

National Chung Hsing University Library Loan Policy

April 17, 1996 Amended at the 241st Extended Administrative Meeting
January 9, 1997 amended at the 16th Library Advisory Committee Meeting
January 21, 2000 amended at the 21st Library Advisory Committee Meeting
October 8, 2002 amended at the 24th Library Advisory Committee Meeting
September 18, 2003 amended at the 25th Library Advisory Committee Meeting
April 20, 2006 amended at the 26th Library Advisory Committee Meeting
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January 6, 2010 amended at the 349th Administrative Meeting
February 27, 2013 amended at the 376th Administrative Meeting
April 15, 2015 (Articles 2 and 4) amended at the 391st Expanded Administrative Meeting
April 25, 2018 (Articles 2, 4, and 6) amended at the 414th Expanded Administrative Meeting

Article 1 Unless otherwise provided, the collection of the National Chung Hsing University Library (hereinafter referred to as the Library) shall be loaned to faculty members, staff and students of the University only. The loan procedures shall be processed in accordance with this Policy.

Article 2 Readers may borrow books in person by presenting a valid library card during borrowing hours prescribed by the Library as follows:

- I. Any full-time faculty/staff/enrolled students of the University may borrow books and information within the hours prescribed by the Library by presenting a faculty or staff badge, or a student ID card.
- II. Adjunct professors, visiting professors, etc. may file an application with the Library for an issuance of a library card with guarantee provided by the relevant department supervisor or full-time faculty.
- III. Others:
 - (I) Retired faculty and staff of the University may file an application to borrow books and information by presenting the retirement card.
 - (II) Alumni may come to the Library in person and apply for an "Alumni Library Card" by presenting an alumni card and submitting 2 recent photographs, a security deposit of NT\$2,000 and processing fee of NT\$200. The security deposit will be refunded without interest upon return of the card.
 - (III) Any non-degree students of the University may come to the Library in person and apply for a "Non-Degree Student Library Card" by presenting the "Elective Credit Card," 2 recent photographs, guarantee provided by the supervisor or full-time faculty of their department/institute, a security deposit of NT\$2,000 and processing fee of NT\$200. The security deposit will be refunded without interest after the completion of study period and upon return of the card. The "non-degree student" in this Policy refers to a student who is studying in any credit program, education promotional class or continuing education program of the University.
 - (IV) Any external visitor who is age 18 or older may come to the Library in person and apply for a library card by presenting the ID card, 2 recent photographs, a security deposit of NT\$3,000 and annual fee of NT\$2,000. The Library may opt to issue the library card based on actual circumstances. The card shall be valid for one year from its issuance. The security deposit will be refunded without interest upon the return of the library card and all borrowed books (and payment of any overdue fine). Any re-issuance will be subject to a processing fee of NT\$200. No annual fee will be refunded for early termination.
 - (V) Any new student who has not yet registered with the University may come to the Library in person and apply for a "Temporary Library Card for New Student" by presenting the proof of admission, 2 recent photographs and guarantee provided by a department/institute faculty member or the head of department/institute, or a security deposit of NT\$2,000. The library card is valid until 30 September of the current year. All temporary library cards shall be returned to the Library after issuance of the student ID card

and the security deposit shall be refunded without interest.

(VI) Any student on suspended studies may come to the Library in person and apply for a "Library Card for Student on Suspended Studies" by presenting the "Suspension of Studies Certificate," 2 recent photographs, a security deposit of NT\$3,000 and annual fee of NT\$1,000 per academic year (or NT\$500 per semester). The validity date of the library card will be limited to the semester for which the annual fee has been paid. The security deposit shall be refunded without interest upon resumption of the student. No annual fee will be refunded for early termination.

(VII) Any full-time faculty and staff of the University may file an application in person with the Library for "Family Reading Card" for his/her spouse or direct blood relatives (grandparents, parents and children) by presenting 2 recent photographs and relevant supporting documents, and submitting a processing fee of NT\$200. The same processing fee is payable for re-issuance.

Article 3 The following books and materials are subject to in-library access only:

- I. Reference books (dictionaries, encyclopedias, almanacs, etc.), precious versions, rare books, and special collection books.
- II. Theses/dissertations and reference books assigned by professors.
- III. Periodicals and bound copies of periodicals.

Article 4

- I. The loan period for books is 30 days. If the borrowed book is reserved by another reader, the loan period will be shortened from 30 days to 14 days.
- II. To support teaching and research, the loan period of books for full-time faculty is 60 days. Nevertheless, if the borrowed book is reserved by another reader, the loan period will be shortened from 60 days to 14 days.
- III. The total number of books (items) that faculty, staff and students can borrow are as follows. Materials from the Multimedia Center are included in the total number of books (items) borrowed, and subject to further provisions in Article 5 of this Policy.

(I) Full-time faculty members may borrow up to 100 books (items).

(II) Adjunct professors and part/full-time staff may borrow up to 50 books (items).

(III) Postgraduate students may borrow up to 80 books (items).

(IV) Undergraduate students may borrow up to 50 books (items).

(V) Retired faculty and staff, and alumni of the University may borrow up to 10 books (items)

(VI) External visitors may borrow up to 5 books (items).

(VII) Non-degree students may borrow up to 20 books (items).

(VIII) Students on suspended studies may borrow up to 10 books (items).

(IX) The number of books (items) that may be borrowed and reserved by any family member shall be calculated on a combined basis with the faculty or staff him/herself.

IV. During the summer and winter vacations, the Library may further determine the loan period.

V. "Research books" purchased for academic research as applied by faculty members using project subsidy and borrowed until the completion of the research project. If the books still need to be used after the end of the project, renewals may be allowed.

Article 5 The borrowing rules of materials from the Multimedia Center are as follows:

I. Full-time faculty members may borrow up to 5 items for 7 days.

II. Staff, maintenance workers, registered students, non-full-time staff and retired staff may borrow up to 2 items for 5 days.

III. The borrowed materials shall be returned to the Multimedia Center during its opening hours and may not be done through the book return box.

IV. Newly-arrived materials may not be available for borrowing, or the borrowing period may be shortened.

- V. No prior reservation or renewal is allowed for materials of the Multimedia Center.

Article 6 Compensation for Library Collection

- I. Any reader who loses, steals, damages or destroys any library material shall be liable for compensation.
- II. The compensation shall be based on the exact purchase cost of the content of the original library material.
- III. If the original content cannot be purchased, it shall be handled as follows:

(I) Books

1. A newer version may serve as a replacement, unless the newer version violates the Copyright Act.
2. Cash compensation shall be calculated based on the prices registered. Publications before 1971 shall be repaid at 5 times the registered price. Publications after 1972 shall be repaid at 3 times the registered price. The aforementioned compensation shall not be less than NT\$1,000 for hardcover copy of foreign language books, and NT\$600 for paper copy. For books in the Chinese language, the compensation shall not be less than NT\$350 for hardcover copy and NT\$250 for paper copy.
3. If the purchase price or donation amount cannot be verified, NT\$2,000 shall be compensated for each foreign language book (item), NT\$500 for each Chinese language book.
4. If the attachment to any book is not part of the content of said book, and purchase is not viable or if the stand-alone price of the attachment cannot be estimated, the compensation shall be calculated based on the price of the full package pursuant to the provisions above.
5. Publications from Mainland China after 1950 (inclusive) shall be compensated at 10 times the registered price.
6. For book sets, the compensation shall be calculated based on the price for the set in accordance with Item 2 of this paragraph.

(II) Non-book materials

1. Periodicals: The compensation shall be repaid at 3 times the price per issue. If the price cannot be verified, each volume of western language periodical shall be compensated at NT\$6,000 and each volume of Chinese language periodical shall be compensated at NT\$500.
2. Audio-visual materials: The compensation shall be provided at 3 times the registered price per piece (set) of the audio-visual material. If the price cannot be verified, NT\$6,000 per piece shall be compensated for foreign language materials and NT\$2,000 per piece for Chinese language materials.
3. CD-ROM database:
 - (1) The compensation is set at 1.5 times the price of the material produced in the current year.
 - (2) The compensation is set at 2 times the price of the material produced not in the current year.
 - (3) If the original price is dominated in New Taiwan Dollars, the compensation shall also be dominated in New Taiwan Dollars. If the original price is dominated in foreign currency, the compensation shall be calculated by multiplying the foreign exchange rate of the current day by the original price.

Article 7 Any reader who removes any collection from the Library without going through the borrowing procedure or damages any collection in the Library shall be liable for compensation in accordance with Article 6 of this Policy and handled in accordance with the Library Rules for Reader Violations.

Article 8 A reader may make a reservation for a borrowed book. If a book has not been reserved, it can be renewed as many times as possible up to one year.

- Article 9 If any book or material is overdue, apart from suspending the reader's borrowing privileges, the overdue fine is NT\$5 per day for each book (item). If a book or material is overdue more than 30 days, the fines shall stop accruing and shall be changed to suspension of borrowing privileges for each day the book or material is overdue.
- Article 10 If a reserved book is listed as Course Reserves or where necessary, the Library may cancel the reservation for the book.
- Article 11 The reader shall not lend a faculty or staff badge, student ID card or library card to another person. Any person found to have done so shall be subjected to the Rules for Reader Violations. Moreover, the borrowed books or materials shall be returned. If the reader loses his/her faculty or staff badge, student ID card or library card, he/she shall immediately report the loss to the Library. Otherwise, if the Library sustains any damages due to the use by any third party, the original cardholder shall be liable for compensation.
- Article 12 If a reader is resigning, withdrawing from studies, on suspension of studies, or graduating, he/she shall return the borrowed books before undertaking the graduation or resignation procedure.
- Article 13. This Policy is formulated and implemented after approval by the Administrative Meeting and the President. The same shall be applicable to any amendment hereto.