

# Yuan Ze University

## Interlibrary Loan Card Rules

Passed at the 2<sup>nd</sup> Library Committee meeting in Academic Year 2000 dated May 23, 2001  
Amended and passed at the 1<sup>st</sup> Library Committee meeting in Academic Year 2002 dated May 14, 2003  
Amended and passed at the 2<sup>nd</sup> Library Committee meeting in Academic Year 2003 dated May 19, 2004  
Amended and passed at the 1<sup>st</sup> Library Committee meeting in Academic Year 2004 dated May 4, 2005  
Amended and passed at the 1<sup>st</sup> Library Committee meeting in Academic Year 2010 dated April 13, 2011

### Article 1 Associated Library

A library which signs a Cooperative Agreement with the Library of Yuan Ze University (hereinafter referred to as the Library) are referred to as the Associated Library. Patrons from the Associated Library can access the Library with a valid Interlibrary Loan card issued by the Library. The on-campus patrons can access the Associated Library with a valid Interlibrary Loan card issued from the Associated Library based on the rules stated herein.

### Article 2 Applicable Objects

University faculty members, staff, and all enrolled students are entitled to the rules stated herein.

### Article 3 Service Hours for Interlibrary Loan Card Application

Patrons must borrow an Interlibrary Loan card in the Library prior to loaning materials in the associated libraries during the Library service hours.

### Article 4 Loan Period: Interlibrary Loan Cards

- One month is a typical loan period.
- A library user can request only one interlibrary loan card at one time and up to two interlibrary loan cards for two associated libraries—one card per associated library.
- Interlibrary loan cards can be renewed once if no request (hold) exists.
- The Library will recall cards which have been placed a hold and checked out for 30 days; patrons will be notified of the recall and be expected to return within 7 days of the date of recall with a 3-day grace period. Patrons failing to return the recalled cards during the grace period will be charged an overdue fine based on Article 6 as described below.

### Article 5 Interlibrary Loan Rules: Borrowing/Returning Materials

Requests for interlibrary loan services (borrowing and returning) will be processed based on the Interlibrary Loan Regulations.

### Article 6 Overdue

- 6.1 Patrons failing to return Interlibrary Loan cards on time will be charged an overdue fine based on the Regulations on Library Circulation Services.
- 6.2 The Library privileges such as Interlibrary Loan card application, Library loan requests, renewals of Library materials will be suspended for patrons who meet one of the following conditions:
  - Failure to return interlibrary loan cards on time.
  - Failure to return interlibrary loan materials on time.
  - Failure to pay off fines.

#### **Article 7 Lost Interlibrary Loan Card**

Patrons are responsible for Interlibrary Library cards borrowed from the Library. A replacement cost of NT\$300 will be charged for lost cards. Lost or stolen cards must be reported to the Library Circulation Desk in person immediately. Patrons are responsible for any unauthorized use of their lost Interlibrary Loan Cards and relevant cost if not reporting to the Library.

**Article 8** The aforesaid rules are 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.]