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**Regulations for Borrowing Instructor Designated Reference Materials from the  
TKU Chueh Sheng Memorial Library**

Secretariat Regulation No. 0940000044 (12/19/2005)

**Article 1**

Chueh Sheng Memorial Library (hereafter abbreviated the library) in order to coordinate the needs of teaching and research have especially enacted these regulations.

**Article 2**

Any instructor who considers that his/her class needs can designate materials for students to consult, and these are called 'Instructor Designated Reference Materials'.

**Article 3**

Instructors should submit every semester a 'Designated Reference Materials List Form' to the library for processing.

**Article 4**

To borrow designated reference materials, instructors must use their service ID and students must use their student ID for the transaction.

**Article 5**

The time period for borrowing designated reference materials is in accord with each instructor's standard. After the period of borrowing expires, if no other individual has made a reservation, the borrower can renew it one time.

**Article 6**

If the time limit for returning the designated reference materials that have been borrowed has past, then the case is handled in accordance with the "Regulations for Fines for Over-due Materials and Compensation for Lost or Damaged Materials Borrowed from the TKU Chueh Sheng Memorial Library Collections".

**Article 7**

This set of regulations will take effect on the date of its publication after being passed by the Chueh Sheng Memorial Library committee and approved by the TKU President. The same applies to any later amendments made.