

## **Ming Chuan University Library Card Application Procedures for Faculty and Staff Members' Dependents**

Passed at the Library Committee Meeting on June 14, 2018

- Article 1 Ming Chuan University Library Card Application Procedures for Faculty and Staff Members' Dependents were established to serve faculty and staff members' dependents (including Special Program Staff Members) by Ming Chuan University Library (herein referred as the Library).
- Article 2 MCU full-time faculty and staff members (including Special Program Staff Members, herein referred as Applicants) may apply for a MCU Library Card for their spouse or children which will be valid until the date when the applicant resigns from MCU.
- Article 3 Library Card for Faculty and Staff Members' Dependents must be applied for by the applicant in person at MCU Library front desk with Faculty and Staff Member ID Card, certificate of dependent relationship, a 1-inch photo taken within the recent half year, and a Letter of Guarantee.
- Article 4 For faculty and staff members' dependents, the loan period for books is 14 days and a maximum of 5 books may be borrowed. If there is no reservation made for a book, a loan extension can be made two times for the loan period
- Article 5 Dependents who are younger than 12 years old must be accompanied by the applicant or another adult with a MCU Library Card to enter the library or borrow materials.
- Article 6 The fee for the new Library Card or a replacement Library Card for the loss of a card is NTD 200. Please immediately inform the Library once a Library Card is lost. In the case of the loss of a card, notification to the library of the loss by the owner should be immediately made. If any the library incurs any losses before notice is made, the applicant and owner of the library card must take full responsibility and pay compensation.
- Article 7 Faculty and Staff Members' Dependents may not lend their Library Cards to others for use. Any violators will have their Library Card usage rights suspended, and the applicants must return all the books borrowed by their dependents. These

applicants may not apply for a Library Card for Faculty and Staff Members' Dependents again.

Article 8 Readers with Library Card for Faculty and Staff Members' Dependents must follow the relevant regulations of MCU Library.

Article 9 Applicants must return all Library Cards for Faculty and Staff Members' Dependents and borrowed books, and pay outstanding fines, as a part of leaving their MCU position.

Article 10 Upon being passed at the Library Committee Meeting and approved by the president, these procedures were announced and implemented.

\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\*