

Yuan Ze University

Regulations on Library Circulation Services

Passed at the 1st Library Committee meeting in Academic Year 2013 dated December 11, 2013
Amended and passed at the 1st Library Committee meeting in Academic Year 2015 dated April 27, 2016
Amended and passed at the 1st Library Committee meeting in Academic Year 2016 dated March 29, 2017
Amended and passed at the 3rd Library Committee meeting in Academic Year 2016 dated June 20, 2017

Article 1 Eligibility

The Library of Yuan Ze University (hereinafter referred to as the Library) will grant borrowing privileges to eligible borrowers below who furnish a valid identification such as a current employee ID of Yuan Ze University (hereinafter referred to as the University), a current student ID and other library cards issued by the Library are eligible for the Library Circulation services.

1.1 Full-time/Part-time Faculty members (including Research faculty)

Part-time/Research faculty members must apply for a Library card for the Library circulation services; the department will bear liabilities for their loans.

1.2 Staff members (including short-term employees)

1.3 Undergraduate, graduate, and all other enrolled students

1.4 Non-YZU members

- 1.4.1 Family members (spouses and immediate relatives reaching Junior High School age or over) of faculty and staff (hereinafter referred to as the affiliated person) must apply for a Library card for the Library circulation services. The Library cards issued are valid on a limited term of one year and can be applied for extension. The affiliated person must bear liabilities for the loans of borrowers. Children (aged 6-12) of the University faculty and staff are eligible for a Children's Library Card. Refer to the *Yuan Ze University Visitor Card Policy*.
- 1.4.2 Retired faculty and staff must apply for a Library card with the Retirement Certificate for the Library circulation services. Library cards issued to Retired faculty are valid on a limited term of one year and can be applied for extension.
- 1.4.3 Alumni must apply for a Library card and are required to make a deposit of NT\$3000 (No deposit is required for the members of the Alumni Association. The Alumni Association should assume joint liabilities for the loans of borrowers.) for the Library Circulation services. Library cards issued to alumni are valid on a limited term of one year and can be reapplied. The aforesaid deposit is refundable

without any interest for borrowers who do not commit a breach of Article 8 and 9 stated herein while they surrender the Library cards.

1.4.4 Friends of the Library

1.4.5 Academic Visitors must apply for a Library card via the representation of associated units. The associated units assume joint liabilities for the loans of borrowers.

1.4.6 Members of Institutions whose libraries reach an interlibrary cooperative agreement with the Library

Note:

- Lost or stolen cards must be reported to the Library Circulation Desk in person immediately. The borrowing privilege of patrons losing a Library card will be suspended until a new library card is issued. Patrons are responsible for all unauthorized use of their stolen/lost library cards and all items checked out on their accounts if not reporting to the Library.
- Replacement cost for a lost Library card issued by the Library will be NT\$300.

Article 2 Non-circulated materials

Reference items, newspapers, periodicals and books located within the Topic Area are not allowed for circulation. Course reserves, current issues of periodicals and other facilities are circulated based on the Library relevant regulations or announcements.

Article 3 Loan Limits and Loan Period

3.1 Refer to the *Annex. Library Loan Policy*.

3.1.1 The loan period during summer/winter break will be announced in due course.

3.1.2 On-campus patrons may designate and authorize a person to use their Library cards to borrow books on their behalf via submitting the books borrow representation form along with the Library card of the authorizer and identification of the authorized person. The circulation services will be declined without presenting either of the aforesaid documents.

Article 4 Book Returns

Patrons must return checked out books to the Library by the loan due date. Fines and penalties for overdue, lost and damaged items will be processed based on Article 7 to 9 stated herein.

Article 5 Renewals

5.1 Patrons with loans that are not overdue, requested, or have exceeded maximum renewal limit are eligible to renew items using the online

catalogue.

5.2 Due dates after renewals are based on the date of renewals.

Article 6 Hold Requests

6.1 Patrons can request a hold online on books checked out.

6.2 The maximum number of holds on a patron record at any time is based on the *Library Loan Policy*.

6.3 The holds will last 3 days (excluding Saturdays, Sundays and Closure days) when they are available for pickup. If not picked up at the end of the pickup period, holds shall be automatically cancelled.

Article 7 Recall

Books loaned for a period of 14 days must be returned within 7 days, with a three-day grace period, of the recall notice. If unreturned before the due date of recall, recalled titles shall be deemed as overdue items and processed in accordance with Article 8 stated herein. Other recalled items will be operated based on the *Library Loan Policy*.

Article 8 Overdue

8.1 For book borrowing, an overdue fine of NT\$5.00 per item per day will be charged for borrowers with a 3-day grace period during which no fines are charged. An overdue fine including fees for the 3-day grace period will be imposed for the late return books past the grace period. Fines on other overdue items will be calculated based on the *Library Loan Policy*.

8.2 Patrons with any conduct violation stated below will have their library privileges suspended and will be resumed when the violations are lifted.

Conduct Violation:

- Overdue items or lost/damaged items;
- Outstanding overdue fines;
- Overdue items or lost/damaged items borrowed from the associated members of Interlibrary Loans.
- Unpicked-up items of Interlibrary Loans.
- Breaching of Article 6 of *Library Management Regulation*.

Article 9 Lost and Damaged Books

9.1 Borrowers shall be held responsible for any loss, damage or disfigurement by writing, torn leaves, or other marks while the checked out items are in their charge, and shall be imposed a fine for such items. Overdue fines will be also assessed on the aforesaid items which are overdue based on the Overdue Policy.

9.2 Charges for lost or damaged books include the full cost of replacement, a

copy of the same edition or current edition.

9.3 Fines paid in cash for out-of-print books will be either five times their original cost or the full cost of their comparable books if the original cost is untraceable.

9.4 For any lost or damaged of one volume/issue of the whole series of books, borrowers must pay the full cost of the whole series of books if the replacement for the lost/damaged volume/issue is unavailable.

Article 10 Claims

10.1 Patrons who claim that they have not loaned or have returned books shall fill in a *Claim Form*.

10.2 Based on the relevant regulations on lost books, the Library reserves the right to charge patrons for lost books which are failed to be found after rooting around the Library for four times with the assistance of the Library staff; the privileges for Library Circulation-related services will be blocked as well.

Article 11 The Library distributes overdue notices by email as a courtesy. Failure to receive an overdue notice does not exempt a library card holder from responsibility for overdue fines.

Article 12 Patrons should comply with the copyrights and are responsible for any illegal or unauthorized purposes.

Article 13 The aforesaid regulations 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 controversy or dispute occurs regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.]

Annex. Library Loan Policy

Patrons \ Materials		Full-time Faculty	Part-time Faculty/ Researcher	Doctoral Student	Staff	Graduate	Undergraduate	Project Employee	Family/Retired Members, Alumni, Friends of the Library**	Consortium Library Member	Recall (Guarantee Loan Days + Grace Days)	Upper Limit of Fines per Item
Book* (Attachment)	item	40	40	40	30	30	20	10	10	5	Yes(21+3)	NT\$500 (\$5/day)
	Period	120	60	60	60	60	30	30	30	30		
	Renewal	1	1	1	1	1	1	1	1	1		
	Holds	20	20	20	15	15	10	5	5	0		
Teaching Material	Eligible to borrow up to 30 items including books and multimedia for 120 days and one-time renewal.			N/A				N/A		No		
Multimedia*	item	4	4	4	4	4	4	4	Public Performance Authorized & in-library use only (One item at a time)	N/A	Yes (5+3)	NT\$500 (\$5/day)
	Period	7	7	7	7	7	7	7				
	Renewal	1	1	1	1	1	1	1				
	Holds	2	2	2	2	2	2	2				
ILL Card	item	2	2	2	2	2	2	2	N/A	N/A	Yes (37+3)	NT\$500 (\$5/day)
	Period	30	30	30	30	30	30	30				
	Renewal	1	1	1	1	1	1	1				
	Holds	1	1	1	1	1	1	1				
	Visit and follow the rules of the associated libraries. YZU Library is not represented for any borrowing/returns.											
Campus Licensed Software	item	1	1	1	1	1	1	1	N/A	N/A	No (+3)	NT\$500 (\$100/day)
	Period	7	7	7	7	7	7	7				
	Renewal	0	0	0	0	0	0	0				
	Holds	1	1	1	1	1	1	1				
Course Reserves		Limited Use within the Library (one item at a time)								No	NT\$1000 (\$100/day)	
Library ID Card		Faculty ID	Issued by YZU Lib	Student ID	Staff ID	Student ID		Staff ID	Issued by YZU Lib			
Validation		Employed	Employed	Enrolled	Employed	Enrolled		Employed	1 year	Reciprocal Agreements		

*Overdue fines of book/multimedia sets are counted by every single volume.

**Loan privileges for academic visitors are referred to those of Alumni and the ID cards are valid for the duration of academic visit.

***Desktop locks and other miscellaneous equipment may be borrowed according to the library announcement.