

Library Book-loan Procedures

Revised and passed at the Library Committee Meeting on December 30, 2004

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

Revised and passed at the Library Committee Meeting on December 24, 2009

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

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

Revised and passed at the Library Committee Meeting on June 06, 2013

Revised and passed at the Library Committee Meeting on December 17, 2020

Article 1 Faculty members, staff members, and students of Ming Chuan University are to use their university ID card to borrow books; others with different kinds of identification may borrow books in accordance with relevant procedures.

Article 2 For faculty members and staff members, the loan period for books is 60 days and a maximum of 80 books may be borrowed; for graduate students, the loan period is 45 days and a maximum of 60 books may be borrowed; for undergraduates and students of Overseas Youth Vocational Training School, the loan period for books is 30 days and a maximum of 40 books may be borrowed. The loan periods for winter vacation and summer vacation will be announced separately.

Article 3 Faculty members, staff members, and students may borrow books from the library of the other campus and return books at either campus. An application form or online application for book transfer must be completed to have books transferred for borrowing from the library at the other campus. The due date is calculated from the borrowing date.

Article 4 If there is no reservation made for a book before it is due, a loan extension can be made twice with the loan period in accordance with Article 2. Extended loan period will be calculated from the date of extension. If books are overdue, and no application for loan extension has been made, users will be punished in accordance with Fine and Compensation Procedures for Library Materials.

Article 5 A maximum of five books may be reserved at one time. When the

reserved books are available, an e-mail will be automatically sent by the library system informing the reader that the book(s) are available. The designated books will be held on reserve for only three days; if the reader doesn't come to borrow the book(s) during that time, the right will be forfeited.

- Article 6 For books borrowed via reservation, if there are other reservations made for the book, the loan period will be shortened to 14 days regardless of the borrower's identity.
- Article 7 Materials that are not available for loan include reference books, Ming Chuan theses/dissertations, periodicals, back-dated newspapers, books designated by instructors as reference books, and other specified books or materials.
- Article 8 If there are stains, marks, notes, folds, tears, cuts, or losses of returned books, the borrower must take responsibility in accordance with Fine and Compensation Procedures for Library Materials. If it is difficult to trace the person who has damaged the book, the last person on the list of borrowers must take the responsibility.
- Article 9 Borrowers must use their own library cards to borrow books. Persons who borrow books using others' library cards or forged cards will have their rights to borrow books suspended and will be punished in accordance with Ming Chuan University Merit and Demerit Procedures. If use of the library card is authorized by the owner, a one-month suspension of book-loan rights will be imposed both on the borrower and owner of the card.
- Article 10 If, due to official business, University full-time faculty members are unable to borrow books in person, they may complete a certificate of entrustment along with their employee ID card to authorize others to do so on their behalf. Individuals who have been entrusted must provide their own identification paper. The library is to confirm via phone before the request to borrow is processed.
- Article 11 Readers are responsible for the safekeeping of library cards. In case of the loss of a card, a notification of the loss by the owner should be immediately made to the library. If any losses occur for the library before

notice is made, the owner of the library card must take full responsibility and make compensation.

Article 12 Faculty members, staff members, and students should return all borrowed books and pay outstanding fines before graduating or taking leave, otherwise the graduation diploma or other relevant documentation will not be issued.

Article 13 Persons who remove books from the library without going through book-loan procedures will be punished in accordance with Ming Chuan University Merit and Demerit Procedures.

Article 14 Upon being passed at the Library Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.