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**Regulations for Fines for Over-due Materials and Compensation for Lost or Damaged Materials Borrowed from the TKU Chueh Sheng Memorial Library Collections**

Secretariat Regulation No. 1000000022 (11/16/2012)

**Article 1**

The Chueh Sheng Memorial Library (hereafter abbreviated the library) in order to handle fines for over-due materials and compensation for lost or damaged materials borrowed from the collections has especially enacted these regulations.

**Article 2**

Materials borrowed from the collections must be returned within the time limit. If they are over-due, fines shall be imposed as follows:

1. Each volume of a book NT\$2.00 per day.
2. Each volume of a book or materials with a special time limit or over-night limit NT\$2.00 per hour.
3. Each item of non-book materials NT\$10.00 per day.

**Article 3**

A person who is fined should pay the fine on the spot; if for some reason the borrower is unable to pay on the spot, he or she must pay the fine within two weeks time; otherwise, his or her borrowing privileges will be terminated.

**Article 4**

When graduating students conduct their departing school procedures, they should return all borrowed materials and pay all fines.

**Article 5**

If any borrowed materials from the library's collections happen to be lost, defaced, damaged, etc., the borrower should purchase the same version of the materials as compensation.

**Article 6**

When the borrower is unable to purchase the same version of the materials as

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compensation, the manner of treatment is as below:

1. After soliciting the library's approval, a new version of the materials can be substituted as compensation.

2. If cash is used as compensation, the method of calculation is as follows:

a) Those for which the current price can be ascertained are compensated at twice the current price.

b) Those for which the current price cannot be ascertained take twice the original value as the base and also calculate further compensation taking the academic area and age into consideration according to the following criteria:

Books of the various disciplines of the sciences, engineering, business, etc.:

Materials published 11 or more years ago are compensated at a rate of four times.

Materials published 6 to 10 years ago are compensated at a rate of five times.

Materials published 5 or less years ago are compensated at a rate of six times.

Books of the various disciplines of literature, history, philosophy, etc.:

Materials published 21 or more years ago are compensated at a rate of seven times.

Materials published 11 to 20 years ago are compensated at a rate of six times.

Materials published 6 to 10 years ago are compensated at a rate of five times.

Materials published 5 or less years ago are compensated at a rate of four times.

c) Mainland Chinese publications for which the purchase price is known shall take the NTD price as the base. When the purchase price is unknown, the RMB price multiplied by 30 is the base and also further compensation is calculated taking the academic area and age into consideration.

d) Those for which the current price or list price cannot be ascertained take the cost of

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copying (this is based upon the library's cost of copying one A4 page starting from the book's title page to the last single page of the book) as the way of calculating the compensation. The cost of copying Chinese materials is compensated at twice the copy cost; the cost of copying foreign materials is compensated at a rate of four times; and out of print materials are compensated at a rate of ten times.

3. The way of calculating a volume that belongs to a whole set of books is as follows:

a) Those volumes that have a price per volume take twice the cost of the volume as the basis of compensation and also further compensation is calculated taking the academic area and age into consideration.

b) Those volumes that do not have a price per volume take the cost of the whole set of books divided by the number of volumes to calculate the average cost per volume with a compensation of twice the cost per individual volume as the base and also further compensation is calculated taking the academic area and age into consideration.

**Article 7**

When unable to purchase the same volume of a periodical as compensation, the way of calculating compensation is as follows:

1. For currently published periodicals, the compensation is calculated at five times the cost of a one year subscription.

2. For periodicals that currently have already ceased publication, the compensation is calculated at six times the cost of a one year subscription for the latest issue of the periodical held in the library's collections.

3. For periodicals that are originally not for sale, the compensation is calculated at ten times the cost of copying the number of pages of the latest bound volume of the periodical held in the library's collections (this is calculated on the library's cost of copying one A4 page).

**Article 8**

When unable to purchase the original non-book material as compensation, the way of calculating compensation is as follows:

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1. Those that have a list price for purchasing or for importing are compensated at twice the list price.
2. Those that are published by a TKU section are compensated at twice the total cost of the publishing materials and production costs. The production costs are determined by the university section responsible for the periodical's publication.

**Article 9**

The way of calculating the charge for compensating the original materials is as follows:

1. Books are NT\$50.00 per volume.
2. For bound volumes of periodicals, each volume is NT\$50.00 plus the cost for binding.
3. For non-book materials, the cost is NT\$100.00 per item.

**Article 10**

The time limit for completing the compensation procedure is as follows:

1. For Taiwan publications, the time limit is 15 days from the date of reporting the loss.
2. For overseas publications, the time limit is 90 days from the date of reporting the loss.

No fines will be added during the specified time limit. If the time of reporting the loss is already over the time limit or the time for handling the compensation procedure exceeds the time limit, it will be treated as an over-due book and over-due book charges will be assessed.

**Article 11**

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.