

## **National Chung Hsing University Guidelines for Using Free Umbrellas**

Approved by the 14<sup>th</sup> Library Executive Meeting on 12 August 2010

1. The National Chung Hsing University Library (“Library”) provides free umbrella service to readers without umbrellas during rainy days.
2. Any teaching staff, employee or student of the University or any external reader may borrow an umbrella from the Reference Desk on the first floor of the Library by presenting personal ID.
3. Each reader should borrow no more than one umbrella. The umbrella should be returned within one week.
4. In borrowing an umbrella, the reader should present an ID and complete basic information on the “Borrowing Registration Form” including the date of borrowing, the name of the borrower, department and telephone.
5. The borrower should return the umbrella to the Reference Desk on the first floor of the Library. If the borrower fails to return within the deadline, the Library will contact the borrower by telephone to request the return.
6. These rules are published and implemented after approval by the Library Executive Meeting. The same shall be applicable to any amendment hereof.