

Yuan Ze University

Library Management Regulations

Passed at the 44th administrative meeting in Academic Year 1992 dated July 5, 1993
Amended and passed at the 41th administrative meeting in Academic Year 1993 dated June 6, 1994
Amended and passed at the 3rd administrative meeting in Academic Year 1997 dated October 20, 1997
Amended and passed at the 3rd administrative meeting in Academic Year 1998 dated Sept. 14, 1998
Amended and passed at the 7th administrative meeting in Academic Year 1999 dated March 20, 2000
Amended and passed at the 5th administrative meeting in Academic Year 2001 dated October 3, 2001
Amended and passed at the 15th administrative meeting in Academic Year 2001 dated April 8, 2002
Amended and passed at the 16th administrative meeting in Academic Year 2002 dated May 26, 2003
Amended and passed at the 24th administrative meeting in Academic Year 2004 dated May 23, 2005
Amended and passed at the 7th administrative meeting in Academic Year 2009 dated January 4, 2010
Amended and passed at the 11th administrative meeting in Academic Year 2011 dated March 19, 2012
Amended and passed at the 12th administrative meeting in Academic Year 2013 dated January 8, 2014

Article 1 The *Library Management Regulations* (hereinafter referred to as **the Regulations**) formulated herein by the Library of Yuan Ze University (hereinafter referred to as **the Library**) aim to maintain and facilitate the development of the Library collections and services.

Article 2 Patrons below are eligible to use the University Library resources and materials:

- Faculty and Staff (including temporary staff members)
- Currently enrolled students
- Family Members of Faculty and Staff (immediate family and spouses only)
- Retired Faculty and Staff
- Alumni
- Library Friends
- Universities/Colleges attaining existing *Interlibrary Agreement* with the Library

For Library friends, please refer to *Regulations on Membership Recruitment of Friends of YZU Library*.

For community visitors, please refer to *Visitors Admission Policy*.

Article 3 The Library hours are arranged and adjusted based on purposes, services and locations.

Article 4 Library Collections

4.1 In accordance with *the Yuan Ze University Library Collection Development Policy*, the Library plans and acquires a balanced

collection of library materials and resources of different formats.

4.2 Books

4.2.1 General books: open shelf management

- Foreign books are catalogued in accordance with the Library of Congress Classification (LC).
- Chinese books are catalogued according to the Classification Scheme for Chinese Libraries (CCL).

4.2.2 Course Reserves: Refer to *Yuan Ze University Course Reserves Management Implementation Regulations*.

4.3 Periodicals: open shelf management

- Foreign periodicals are sorted in alphabetical order of titles.
- Chinese periodicals are sorted in Chinese stroke order or titles.

4.4 Materials other than books, multimedia resources: closed shelf management

4.5 Electronic resources: limited access based on licensed agreements.

Article 5 Library Services

5.1 Admission: Eligible library users mentioned in Article 2 are allowed to enter the Library with a valid identification below during Library hours.

Valid identification:

- Faculty/Staff: University ID card
- Currently Enrolled Students: Student ID card
- Patrons other than aforesaid members: Obtain a Library card before accessing the Library or follow the *Visitors Admission Policy*.

5.2 Borrowing: To check out aforesaid Library items, refer to the *Regulations on Circulation Services*.

5.3 Library References

- To provide Library users with advice on the use of all Library resources.
- To assist Library users in locating accurate answers to their inquiries regarding the use of the Library services.

5.4 Interlibrary Loan Services

- Interlibrary Loan/Photocopy:
The Library is a member of the Interlibrary Cooperation Association; Library patrons can file requests for obtaining photocopies of collections or library materials from other Association members with self-payment for services through Interlibrary Loan Services.

- Interlibrary Loan Card:
The Library provides patrons with the service of exchanging for the library cards of the associated libraries which have signed a cooperative agreement with the University Library to use resources of the associated libraries.

5.5 Other Services: Refer to the Library Announcements.

Article 6 Violation

6.1 Admission to the Library is granted upon the presentation of a valid ID card. Faculty and Staff who commit any of the conduct violation stated below will have their library privileges suspended for one month after violation has been verified.

Conduct violation:

- Allow unauthorized use of their library card(s)
- Unauthorized use of other patrons' library card(s)
- Accessing the Library without having their Library cards validated via scanning prior to passing the gate.
- Breach of the rules for *Admission to the Library*.

6.2 Authorized patrons rather than faculty or staff with aforesaid violations will have their library privileges suspended for one month after violation has been verified and all patron services will be terminated if severe violation is committed.

6.3 Community visitors with aforesaid violations will be prohibited from accessing the library.

6.4 Patrons must return all materials checked out and pay off fees owed (inclusive of fees for Interlibrary Loan Services) prior to resignation, leaving school or surrendering their library card.

6.5 If removing or attempting to remove library materials without proper authorization from library staff, patrons will be required to return removed materials and be handed over to a unit concerned after discovery.

6.6 Patrons will be required to pay full cost for any damaged Library material in their possession.

Article 7 The aforesaid Regulations are applied only to the Library. Regulations applied to libraries in academic units will be formulated by each individual academic unit.

Article 8 The aforesaid Regulations are passed at the administrative meeting and shall be implemented afterwards. The same procedure will be repeated for each revision thereof.

[If any controversy or dispute occurs regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.]