

Fine and Compensation Procedures for Library Materials

Revised and passed at the Library Committee Meeting on January 8, 2004

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

Revised and passed at the Library Committee Meeting on December 30, 2010

Revised and passed at the Library Committee Meeting on June 02, 2011

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

- Article 1 These procedures have been established as a basis to deal with situations where borrowers lose library materials (including books, periodicals, and non-book materials) or situations where materials have been lost due to other illegal behavior. These procedures also provide standards for assessing the replacement value of such materials.
- Article 2 These procedures apply to borrowers whose borrowed materials are overdue, damaged or lost.
- Article 3 In accordance with Articles 2 and 4, a fine of 5 NTD per day will be levied for each overdue book each day. Borrowers may look up their personal book-loan information in the online library catalogue, and will receive reminders and overdue notifications in the personal email accounts provided by Ming Chuan University.
- Article 4 When the accumulative overdue fine reaches 200 NTD, regardless the number of overdue books and the borrowing times, the reader's borrowing right will be temporary suspended. The maximum overdue fine for each book is 500NTD, which will not be increased once it reaches the maximum.
- Article 5 Email reminders and overdue notifications from the library are provided as an additional service to borrowers. Borrowers are responsible to take initiative in understanding their personal book-loan and reservation status to avoid losing their borrowing rights because of overdue fines.
- Article 1 Individuals who cannot pay their complete fines because of specific circumstances may work in the library for up to (including) two thirds of total fine amount upon consent by the library. The library will assign tasks

and the hourly pay will be in accordance with current standards.

Article 2 If the borrowed materials are lost, the borrower should notify the library of the loss and complete relevant procedures before loan period has expired. In cases where the notification and application is made after the overdue date, the borrower will be required to pay for the loss of the materials as well as the overdue fine.

Article 3 All lost or damaged materials, if purchasable domestically, should be replaced by the borrowers within one month after notification of loss is made; if materials must be purchased abroad, one and half months is allowed. For those borrowers who report a loss, during the purchasing period the overdue fines will be suspended. After the allotted period, the overdue fines will accrue until the fine reaches the maximum fine listed in Article 4.

Article 4 If it is not possible to replace the materials with original materials, the case will be handled as follows unless other rules apply:

1. Borrowers will pay a fine of three times the list price of the lost materials.
2. If the cost of replacing materials is more than two times the list price of the original materials, individuals may work off the fine by working in the library on tasks assigned by the library. The pay per hour will be in accordance with current standards.
3. Rare books that are irreplaceable should be compensated for based on their appraised value.
4. If materials were not acquired through purchase (copies acquired through exchanges or gifts), the fine will be paid in accordance with Clause 1 of this article.
5. If there is no list price for materials, 3 NTD will be paid per page if the book has pagination, maximum of 800 NTD per volume for Chinese books. Other books (English, Japanese, German, French, Italian, Spanish, and Russian) will all be assessed at 2,000 NTD per volume, without exception.
6. If a new version of the material is available, an older version may be replaced with a newer version.
7. If the original enclosed audiovisual CD-ROMs of books are not available for purchase, borrowers will pay a fine of two times the list

price of the lost book.

- Article 5 If replacements for lost materials must be ordered from abroad, dealt with according to Article 5, the library may introduce book dealers to help order the materials. If a replacement cannot be purchased, borrowers will be fined based on the rate detailed in Article 6, Clause 1.
- Article 6 If the lost material is one volume (or one piece) of a series, which cannot be replaced for the price of a single volume, the borrower should pay the total price of the series; if the lost material in a series may be replaced for the price of only one volume (or one piece), the borrower should pay three times the price of the single volume.
- Article 7 Persons who purposely damage materials will be punished according to Articles 5 to 10 of these procedures and students will be also dealt with in according to Ming Chuan University Merit and Demerit Procedures.
- Article 8 Upon being passed at the Library Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.