

## **Rules for Application of Long-Term Borrowing of Teacher Research Books**

Updated 2007/05/11

### **I. In accordance with Subsection 7, Article 4 of the National Chung Hsing Library Book and Information Borrowing Rules:**

For any “research book” purchased for any academic research for which any teacher of the University applies for and receives any grant of public subsidy, the borrowing period of such books may be until the completion of the research project. If the books still need to be used after completion of the project, up to two renewals will be allowed, each for a period of six months. Teacher “research books” shall be returned to the Library to be included in the collection and for public viewing after completion of the research project, upon expiry of the use period or after completion of the use.

### **II. Procedure of long-term borrowing application for teacher research books:**

1. The teacher should complete a book purchase form and submit it to the purchasing department of the Library.
2. After the book is purchased, a “Teacher Research Book Long-Term Borrowing Application Form” should be completed for books to be borrowed on long term basis. The proof of purchase (including invoice) and the book should be submitted together to the purchasing department of the Library.
3. Following notice by the purchasing department of the Library, the teacher should present a seal and collect the book from the book borrowing/return counter on the first floor and one copy of the readers’ book borrowing receipt should be maintained.

During the research project period, if the teacher wishes to borrow any book that is already purchased for any project before 2007 and already put on the shelves, the application form, the books and the list of books that the applicant wishes to borrow (including registration numbers and book titles) should be submitted to the book borrowing/return counter on the first floor. The purchasing department will process the application.

### **III. Personal Information Consultation and Renewal**

1. Personal Information Consultation: Please go online to the home page of the Library (<http://www.lib.nchu.edu.tw/>). On the upper left side “Reader Personal Information Consultation”, key in the reader’s card numbers (7-digit service badge number), passcode (pre-set passcode for teaching staff and employees arriving after 2004 is the last 4 digits of the ID card number) to access the page. You can consult your personal borrowing status, request renewals, make bookings and change your personal information, email and passcode.
2. Renewal: Renewals may only be requested three days before the due date. Renewal requests may be made in the “Borrowing Status” under “Reader Personal Information Consultation”. You may also contact the staff of the collection department to request

renewal. A maximum of two renewals will be permitted, each for six months.

#### IV. Notes

1. Collection: If the teacher requests an assistant to collect the book on the teacher's behalf, please bring the teacher's seal to collect the book from the book borrowing/return counter on the first floor.
2. Return: The teacher should present the reader borrowing receipt and the book to the book borrowing/return counter on the first floor to carry out the return procedure. Please also inform us.
3. Please collect or return all books under long-term borrowing: The "Teacher Research Book Long-Term Borrowing Application Form" is provided for long-term borrowing of teacher research books until the completion of the research project. Please collect or return all books under long-term borrowing at one time. Thank you.

For example: 30 books are purchased. If you wish to apply for long-term borrowing of 10 teacher research books, please collect the 10 books at one time. Please also return 10 books at the same time. The other 20 books will be maintained in the Library's collection. The borrowing of these books shall be the same as the borrowing of general books.

~ Chung Hsing University Library thank you for your cooperation ~

If you have any question, please contact the book borrowing/return counter, in-campus extension 290, forward to 160 or 161.

**National Chung Hsing University Library**  
**Teacher Research Book Long-Term Borrowing Application Form**

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Investigator		Application Date	Year    Month    Date
Department		Teacher Badge Number	
Telephone		Email	
Department Contact Person		Contact Person Telephone	
Project Name (Chinese and English)			
Project Number			
Project Start and End Dates	_____ to _____, totaling _____ years		
Project Funding Source	<input type="checkbox"/> National Science Council <input type="checkbox"/> Department of Education <input type="checkbox"/> Council of Agriculture <input type="checkbox"/> Government Agency _____ <input type="checkbox"/> Others _____		
<p>The undersigned _____ agrees to file an application for teacher research books and wishes to borrowing the books selected in the list of books in the following page on long term basis until the completion of the research project and will collect them at one time. It is agreed that the other books that are not selected should be returned to the collection of National Chung Hsing University Library for public viewing. Any borrowing of these books will be in the same manner as the borrowing of general books.</p> <p>Investigator's Signature:</p> <p>Department Contact Person's Signature:</p> <p>Registration numbers of books to be borrowed: From _____ to _____ (to be completed by the Library)</p>			
<p><b>Guidelines for Long-Term Borrowing of Teacher Research Books:</b></p> <p>1. Rules for Long-Term Borrowing of Teacher Research Books: For any "research book" purchased for any academic research for which any teacher of the University applies for and receives any grant of public subsidy, the borrowing period of such books may be until the completion of the research project. If the books still need to be used after completion of the project, up to two renewals will be allowed, each for a period of six months. Teacher "research books" shall be returned to the Library to be included in its collection and for public viewing after completion of the research project, upon expiry of the use period or after completion of the use.</p> <p>2. This form is provided for long-term borrowing of teacher research books until the completion of the research project. <u>Please collect or return all books under long-term borrowing at one time. Thank you.</u> For example: 30 books are purchased. If you wish to apply for long-term borrowing of 10 teacher research books, please</p>			

collect the 10 books at one time. Please also return 10 books at the same time. The other 20 books will be maintained in the Library's collection.