

Yuan Ze University

Current Journals Loan Policy

Passed at the 1st Library Committee meeting in Academic Year 1997 dated November 19, 1997

Article 1 Eligibility

- 1.1 All Departments of Yuan Ze University are eligible for Current Journals Loan.
- 1.2 Each department should designate a staff member to be in charge of the loan issue.

Article 2 Eligible Journals for Loan

- 2.1 The eligible journals for loan are restricted to the current journal issues recommended by the Department at the current academic year. Cross-department journals recommended by two departments or more are not eligible. The cross-department journals are eligible for co-borrowing by the departments to be shelved in a public area.
- 2.2 Departments to borrow the current journals must fill in an application form (the attachment) indicating staff-in-charge. The form must be signed by the chairperson of the department.

Article 3 Loan Policy

- 3.1 Each department can file a loan request in January per year. The application period is based on the Library announcement through on-campus e-mails.
- 3.2 The loan period for journals requested is two weeks.
- 3.3 The staff-in-charge of the Department requesting a current journals loan shall receive an email notice of the list of the latest arrival journals once every two weeks. The latest arrival journals are available for loan with the list signed by the staff-in-charge.
- 3.4 A department must return the checked out journals prior to borrowing the current journals; both return and borrowing must be processed on the same date. The return date can be postponed in case of holidays.
- 3.5 Journals within two weeks of their arrival are available for loan. Back issues are not eligible for loan.
- 3.6 If the checked out journals are overdue for two weeks or above, the borrowing privileges of the department will be suspended for one year.

Article 4 Loan Management

- 4.1 Journals checked out must be shelved within a designated site and shall be conserved by staff-in-charge.
- 4.2 The department must be reliable for any lost or damaged journals. Fines for replacement will be imposed and must be paid off within two weeks after reporting. Replacement will be processed by the Library.
- 4.3 Current journals checked out can be available for other departments based on the loan policy of the lending Department during the checkout period.

Article 5 The Library reserves the right to recall the current journals checked out.

Article 6 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 controversies or disputes occurred regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.]