

Procedures for Multimedia Resources Center

Passed at the Library Committee Meeting on December 18, 2008

Article 1

The use of multimedia materials and equipment shall comply with these regulations.

Article 2

Multimedia materials are stored in open stacks for patron browsing. Borrowers should register with the circulation desk staff during opening hours. Materials borrowed shall not be taken away from the center. Registration for viewing multimedia material closes 30 minutes prior to the closing of the Library.

Article 3

Borrowers can only borrow one item at a time. Materials should be returned on the same day.

Article 4

Faculty members are allowed to borrow video materials for teaching use. The borrowed materials must be returned within the time stipulated in notices issued by library. Relevant regulations are as follows.

- 1.The loan period for books is seven days and a maximum of three books may be borrowed; a loan extension may be made one time only.
- 2.Video materials that are not returned within the buffer period will be regarded as overdue. Borrowers will be fined in accordance with the Fine and Compensation Procedures for Library Materials.

Article 5

Video materials that are not returned within the buffer period will be regarded as overdue. A fine of 5 NTD per day will be levied for each overdue item.

Article 6

Video materials should be used with caution. In the case of the loss of a card, the owner of the library card must take full responsibility and make compensation. If damage is found, the user(s) is required to pay for damage at twice the market price.

Article 7

Borrowers should abide by relevant regulations of copyright. If any violations occur, the owner of the library card must take full legal responsibility.

Article 8

Users who fail to comply with library rules and regulations and ignore a staff request will be asked to leave the premises.

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.