

Regulations for Borrowing Materials from the TKU Chueh Sheng Memorial Library Collections

TKU Regulation No. 1040006034 (06/30/2015)

Article 1

The Chueh Sheng Memorial Library (referred to hereinafter as the library) formulated the Regulations in order to protect the right of the TKU teachers and students in using the library collections.

Article 2

The library collections are basically for the use of the TKU teachers and students. Persons of other identities may borrow complying with the Regulations if a need for reference happens.

Article 3

The circulation of the following library collections is limited:

1. Reference works(e.g., dictionaries, encyclopedia, almanacs) may be checked out overnight by full-time faculty/staff and doctoral students.
2. Rare books are restricted for use only in the library.
3. Special books may be checked out overnight by full-time teachers.
4. Microform materials, Laser Discs and gramophone records are restricted for use only in the library.
5. Periodicals and newspapers are restricted for use only in the library, but periodicals in bound volume may be checked out by full-time teachers and doctoral students for two hours. If the interval between checking out periodicals in bound volume and the end of library service hours is less than two hours, borrowing overnight will be allowed.
6. Class books may be viewed only by the TKU departments for business.

Article 4

The following identity documents shall be handed to the librarian when borrowing the library collections.

1. Faculty: faculty ID
2. Students: student ID
3. Retired faculty/staff: library card
4. Project assistants and visiting scholars: assistant ID and visitor ID
5. Teachers of the schools which signed Educational Internship Contract with the TKU: library card, which may be applied through the Center of Teacher Education of Education College.
6. Students of Continuing Education Program with Course Credit: library card, which may be applied by showing student ID
7. Students of Co-op Education Program: library card, which may be applied with Program student ID
8. Newly hired teachers who will start teaching when new semester begins: library card, which may be applied through the department offering the teaching job.
9. New graduate students who have reported to the TKU: library card, which may be

applied through the Enrollment Division of Office of Academic Affairs.

10. Students who will become freshmen and have reported to the TKU: library card, which may be applied through the department in which the student will study.
11. Alumni: in accordance with Library Rules of Circulation for the TKU Alumni
12. Volunteers: library card, which may be applied with volunteer ID and Identification Card together with processing fee NT\$200 and the deposit of NT\$2,000. The full deposit will be refunded without interest when library card is returned to the library.

Article 5

Patrons shall borrow the materials of the library's collections in person, and undergo an inspection when leaving the library if there is a need.

Article 6

Patrons with two identities(e.g., staff and graduate) may borrow materials with both identities at the same time, but alumni with two identities(e.g., alumni by university and alumni by graduate school) or more may borrow materials only with one of the identities.

Article 7

The number of books and loan period shall be as follows:

1. Faculty
 - (1) Full-time faculty are allowed to borrow a maximum of sixty items for a loan period of sixty days.
 - (2) Part-time faculty are allowed to borrow a maximum of thirty items for a loan period of sixty days.
2. Researchers, retirees and staff are allowed to borrow a maximum of thirty items for a loan period of sixty days.
3. Students
 - (1) Doctoral students are allowed to borrow a maximum of fifty items for a loan period of thirty days.
 - (2) Graduates are allowed to borrow a maximum of forty items for a loan period of thirty days.
 - (3) Undergraduates are allowed to borrow a maximum of twenty items for a loan period of thirty days.
 - (4) Honor program students are allowed to borrow a maximum of forty items for a loan period of thirty days.
4. Project assistants and visiting scholars are allowed to borrow a maximum of thirty items for a loan period of thirty days.
5. Teachers of the schools which signed Educational Internship Contract with the TKU are allowed to borrow a maximum of ten items for a loan period of thirty days.
6. Students of Continuing Education Program with Course Credit and Co-op Education Program are allowed to borrow a maximum of five items for a loan period of thirty days.
7. Newly hired teachers who will start teaching when new semester begins are allowed to borrow a maximum of thirty items for a loan period of sixty days.
8. New graduate students who have reported to the TKU and students who will become freshmen and have reported to the TKU are allowed to borrow a maximum of five

[9-1]

items for a loan period of thirty days.

9. Firms stationed on campus and volunteers are allowed to borrow a maximum of five items for a loan period of thirty days.

Article 8

The number of non-book materials and loan period shall be as follows:

1. Faculty and staff are allowed to borrow a maximum of four items for a loan period of seven days.
2. Students are allowed to borrow a maximum of three items for a loan period of four days.
3. Project assistants, visiting scholars, teachers of the schools which signed Educational Internship Contract with the TKU and newly hired teachers who will start teaching when new semester begins are allowed to borrow a maximum of two items for a loan period of seven days.
4. Exchange students, new graduate students who have reported to the TKU and students who will become freshmen and have reported to the TKU are allowed to borrow a maximum of two items for a loan period of three days.
5. Students of Continuing Education Program with Course Credit and Co-op Education Program are allowed to borrow a maximum of two items for a loan period of three days.
6. Volunteers are allowed to borrow a maximum of two items for a loan period of three days.

Article 9

Leaders of research projects are allowed to borrow the materials purchased with the project budget for a long period. If the materials are borrowed on or before June 30, they shall be returned by June 30 of the same year. If the materials are borrowed on or after July 1, they shall be returned by June 30 next year.

Article 10

If the number of books borrowed reaches the maximum, patrons shall not borrow books again while no books are returned. Books may be renewed a maximum of three times for full-time faculty, and a maximum of twice for others. However, books may not be renewed if there is a pending "hold" on the books. Non-book items may not be renewed.

Article 11

If the materials patrons want to borrow have been checked out, patrons may reserve them. When items placed on hold are returned to the library, patrons who requested the holds will be notified by email and must pick up the items within 5 days. A patron who fails to pick up requested items within the period is deemed to give up the holds.

Article 12

Fines are charged for circulating materials returned after the due date. Privileges of borrowing books shall be suspended if circulating books are overdue for thirty days or more and not returned. Privileges of borrowing non-book materials shall be suspended if circulating non-book materials are overdue for seven days or more and not returned.

[9-1]

Circulation privileges may be restored when the overdue items are returned and the fines are paid.

Article 13

If any borrowed materials from the library's collections happen to be lost, defaced, damaged, etc., the borrowers shall be liable for compensation.

Article 14

All library checkouts must be returned upon a student's graduation, withdrawal or temporary withdrawal and upon university employee's resignation. Should circulating materials borrowed by faculty or staff are found not returned afterwards, the chiefs of the departments at which the related faculty or staff were employed shall assist in recalling the materials. Should circulating materials borrowed by students are found not returned afterwards, requesting the patriachs of the students to compensate is eligible.

Article 15

If materials of the library collections are stolen by students, the cases shall be transferred to Office of Student Affairs for punishing the students, who shall be held responsible for compensation. If materials of the library collections are stolen by faculty or staff, the cases shall be reported to the TKU President.

Article 16

The library is allowed to notify borrowers anytime to return circulating materials within a certain period if the materials are urgently needed for courses, reserved by others or needed for checking by the library.

Article 17

The regulations will take effect on the date of release after being passed by the University Council. The same applies to any later amendments.