

Application Procedure for Friends of Ming Chuan University Library

Passes at December 20, 2013 Library Committee Meeting

Article 1

“Application Procedure for Friends of Ming Chuan University Library “(herein referred to as the procedure) is established based on the notion of fulfilling social responsibilities and promoting resource-sharing, Ming Chuan University (herein referred to as the University) is open to external guests and provides book resource loan service under the conditions of not interfering with student learning or faculty research.

Article 2

Eligibility: R.O.C. citizen who are over 18 years old.

Article 3

Card application and reissue:

1. Application for library card

Applicants are required to apply for a library card on their own at the Library counter with their ID card, one 1-inch head and shoulder picture, NTD 2000 annual fee and a deposit of NTD 3000. The card is valid for 1 year; applicants are required to renew the card when it is expired. The deposit will be returned without interest upon return of the card.

2. Loss and replacement of Library card

In case of card loss, the card holder should report the loss to the Library in person immediately. The card holder will be required to bear responsibility for any loss due to unauthorized use before the card is reported lost. The replacement of the library card will be processed in accordance with Article 1 and NTD 100 will be charged for handling fee.

3. Card return

When applying for terminating borrowing privileges, the card holder will be

requested to return all books currently on loan. If there are outstanding fees, the fees will be deducted from the deposit, and the remaining balance will be returned.

Article 4

Library access:

1. Card holders may enter the Library with the Library card during normal hours of operation and have access to all facilities and resources. However, during mid-term and final examination weeks and the week before, only book borrowing and return service is available. Other services are suspended.
2. Card holders should dress properly when entering the Library, keep quiet, and maintain the cleanliness of the environment and all facilities of the Library. Readers are required to turn off mobile phones (or switch them to vibrate mode), upon entering the Library and abide by the “Ming Chuan University Procedures for Library Access.”

Article 5

Book borrowing regulations:

1. The Library card is to be used by the registered patron only, and must be presented with valid ID at each transaction.
2. The limit for external patrons is 5 books for a loan period of 3 weeks, and they have the right of online reservation and cross-campus loans. Items not on hold for another patron can be renewed once.
3. During the loan period, the Library might call for the borrowed books for inventory check or other important activities. The borrowers are required to return the books within the designated time according to the notice.
4. Matters not covered in these procedures will be dealt with in accordance with “Library Book-loan Procedures.”

Article 6

Fine and compensations: Dealt with in accordance with "Fine and Compensation Procedures for Library Materials."

Article 7

Upon being passed at the Library Committee Meeting and submitted to the President, these procedures were announced and implemented. Any revision must follow the same procedure.