

## **Procedures for Using Northern Alliance of Technical Colleges and Universities (NATCU) Library Card**

1. 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 be responsible for returning all borrowed books.
2. Each library card permits the borrower to borrow five books from any one cooperating library for up to 30 days; renewals and reservations are not possible.
3. Users will use an IC Card to borrow books in person. To check out books from any cooperating library, users must complete the Registration form and submit it to the circulation desk for approval. Upon approval, the users shall submit the approved registration form to the original applying library as a reference for overdue notice process.
4. Borrowers must return borrowed books directly to cooperating libraries; the Ming Chuan University Library does not execute book-returns on behalf of borrowers.
5. If a borrower loses a library card, he/she should notify the unit where the original application for the card was made. If the card is used for malicious purposes before the unit is notified, the unit which issued the card will deal with the problem.
6. The use of NATCU Library Cards must comply with established copyright, book-loan, fine, and compensation regulations; if any violations occur, borrowing rights will be suspended.