

# Ming Chuan University Procedures for Guishan Township Residents to Use Library Resources

Passed at the Library Committee Meeting on January 8, 2004

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

- Article 1 Principles:  
In order to give back to the local community and to benefit Guishan township residents, Ming Chuan University has opened the Taoyuan Campus Library collection to the general public on the premise that it will not affect the teaching and research conducted by faculty and students.
- Article 2 Eligible group:  
Township residents who are over 18 years and students in high school (vocational high school) or above.
- Article 3 Application, reissue and cancellation:  
Township residents may apply for a library card at the circulation desk in person. Applicants must present ID (students must present student ID cards), a one-inch photo and deposit of 3,000 NTD. If the library card is lost, the borrower should notify the library in person and prepare a one-inch photo and a 100 NTD processing fee. If the above procedures are not followed, the borrower has to accept full and total responsibility for any losses that have been incurred. When township resident users return the library card when they move or for other reasons, they must return all borrowed books and have their library cards cancelled backing order to have their deposit returned. Any fines will be automatically deducted from the deposit.
- Article 4 Rules for entering the library:  
Township residents may enter the library with ID cards (students may bring student ID card) which can be exchanged at the circulation desk or library card to use library resources, and borrow and return books. The maximum number of people allowed to enter the library is 30 persons, though the number may be increased during the winter and summer vacation depending on the situation.

- Article 5      Book-loan regulations:  
The library card must be used in person. The loan period for books is two weeks and a maximum of five books may be borrowed; a loan extension may be made twice. If borrowing period overlaps with collection inventory or other important library activities, the borrowed books must be returned within the time stipulated in notices issued by library.
- Article 6      Punishment:  
Failure to return library materials on time, damage to materials, or loss of materials will be handled in accordance with Fine and Compensation Procedures for Library Materials.
- Article 7      Township residents should dress appropriately, maintain quiet, keep the environment clean, turn off or mute cell phones, pagers or other electronic equipment, and obey relevant library regulations.
- Article 8      Matters not covered in these procedures will be dealt with in accordance with other relevant procedures.
- Article 9      Upon being passed at the Library Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.