

## **Directions for Borrowing Mobile Devices from the TKU Chueh Sheng Memorial Library**

TKU Regulation No. 1030000012 (06/09/2014)

### **Article 1**

The Chueh Sheng Memorial Library (referred to hereinafter as the library) formulated the Directions in order to promote the use of e-resources in the library collections and to provide mobile devices for patrons to loan.

### **Article 2**

The mobile devices mentioned in the previous article means tablet PCs, e-book readers, and so on.

### **Article 3**

The mobile devices are for the use of full-time teachers and students of the TKU. Time for borrowing mobile devices is in line with the announcement on the website of the library.

### **Article 4**

Each patron is allowed to borrow one mobile device for a loan period of 7 days. Renewals shall not be permitted.

### **Article 5**

The procedures of borrowing or returning mobile devices shall be as follows:

1. Patrons shall borrow or return mobile devices at the non-book material room on the fifth floor of the Main Library in person with identity documents.
2. Patrons shall confirm the devices are complete and function well when borrowing.  
If the devices are found damaged after being checked out, the patrons shall take responsibility.
3. The procedures of returning mobile devices shall be finished when the devices are confirmed in good condition after check-up.

### **Article 6**

If mobile devices are overdue, the patrons shall pay fines on returning devices. The fines shall be NT\$50 per day.

### **Article 7**

If any mobile devices borrowed from the library happen to be lost, defaced, damaged, etc., the way of compensation is as follows:

1. If the devices malfunction, the library will have them fixed at original manufacturers and the patrons shall pay for the cost.
2. If the devices are missing or not able to get repaired, the patrons shall pay in accordance with the cost at which the library purchased the devices.

### **Article 8**

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The Directions 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.