

# Yuan Ze Universtiy

## Implementing Rules on Course Reserves Management

Passed at the 1st Library Committee meeting in Academic Year 1997 dated November 19, 1997  
Amended and passed at the 1<sup>st</sup> Library Committee meeting in Academic Year 2010 dated April 13, 2011  
Amended and 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** Course reserves are references (books, journals, articles, audio-visual materials, etc.) which are set aside by faculty for the exclusive use of their students in academic courses. Reserve materials purchased by the Library of Yuan Ze University (hereinafter referred to as the Library) are held at the Library Course Reserves during the faculty-designated periods and shall be for in-Library use only.

### **Article 2 Course Reserves Designation**

- 2.1 Faculty members of Yuan Ze University shall submit the course reading list via online classroom. The Library shall keep copies of high demand course readings on reserve for in-library use only.
- 2.2 Instructors should provide all pertinent bibliographic information, including title, author, edition, publisher and ISBN, on their course readings to facilitate reserve processing.
- 2.3 Course reserves which are not found in the Library collection can be either offered by instructors or purchased by the Library; the acquisition fee will be disbursed from the library funds of the Department whose faculty members file reserve requests.
- 2.4 Course reserves include both books and non-book materials.

### **Article 3 Course Reserve Borrowing**

- 3.1 Course reserves are for in-Library use and on current day only (one item at a time).
- 3.2 An overdue fine of NT\$100 per borrowed item will be charged per day, up to a maximum of NT\$1000. Borrowers who fail to return an item by the due date may have their privileges suspended until they return the reserved items as well as pay off overdue fines.

**Article 4** Refer to the *Regulations on Circulation Services* for issues unstated herein.

**Article 5** The aforesaid implementing 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 controversy or dispute occurs regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.]