

National Chung Hsing University Library Course Reserves Services

Approved by Library Executive Meeting on 16 September 2002

Revision approved by 14th Library Directors Meeting of 2003 on 25 June 2003

I. Objectives

National Chung Hsing University full-time and part-time faculty may submit reserve requests to the library and designate materials. Reserve materials may include: books, periodicals, thesis, electronic resources or teacher's own relevant information. Materials are shelved at the reference desk for library use only. Students also can access Course Reserves webpage from the Library homepage to know the reading list.

Any full-time or part-time faculty of the University may issue a list of books, periodicals, information, or provide the teacher's own relevant information, to be read by students in accordance with the requirements of the course. The Library has established a section of designated books and a website dedicated to designated books in order to provide students of the course with convenient and effective use of information.

II. Service object

Serviced Members

1. Reserves requests: National Chung Hsing University full-time and part-time faculty.
Information Listing: Full-time or part-time teacher of the University.
2. Materials use: National Chung Hsing University faculty, staff and students.
Information Review: All readers of the Library.
3. Information Borrowing: Teaching staff, employees and students of the University.

III. Service Location (Locations where Information is Placed)

1. Print materials: Materials are shelved at the reference desk for library use only
Paper Version Display Area: Lists issued by all teachers are available in the Library's Reference Desk. Sections dedicated to professor designated books are also established for viewing by all teachers and students, but not available for borrowing.
2. Multimedia resource: Multimedia Center of the Library.
Audio-Visual Media Display Area: The Multimedia Center of the Library.
3. Electronic recourse: From the Library homepage → NCHU Library WebPAC → Course Reserves.
Electronic Recourse Webpage Display Area: The Library's front page → Library Collection → Professor Designated Books.

IV. Service Hours

1. Print materials: Same as the opening hours of the Reference Desk.
Paper Version: Same as the service hours of the Reference Desk.
2. Electronic recourse: 24 hours.
Electronic Version: 24 hours.

V. Reserve Rules

Designation Rules

1. Reserve materials

Scope of Designated Books

- (1) Materials used to support course-related teaching, and the students are required to read.

Information related to the course taught and the students are required to read according to the teacher of the course.

- (2) Mainly materials from the library's collection, faculty also can provide his/her own personal collection or work.

The information should be within the collection of the Library, provided that the teacher may also provide his/her own personal collection or work.

- (3) If reserve materials are not in the library's collection, please send you recommendation to your department (professional materials) or the Library (general materials). The materials will be reserve materials after it is purchased and included in the Library's collection.

If any designated book is not part of the Library's collection, please make a recommendation to the department (professional information) or the Library (general information) (please refer to the Library's front page – Book Recommendation). The book will be included as designated book after it is purchased and included into the Library's collection.

- (4) If the materials provided by faculty includes any duplication of any other person's work, the Library will not accept anything that fall outside of fair use and Copyright.–

2. Reserves requests

Application for Book Designation

- (1) Faculty may submit reserve requests to the library and designate materials before the end of each semester. Please send the list in writing or by email to the Reference Office.

The teacher of the course is asked to provide a list of designated books for the following semester before the end of each semester. Please send the list in writing or by email to the Reference Office.

- (2) Completing Application for Course Reserves Form: In addition to applications filed in accordance with relevant provisions of these rules, the application depending on different sources should be filed

as follows:

- i. Materials from the library's collection: The materials will be shelved at the references desk.

For information within the Library collection, please complete this application form. The Library will move these books from general circulation bookshelves to the shelves dedicated to designated books.

- ii. Journal article: In addition to completing this application form, the faculty should make a photocopy and provide it to the Library reference desk.

For any single thesis within a periodical, in addition to completing this application form, the teacher of the course should also make a photocopy and provide it to the Library's Reference Desk.

- iii. Materials owned by faculty: In addition to completing this application form, please provide it to the Library reference desk.

If it is not part of the Library's collection but possessed by the teacher personally, in addition to completing this application form, please also provide the information to the Library's Reference Desk.

- iv. Materials from department: Faculty needs to confirm that it can be borrowed and placed in the Library reference desk before filing application form.

If the information is from any department, the teacher of the course is asked to confirm that it can be borrowed and placed in the professor dedicated book section in the general library before filing a designation application.

- v. Electronic recourse: Please provide the website address or a disk.

In case of electronic information, please provide the website address or a disk.

VI. Borrowing Rules

1. Reserve materials are shelved at the reference desk for library use only. Typical time periods are two hours. Two items are the maximum each time. Each item can be renewed, if no one waiting.

Information should only be reviewed inside the Library in principle, for no more than 2 hours each borrowing. No more than 2 volumes may be borrowed each time. The existing borrower may continue to use the information if there is no pending request.

2. Any person who uses the materials in excess of the period or fails to return the materials will be suspended of Library borrowing rights for one month.
3. Any loss or destruction shall be handled in accordance with relevant

provisions of the Library Management Rules.

VII. Usage and Statistics

The statistics will be provided every month online for consultation by the faculty and students. The usage situation will be compiled every month and provided to the faculty for reference.

VIII. These rules are implemented after approval by the Library Executives' Meeting.