

## **Library Rules of Circulation for the TKU Alumni**

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

### **Article 1**

The Chueh Sheng Memorial Library (referred to hereinafter as the library) formulated the Rules in order to facilitate the use of the library collections by the TKU alumni.

### **Article 2**

The TKU alumni may apply to the library for Non-borrower Library Cards or Borrower Library Cards with ID cards and diploma copies.

### **Article 3**

Each alumnus shall pay a service fee of NT\$200 when applying for Non-borrower Library Card or Borrower Library Card.

### **Article 4**

Each alumnus who applies for Borrower Library Card shall pay a service fee of NT\$200 and a deposit of NT\$2,000. When a Borrower Library Card is returned to the library, the deposit will be given to the alumnus without interest and the alumnus may apply for Non-borrower Library Card.

### **Article 5**

The alumni with Borrower Library Cards may borrow materials from the library collections pursuant to Regulations for Borrowing Materials from the TKU Chueh Sheng Memorial Library Collections. The use of library collections by the alumni with Non-borrower Library Cards shall be limited within the library.

### **Article 6**

The alumni with Borrower Library Cards may borrow a maximum of five books for a loan period of fourteen days. Renewals for books are allowed once. For non-book materials, the alumni may borrow a maximum of two items for a loan period of three days. Renewals for non-book materials are not allowed.

### **Article 7**

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

1. Each volume of books NT\$2 per day.
2. Each item of non-book materials NT\$10 per day.

### **Article 8**

Non-borrower Library Cards and Borrower Library Cards shall not be lent to others. If such cases are found, the library may confiscate the cards and requests for reissuing the cards will not be accepted. If the cards happen to be lost, defaced or unusable, the alumni may apply for reissuing the cards.

**Article 9**

If the materials borrowed from library collections are lost, defaced or damaged, the alumni are liable for compensation in accordance with the compensation regulations of the library.

**Article 10**

If materials borrowed from the collections are overdue, fines shall be imposed. If the books are thirty days over-due and not returned to the library, privileges for borrowing books shall be suspended. If non-book materials are seven days over-due and not returned, privileges for borrowing non-book materials shall be suspended. The privileges will be restored when library collections are returned and fines are paid up.

**Article 11**

If library materials are not returned on purpose or stolen, the library may confiscate the Non-borrower Library Cards or Borrower Library Cards. The patrons' applications for reissuing the cards shall not be accepted and the deposit shall be forfeited.

**Article 12**

This rules will take effect on the date of release after being passed by Chueh Sheng Memorial Library Committee and approved by the University President. The same applies to any later amendments.