

Procedures for Using Temporary Library Card

Passed at the Library Committee Meeting on November 8, 2007

Revised and Passed at the Library Committee Meeting on December 18, 2008

Revised and Passed at the Library Committee Meeting on December 22, 2011

- Article 1 The Temporary Library Card may be used by alumni, students in the university extension class, and non-matriculating students.
- Article 2 Relevant ID and a deposit 1,000 NTD (or signature guarantor) are required to apply for a temporary library card. The deposit for readers with alumni ID is 600 NTD. Applicants will get deposit back when returning the temporary library card or cancelling book borrowing rights.
- Article 3 A relevant ID card and a temporary library card or alumni ID are required to process book-loan procedures.
- Article 4 The loan period for books is 14 days and a maximum of ten books may be borrowed; a loan extension can be made one time.
- Article 5 The term of use for library cards for alumni is one year, and card may be renewed for one year when the term expires. The term of use for university extension students and non-matriculating students ends one week prior to the end of the semester. All borrowed books must be returned and outstanding fines must be paid before the term expires.
- Article 6 Persons who have not returned all borrowed books or who have not paid outstanding fines may not return library cards.
- Article 7 In the case of the loss of library cards, a notification of the loss by the owner should be immediately made to the library. If any losses occur for the library before notice is made, the owner of the library card must take full responsibility and make compensation.
- Article 8 The borrower must be the same person whose name is listed on the library card. If users borrow books with others' library cards with the card applicant's authorization, the users' book-loan rights will be immediately

suspended, and the original applicant for the library card will responsible for compensation.

Article 9 Matters not covered in these procedures will be dealt with in accordance with Ming Chuan University Library Book-loan Procedures and Fine and Compensation Procedures for Library Materials.

Article 10 Upon being passed at the Library Committee Meeting and approved by the president, these procedures were implemented.