

## **National Chung Hsing University Inter-Department (Inter-Institutes)-Library Borrowing Rules**

Approved by the 241<sup>st</sup> adjourned Administrative Meeting on 17 April 2006

Revision approved by the 23<sup>rd</sup> Library Consulting Committee Meeting on 18 December 2001

Revision approved by the 28<sup>th</sup> Library Consulting Committee Meeting on 5 October 2009

Revision approved by the 349<sup>th</sup> Administrative Meeting on 6 January 2010

1. These rules have been established in order to promote full use, circulation and borrowing of books by each division of the University.
2. Any faculty, staff or student of the University who wishes to borrow any collection from other department institute may apply for a department joint library card with the library of the University (hereinafter referred to as the “Library”).
3. The borrower may use the card to borrow books from the library of any department institute of the University with the following borrowing volume and period restrictions:
  - (1) Teachers and graduate students: 5 books for 7 days.
  - (2) Undergraduate students, staff and janitors: 3 books for 7 days. If there is no reservation upon expiry of the borrowing period, one time of renewal will be granted.
4. Borrowed books should be returned on time. If any book is not returned after one reminder, the issuing library will make a note on the library card and suspend the borrowing right in each library. The period of suspension shall be two times the period of delay. If the delay exceeds one month, the relevant library will notify the Library. The Library will require the borrower to return the book and will suspend the borrowing rights.
5. The library card cannot be transferred to any other person. Any violator’s right will be suspended for the current semester and the borrowed book shall be returned. If the library card is lost, the Library shall be notified immediately. Otherwise the original cardholder shall be responsible for compensating any loss incurred by any third party. Any re-issuance of any library card shall be subject to prior clarification by the Library that all borrowed books have been returned.
6. As required, the library administrator of each department (institute) may notify the borrower to return the borrowed books.
7. In case of any loss, stain or damage of borrowed book, the borrower shall provide compensation in accordance with the “National Chung Hsing University Library Collection Compensation and Violation Rules”.
8. The borrower shall return all borrowed books before leaving the University pursuant to departure from the job, expulsion, drop-off or graduation. The departure procedure shall

only be carried out after the library card is returned to the Library.

9. Only ordinary books may be borrowed from the departmental libraries. Rare books, reference books and periodicals are not available for borrowing.
10. These rules are published and implemented after approval by the administrative meeting and verification by the principal. The same shall be applicable to any amendment hereof.

## Borrowing Rules for Department/ Institute Library Cards

1. Qualifications: Full-time and part-time faculty and staff, graduate students, undergraduate students, technical police and janitors, open university students, non-degree pursuing students (credit program, promotional program), retired faculty and staff and alumni of the University and volunteers of the Library.
2. Borrowing Rules
  - (1) Books from departments/ institute are borrowed in the same manner as general books. The borrowing period depends on the status of the reader.
    - 1) Full-time or part-time faculty or staff, graduate students, open university students, retired faculty or staff, volunteers of the Library and alumni may borrow up to 30 days, with possibility to renew.
    - 2) Undergraduate students (including student of study programs), technical policy and janitors, and non-degree pursuing students may borrow up to 20 days, with possibility to renew.
    - 3) The return deadline shall be based on the department/ institute library card. Books should be returned to the department/ institute before the deadline of the department/ institute library cards. The department/ institute library cards should also be returned to the Library within the deadline. An application for renewal may be filed three days before the expiry date of the department/ institute library cards.

\*Each day of delay under department/ institute library cards shall be subject to a fine of \$5.
  - (2) Readers may use this card to borrow books from all departments/ institute of the University.

\*If there is no booking, one time of renewal is allowed upon expiry of the borrowing period. Other matters shall be subject to rules of each department/ institute library. The number of books and borrowing period are as follows:

    - 1) Faculty and graduate students: 5 books for 7 days.
    - 2) Undergraduate students, staff and janitors: 3 books for 7 days.
3. Borrowing Rules
  - 1 The reader should present the library card, student card or faculty or staff's badge to the circulation desk of the Library to apply for a department/ institute library card.
  - 2 The borrowing rules under the department/ institute library card are the same as the rules for general books. Each day of delay will incur a fine of \$5.
  - 3 Readers should properly keep the department/ institute library card and shall renew or

return the book within the deadline.

4.

- (1) Readers may use the department/ institute library card to borrow books from each department/ institute library.
- (2) When borrowing books, the reader should ask the staff in the department/ institute library to record the information in the tables included in the department/ institute library card.
- (3) Readers should return the borrowed books back to the department/ institute library.
- (4) The department/ institute library should affix a stamp on the library card to show that the book has been returned.
- (5) The department/ institute library cards should be returned to the Library within the deadline.

4. Notes

- (1) Currently there are 34 department/ institute libraries within the University. 8 libraries are connected to the Library's network: Applied Mathematics, Chemistry, Physics, History, Educational Program and consultation Center. The latest borrowing status of collections by department/ institute libraries not connected to the Library cannot be verified in the Library's consultation system.
- (2) The department/ institute library cards are not available to readers of other central alliance schools.
- (3) Books from the language center are not available for borrowing.