

# **National Chung Hsing University Guidelines for Application to Purchase Professor Curriculum Textbook**

## **I. Service Objective**

The National Chung Hsing University Library (hereinafter referred to as the “Library”) wishes to cooperate with the Ministry of Education to implement measures of intellectual property right protection, prohibition of illegal photocopying in campus and care for disadvantaged students. All full-time and part-time faculty of the University may provide a list of curriculum textbooks as required by the course. The Library will purchase such books for viewing by students taking such courses.

## **II. Service Rules**

- (1) In accordance with the letter from the Ministry of Education Tai-Gao (IV) Zhi No. 0960094102 dated 23 June 2007.
- (2) Period of Acceptance: In order to ensure successful purchase of textbooks for Professors’ courses before school opening, each department should file applications by the end of July and December of each year. To build the list of books to be purchased, please refer to the format under “[Application for Textbooks and Course Reserved Books](#)”.

## **III. Service Target**

- (1) Information provision: Full-time and part-time faculty of the University.
- (2) Information borrowing: faculty, staff and students of the University.

## **IV. Location**

- (1) Books: The Library will make purchase in accordance with the list of textbooks provided by Professors. The purchased books will be included in the collection of each floor.
- (2) Audio-Visual materials: Multimedia center of the Library.

## **V. Borrowing Rules**

- (1) The Professors’ curriculum textbooks are circulated as general books (the borrowing can't be renewed) and are provided to all faculty and students of the University for borrowing and usage.
- (2) Any loss or destruction shall be processed in accordance with the “National Chung Hsing University Library Collection Compensation and Violation Rules”.