

# National Chung Hsing University

## Textbook Service Guideline

### 1. Purpose:

In compliance with the Ministry of Education's policy on protection of intellectual property rights, prevention of unauthorized copying, and better serving the needs of disadvantaged students, the National Chung Hsing University Library (hereinafter referred to as the "Library") welcomes full- and part-time faculty to submit textbook requests. The required course materials will be purchased by the Library as part of its collection available to the students.

### 2. Rules:

- (1) This service is conducted in accordance with MOE Tai-Kao (IV) Letter No. 0960094102, dated June 23, 2007.
- (2) Applications must be submitted by the end of every July and December to ensure availability of required course materials at the beginning of each semester. The application form can be downloaded from the Textbook Service webpage.

### 3. Scope:

- (1) Requests: Full- and Part-Time Faculty
- (2) Access: Faculty, Staff, and Students

### 4. Locations:

- (1) Print Books: shelved in the stacks of the corresponding category.
- (2) Multimedia Materials: in the Multimedia Center.

### 5. Loan Rules:

- (1) Textbooks are available for loan but the loan period is not extendable.
- (2) Lost or damaged items shall be processed in accordance with the NCHU Library Regulations on Lost or Damaged Items.