

Procedures for Use of Inter-library Loan Card

Passed at the Library Committee Meeting on November 8, 1997

1. Students with student ID and faculty members with faculty ID borrow an Inter-library Loan Card.
2. Each cooperating library provides Ming Chuan University with a certain number of library cards. Users may borrow only one card from one cooperating library card at a time; it is not possible to borrow another card from the same library until all the books are returned.
3. The period of use the Inter-library Loan Card is one month; all books along with the library card are required to be returned before the due date.
4. Users who have their rights to borrow books at Ming Chuan University suspended will also have their rights to use the Inter-library Loan Cards suspended.
5. Borrowers must return borrowed books directly to cooperating libraries; the Ming Chuan University Library does not conduct book-returning procedures on behalf of borrowers.
6. If Inter-library Loan Cards are lost, the borrower must immediately notify the Ming Chuan University Library. If any losses occur before the notification is made, the borrower of the card must take full responsibility.
7. The borrower must be the same person whose name is listed on the library card. If users borrow books with others' Inter-library Loan Cards with the card applicant's authorization, the users' book-loan rights will be immediately suspended, and the original applicant for the Inter-library Loan Card will responsible for returning all borrowed books.
8. If the Inter-library Loan Card is not returned before the due date, borrowers will have their rights to borrow books in cooperating libraries and in Ming Chuan University suspended until the library card is returned.
9. When books are not returned by the borrower by the due date, in addition to the punishments made in accordance with relevant regulations at the cooperating library, borrowing rights will also be suspended at Ming Chuan University until all the books are returned.
10. The use of Inter-library Loan Cards must comply with established copyright, book-loan, fine, and compensation regulations; if any violations occur, borrowing rights will be suspended.
11. Borrowing limit and loan period:
 - (1) A maximum of three books may be borrowed with each card, for a period of up to two weeks.

- (2) No loan extensions or reservations are possible.
- 12. If Inter-library Loan Cards are all lent out to users, no loan extensions for cards will be possible.
- 13. Upon being passed at the Library Committee Meeting and approved by the president, these procedures were announced and implemented.