

# Yuan Ze University

## Library Visitors Policy

Passed at the 1st Library Committee meeting in Academic Year 2011 dated April 10, 2012  
Amended and passed at the 1st Library Committee meeting in Academic Year 2013 dated December 11, 2013

### Article 1 Library Visitors

#### 1.1 Eligibility

Patrons who are high school of age or over as well as not currently holding a valid Library card issued by the Library of Yuan Ze University (hereinafter referred to as the Library) based on the University *Library Management Regulations* are eligible for accessing the library via identity cards.

#### 1.2 Services

Visitors are allowed for in-library reading only.

#### 1.3 Limited Number of Visitors

A limited number of 80 visitors per day are allowed to enter the library except on the week prior to the exams and during the exam weeks. The Library retains the right for adjusting the visitor number and library hours.

#### 1.4 Accessing the Library

Visitors are requested to register on-line and accessing the library with the presentation of their identity cards.

#### 1.5 Violation

Failure to follow the rules stated in *Admission to the Library* and related regulations may result in restriction to access the Library.

### Article 2 Children's Library Card

#### 2.1 Eligibility

Children (ages 6-12) of the University faculty and staff are eligible for a Children's Library Card. Teens aged 13 or above must apply for a Family Library card based on the *Library Management Regulations*.

#### 2.2 Card Application

The Library permits a parent/legal guardian to request Children's Library cards for their children via submission of a valid identification and supporting documents to the online application system. A Children's Library card is valid through the period prior to high school age.

- 2.3 Children's Library cardholders can access the Library anytime during the Library hours.
- 2.4 Parents or legal guardians are responsible for their children's behavior while in the Library. The Library is not responsible for children who are left unattended in the Library.
- 2.5 Children's library cardholders must comply with the Library Regulations while in the Library. If dissuasion fails after being warned, children breaching the Library Regulations will be requested to leave the Library with their parents/legal guardians.

**Article 3** The aforesaid Policy is passed at the Library Committee meeting and shall be promulgated as well as 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.]

