

## **National Chung Hsing University Rules for Readers' Emergency Application for Library Collection**

Established and approved by the 8<sup>th</sup> Executives' Meeting on 28 March 2012

1. The National Chung Hsing University Library (hereinafter referred to as the "Library") has established these rules in order to facilitate rapid access to the library collection that is not yet processed.
2. These rules are applicable to faculty, staff and students of the University.
3. The scope of the library collection under these rules is for teaching and research purposes in principle. Applications may be filed only for collection whose status is "under registration" or "under filing".
4. The handling time for the requested book is in principle 1 to 3 working days starting from the application day.
5. After the requested book is processed, the Library shall deem that the applicant has made a reservation for the book and will send a notice by email.
6. The borrowing of requested book shall be in accordance with the Library's "Collection Borrowing Rules".
7. If the reserved book is not borrowed before the deadline, the Library will not maintain the booking and will return the books to the shelves.
8. These rules are implemented after approval by the executive's meeting.