

# Ming Chuan University Library Procedures for Borrowing e-Readers

Passed at the Library Committee Meeting on December 20, 2012

## Article 1

Ming Chuan University Library (herein referred to as the Library) established 'Ming Chuan University Library Procedures for Borrowing e-Readers' to promote digital reading and mobile learning, and encourage readers to make good use of electronic resources.

## Article 2

Eligibility and time limit:

1. Eligibility: MCU faculty, staff and students.
1. Time limit: Each individual is allowed to borrow the equipment once every day for 2 hours, only for use inside the Library.

## Article 3

Borrow and return procedure:

1. Users who would like to borrow the equipment are required to complete the borrowing and returning procedure with their MCU ID cards at the service counter of the Library. Reservation service is not available.
2. When borrowing the equipment, users are required to check the condition of the equipment and its completeness and inform the staff if any problems are found. Once the equipment is taken away from the counter, the user is responsible for any damages upon return.
3. When returning the equipment, responsible Library staff person and the user will check the condition and completeness of the equipment together before finishing the return procedure. Any system or documents found installed by the user will be reformatted or deleted without asking the user.

#### Article 4

##### Safekeeping and usage:

1. Electronic readers are primarily intended for reading on- and off-campus electronic resources, not playing games or other purposes.
2. The borrower is required keep the equipment safe, avoid incurring damage and keep it in an environment that can keep the equipment from being damaged.
3. During the borrowing period, the borrower is not allowed to disassemble the equipment (or its accessories) or crack the existing software or applications. The user is also not allowed to change the original settings of the system.

#### Article 5

Overdue return: Borrowers are required to return the e-reader within the time limit. Overdue returns will be charged NTD 50 for every half hour (less than half an hour will be counted as half hour). The maximum accumulated overdue hour fine is NTD 500. Overdue return of two or more days will be deemed as having lost the equipment and will be handled in accordance with Article 6 Item 3 of this procedure.

#### Article 6

##### Handling and compensation for damage and loss:

1. The borrower will be required to pay for repair expenses if the equipment is damaged and needs to be sent for repair.
2. Borrowers will be required to pay for any lost or damaged accessories at the current value.
3. Should the equipment be lost or irreparable, the borrower will be required to purchase a new item of no lower specifications than the original or

reimburse the amount of the original price.

#### Article 7

Other notices:

1. If inappropriate use is discovered or under special circumstances (such as official use of the Library), the Library reserves the right to ask borrowers to return the equipment before the designated time and the borrower must comply without objection. Late return will be dealt with in accordance with Article 5 of this procedure. Early return in order to accommodate the Library's official affairs will be compensated with 2 extended hours for the next borrowing session.
2. Borrowers who take the equipment out of the Library without permission will not be allowed to borrow for one semester.
3. Borrowers are required to respect intellectual property rights and obey related laws; violators are required to bear the legal responsibilities.
4. Matters not covered in these procedures will be dealt with in accordance with related rules.

#### Article 8

Upon being passed at the Library Committee Meeting and submitted to the President, these procedures were announced and implemented. Any revision must follow the same procedure.