

Book-loan Procedures for Internship Advisors in Teacher Education Center

Passed at the Library Committee Meeting on November 8, 1997

- Article 1 Instructors who are internship advisors at internship schools may apply to the library for a temporary library card to borrow books.
- Article 2 Applicants must bring the Certificate of Service and temporary library card to process book-loan procedures.
- Article 3 The loan period for books is 14 days and a maximum of five books may be borrowed; a loan extension may be made once.
- Article 4 In the case of loss, a notification of the loss by the owner should be immediately made to the library. In any losses occur for the library before notice is made, the owner of the library card must take full responsibility and make compensation.
- Article 5 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 6 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 7 Upon being passed at the Library Committee Meeting and approved by the president, these procedures were implemented.