

General Procedures for Library Services

Revised and Passed at the Library Committee Meeting on December 30, 2010

- Article 1 These procedures were established to provide readers with fine resources and facilities and to maintain a high quality reading environment in Ming Chuan University Library (herewith called the library).
- Article 2 Faculty members, staff members, and students of Ming Chuan University may use their university ID card to enter the library. Following after somebody or entering without an identification card is not allowed. Alumni and off-campus public figures may enter the library in accordance with other relevant procedures.
- Article 3 Readers must keep quiet in the library and refrain from using cell phones, talking loudly, reciting, moving desks and chairs loudly, or occupying seats with personal belongings, or other disturbing manners. The library reserves the right to remove personal belongings that occupy seats to the side of a table or to a specific area, and is not responsible for the safekeeping of these items.
- Article 4 Readers must keep the library tidy. Except for water, no eating, drinking, smoking, spitting or littering is allowed. When necessary, the library has the right to confiscate food and beverages or to question readers about such matters.
- Article 5 Aside from prohibited articles, readers may bring their personal belongings to the library, or they may use the library lockers. Readers are responsible for the safeguarding of their own personal belongings. The library is not responsible for any lost that may occur. Please take your personal belongings with you when you leave.
- Article 6 It is prohibited to make stains, marks, notes, folds, tears, cuts in books, or to otherwise damage books during use. Reference books, periodicals, back-dated newspapers, bound volumes of periodicals, miscellaneous materials, and books designated by instructors as reference books or audiovisual materials may not be loaned for outside use. Other books are

available for loan in accordance with Library Book-loan Procedures.

- Article 7 The computer network facilities in the library are only for academic purposes, library collection query, and e-resource retrieval; all users should comply with Regulations for Campus Network Management. It is strictly forbidden to browse any obscene or offensive content or play online games.
- Article 8 Readers are requested to put all books, back-dated newspapers, materials, and magazines back in their original positions or on a book cart after reading.
- Article 9 The library will remind readers 15 minutes before it closes. Readers are requested to leave the library promptly.
- Article 10 If violations of Article 2 to 9 occur, users will be punished in accordance with Ming Chuan University Merit and Demerit Procedures.
- Article 11 Upon being passed at the Library Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.