment cannot be priced alone, the above provisions shall apply based on the price of the full package.
 - v. Publications from Mainland China after 1950 (inclusive) shall be compensated at 10 times the registered prices.
 - vi. Packaged books and information shall be calculated based on the package prices in accordance with the standard under subsection ii of this section.
- (2) Non-Book Information
 - i. Periodicals: Compensation should be provided at 3 times the fixed price per issue. If the price cannot be verified, each volume of foreign language periodical shall be compensated at NT\$6,000 and each volume of Chinese language periodical shall be compensated at NT\$500.
 - ii. Audio-Visual Information: Compensation should be provided at 3 times the registered price per piece (set) of audio-visual information. If the price cannot be verified, foreign information shall be compensated at NT\$6,000 per piece and Chinese information shall be compensated at NT\$2,000 per piece.
 - iii. CD-ROM Database
 - (1) Compensation at 1.5 times the fixed price for information of the current year.
 - (2) Compensation at 2 times the fixed price for information other than the current year.
 - (3) If the original price is calculated in New Taiwan Dollars, the compensation should be calculated in New Taiwan Dollars. If the original price is calculated in foreign currency, the original price should be multiplied by the foreign exchange rate of the current day.

Article 7. Disposition of Stolen and Destroyed Information

Any reader who brings any collection away from the Library without going through the borrowing procedure or destroys any collection inside the Library shall be liable compensation in accordance with Article 6 and the Library Rules for Reader Violations hereof .

Article 8. If the reader wishes to borrow any book that has already been checked out by another reader, a reservation may be made. If the borrowed book has no reservation, it can be renewed every month up to 1 year.

Article 9. If any book or material is overdue, the overdue fine is NT\$5 per day for each book (item) If any book or material is overdue more than 30 days, the fines will stop accumulating and change to suspend the lending right day by day.

Article 10. When the Library carries out stock-take or binding of books, it may notify the borrower at any time and require that the borrowed book be returned. If the booked book or material is listed in Course Reserve or other essential condition, the Library shall cancel the booking.

Article 11. The reader shall not transfer a service badge, student card or borrowing card to any other person. If there is any violation, the Library shall be liable compensation in accordance with the Library Rules for Reader Violations, and the borrowed book or material shall be returned. If the reader loses his/her service badge, student card or borrowing card, he/she shall immediately notify the Library and declare such loss. Otherwise if the Library suffers any loss due to the use by any third party, the original ID holder shall be responsible for compensation.

Article 12. When the reader leaves the job, is expelled from school, drops out of school or leaves the school after graduation, he/she should first return the borrowed books and then carry out the departure procedure.

Article 13. These Rules are published and implemented after approval by the Administrative Meeting and approval by the Principal. The same shall be applicable to any amendment hereof.