

# Yuan Ze University

## Regulations on Library Circulation Services

Passed at the 1st Library Committee meeting in Academic Year 2002 dated May 14, 2003  
Amended and passed at the 2nd Library Committee meeting in Academic Year 2003 dated May 19, 2004  
Amended and passed at the 1st Library Committee meeting in Academic Year 2004 dated May 4, 2005  
Amended and passed at the 1st Library Committee meeting in Academic Year 2007 dated April 16, 2008  
Amended and passed at the 1st Library Committee meeting in Academic Year 2009 dated November 25, 2009  
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 1<sup>st</sup> Library Committee meeting in Academic Year 2011 dated March 14, 2012

### 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 (inclusive of research faculty)
- 1.2 Staff members (inclusive of temporary employees)
- 1.3 Graduate students, undergraduate and all other enrolled students
- 1.4 Non-YZU members
  - 1.4.1 Family members (couples and immediate relatives reaching Junior High School age or above) of faculty and staff (hereinafter referred to as the affiliated person) must apply for a Library card for the Library Circulation services providing a signed written consent from their affiliated person. The Library cards issued are valid through the current academic year and must be re-applied in the new academic year. The affiliated person must bear liabilities for the loans of borrowers.
  - 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 and staff are valid on a limited term of one year and can be reapplied.
  - 1.4.3 Alumni

Alumni must apply for a Library card with a deposit of NT\$3000 required (No deposit is required for the members of the Alumni Association) 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 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 till 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\$200.00.

### **Article 2 Non-circulated materials**

Reference items, newspapers, periodicals and books located within the Topic Area are not allowed to circulate. Course reserves, CD's/DVD's, audio-visual materials, 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 Full-time faculty members are limited to 40 books for a loan period of 120 days and can be renewed twice if no request (hold) exists. The loan period can be extended for course purpose based on *the Library Teaching Materials Loan Policy*.
- 3.2 Part-time and research faculty members and doctoral graduate students can borrow up to 40 books for a loan period of 60 days. Renewals are permitted twice providing there is no request for the book being renewed. Part-time and research faculty members must apply for a Library card for the Library Circulation services; the department will bear liabilities for their loans.
- 3.3 Staff members (inclusive of contract staff) and master graduate students can borrow up to 30 books for a loan period of 60 days and can be renewed twice unless the loans have been requested by other patrons.
- 3.4 Undergraduates and Two-Year Technical College students can borrow up to 20 books for a period of 30 days and can be renewed twice if no request exists.
- 3.5 Family members of faculty/staff and/retired faculty/staff can borrow up to 10 books for a 30-day loan period and can be renewed twice if there is no request for the books being borrowed.
- 3.6 Temporary employees: The Library cards issued are coherently valid with the contracted period. Temporary employees can borrow up to 10 books for a loan period of 30 days and can be renewed twice if there is no patron places a hold on loans.
- 3.7 Alumni can check out up to 10 books for a 30-day loan period and can be renewed twice if no request exists.
- 3.8 Friends of the Library are eligible for the Library Circulation services based on the

*Friends of the Library Recruitment Rules.*

- 3.9 On-campus patrons can loan books at off-campus libraries presenting an Interlibrary Loan card in accordance with the *Interlibrary Loan Card Rules*.
- 3.10 Off-campus patrons can loan books in the Library presenting a valid Interlibrary Loan card issued by the Library. The borrowing privileges of off-campus patrons are offered based on the Cooperative Agreement reached between the Library and the off-campus libraries. Any off-campus patron who commits a breach of the Library regulations is subject to sanctions based on the relevant policy hereof.
- 3.11 The loan period during summer/winter break will be announced in due course.
- 3.12 On-campus patrons may designate one other person who is authorized 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 who are eligible for renewals can renew items up to two times using the online catalogue.
- 5.2 Loans that are overdue, being requested, or have exceeded maximum renewal limit shall not be renewable.

**Article 6 Requests of Books**

- 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 half of the loan limit.
- 6.3 The holds will last 3 days (excluding Saturdays, Sundays and Closure days) when they are available for pickup. If unpicked up at the end of the pickup period, holds shall be automatically cancelled.
- 6.4 Upon being returned, books requested shall be held exclusively for patrons who place requests till the pickup deadline.

**Article 7 Recall**

Books loaned for a period of 14 days must be returned within 7 days, with a 3-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 regulations or announcement.

## **Article 8 Overdue**

An overdue fine of NT\$5.00 per item per day will be charged for borrowers. There is a three-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. The Library privileges (borrowing, renewal and reservations, etc.) will be suspended starting from the first day of fines assessed till fines are paid off. Fines can be accumulated up to NT\$500.00 per item. Fines on other overdue items will be calculated based on policy announced in due

## **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 books are in their charge, and shall be imposed a fine for such books. Overdue fines will be also assessed on the aforesaid books 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, plus a processing fee of NT\$50.00.
- 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.
- 9.5 Replacement cost for a lost Library card issued by the Library will be NT\$200.00.

## **Article 10 Other Issues of Library Circulation Services**

- 10.1 Patrons who claim that they have not loaned or have returned books shall fill in an *Claim Form*.
- 10.2 Based on the relevant regulations on lost books, the Library reserves the right to charge patrons for lost books which fail to be found after being searched within the Library for four times with the assistance of the Library staff members; the privileges for Library Circulation-related services will be blocked as well.
- 10.3 The Library will suspend the leaving-school process and retain deposits till patrons pay off fines charged for lost/damaged items in line with the regulations on lost/damaged items.

**Article 11** 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 controversies or disputes occurred regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.]