

## Guidelines for Exchange of Borrowing Card between Chung Hsing University Library and Other Libraries

### 1. List of Cooperating Libraries:

- (1) National Taiwan University Library
- (2) FU Si-nian Library of Institute of History and Philology, Academia Sinica
- (3) National Pingtung University of Science and Technology Library
- (4) Library of Institute of European and American Studies, Academia Sinica
- (5) Library of Institute of Ethnology, Academia Sinica
- (6) National Taipei University of the Arts Library
- (7) Tsinghua University Library
- (8) National Chiao Tung University Library
- (9) Chung Chou University of Science and Technology Library
- (10) National Taiwan Ocean University Library
- (11) National Dong Hwa University Library
- (12) National Yunlin University of Science and Technology Library
- (13) National Taiwan Normal University Library
- (14) National Open University Library
- (15) R.O.C. Air Force Academy Library and Information Center
- (16) National Chengchi University Libraries
- (17) Library of Hsuan Chuang University
- (18) Chung Yuan Christian University Library
- (19) National Central University Library

### 2. Borrowing Method:

The readers of the University may present a student ID or staff badge to file an application in person with the book return reception of the Library. The borrowing method is the same as general books and shall be in accordance with the National Chung Hsing University Library Collection Borrowing Rules.

### 3. Volume Restrictions:

The number of books that may be borrowed from a cooperating library with an exchanged borrowing card is 5 books. The borrowing period is 30 days. No renewal or booking is available.

### 4. Loss of Borrowing Cards:

Please properly keep the exchanged library card. If such card is lost, the reader should first declare the loss with the cooperating library and then declare the loss with the Library. If any other person uses the lost card without the reader's declaration, the borrowing reader shall be liable for compensation. The record of lost library cards shall be kept in the readers' file of the Library for 3 months before an application may be filed for deletion.

### 5. Method of Returning Borrowing Card:

After the reader returns the book borrowed from the cooperating library, for National Taiwan University Library, National Taiwan Normal University Library, National Chengchi University

Libraries, Library of Hsuan Chuang University, FU Si-nian Library of Institute of History and Philology, Academia Sinica and National Cheng Kung University Library, the borrowing status will be confirmed online. For the other libraries, the cooperating library will sign on the Chung Hsing University Library Inter-Library Borrowing Confirmation Form and the form should be returned together with the borrowing card.

6. Other Matters:

In using the inter-library library card, readers should comply with various reading and borrowing rules of each cooperating library.

