

Temporary Guidelines for Inter-Library-Loan Service between National Chung Hsing University Library and Other Libraries

Approved by the 9th Library Executives' Meeting on 12 April 2004

1. Purpose: The National Chung Hsing University Library (hereinafter referred to as the "Library") has established the Temporary Guidelines for Inter-Library loan Service between National Chung Hsing University Library and Other Libraries (hereinafter referred to as the "Guidelines") based on the concept of resource sharing and reinforcement of cooperation relationship with various domestic libraries (hereinafter referred to as the "Borrower"), subject to the consideration of the rights of the teachers and students of Chung Hsing University and activities of the Library and for the purpose of exchange and use of library information.
2. Service Target: Organizations meeting the following conditions:
 - (1) Libraries of domestic public and private universities and colleges with library collection exceeding 150,000 volumes.
 - (2) Members of the Interlibrary Cooperation Association and participant of the national interlibrary cooperation system (hereinafter referred to as the "Interlibrary System").
 - (3) Libraries that provide the Library with book borrowing services in equal and reciprocal manners
 - (4) Special cooperation requirements between the parties.
3. Loan Method:
 - (1) The Library and the Borrower will exchange certain library cards.
 - (2) Readers of either library may use exchanged library cards to borrow from and return books to the other library. Neither library will forward the books on behalf of the other library. Neither library will charge any fee.
4. Loan Rules:
 - (1) Borrowing Volume: The total volume of books that may be borrowed under an exchanged library card shall be determined based on the volume of collection of the Borrower (not including periodicals). Each library card may be used to borrow up to 5 books. The number of library cards to be provided by the Library shall be calculated from the number of books that may be exchanged.
 - i. For libraries with 300,000 books or more: A total of 100 books may be borrowed and 20 library cards may be provided.

- ii. For libraries with 200,000 to 300,000 books: A total of 50 books may be borrowed and 10 library cards may be provided.
 - iii. For libraries with less than 200,000 books: A total of 25 books may be borrowed and 5 library cards may be provided.
- (2) Borrowing Period: 30 days.
- (3) Material not available for borrowing:
 - i. Non-book Material (including periodicals, newspapers, audio-video and electronic resources) and books of the department or school.
 - ii. Material for viewing within the library only (including reference books, professor designated readings, special collection).
 - iii. Material not available for borrowing in accordance with the requirements of the library.
- (4) No renewal or booking services will be provided.
- (5) The Borrower's readers shall exercise due care for the protection of the books. Any damage or loss shall be subject to application of relevant rules of the Library.
- (6) If the Library urgently needs any book that has been borrowed, it may require the Borrower at any time to return within the designated time.
- (7) Other rules shall be subject to the Library's borrowing rules.
5. In case of any violation of Acts, the Library may suspend the borrowing rights of the reader and the Borrower and the Borrower shall bear legal responsibilities.
6. The Borrower shall be responsible for collection of overdue book and compensation for loss. If the reader refuses to take responsibility, the Borrower shall be responsible for compensation.
7. If any library card is lost, the Borrower shall inform the Library as soon as possible. The borrowing right of such card shall be frozen. If the Library suffers any loss due to loss of any library card, the Borrower shall be responsible for the loss.
8. Before any graduate or faculty and staff leave the school, the Borrower shall be responsible for verification and collection of books and information borrowed.
9. The Library may sign other inter-library loan agreement with individual divisions based on special requirements.
10. These guidelines are implemented after approval by the Library Executive's Meeting. The same shall be applicable to any amendment hereof.