

## **Procedures for Using the Book-drop**

Passed at the Library Committee Meeting on May 18, 2001

- Article 1      These procedures have been established to allow readers to return books when the library is closed.
- Article 2      The book-drop service can only be used during periods when the library is closed. Users are requested to go to library circulation desk to return books when the library is open.
- Article 3      If the book size is too large to fit into the book-drop opening, students are requested to return books at the circulation desk when the library is open.
- Article 4      The actual number of books returned and time books are returned will be decided by library records, and library users should go online to confirm the return of books. If any discrepancies are found, the book-drop users will take responsibility.
- Article 5      Matters not covered in these procedures will be dealt with in accordance with Ming Chuan University Library Book-loan Procedures.
- Article 6      Upon being passed at the Library Committee Meeting and approved by the president, these procedures were announced and implemented.