

Chinese Culture University Library Borrowing Regulations

1980.04.23 amended by the No.862 meeting of University Administration
1985.01.09 amended by the No.1096 meeting of University Administration
2004.01.07 amended by the No.1549 meeting of University Administration
2008.07.09 amended by the No.1610 meeting of University Administration
2010.12.01 amended by the No.1645 meeting of University Administration

Section 1. Eligibility of Library Users

The Chinese Culture University Library collection focuses on supporting the learning, teaching, and research needs of enrolled students, faculty, and staff of the university.

Section 2. Non-Circulating Materials

The general collection operates on an open shelf, self-service basis, and items on open shelves are available for anyone to use in the library during library hours. However, rare books, items from Special Collections, periodicals, newspapers, reference works, course reserves, microfilms, and other materials classified as non-circulating may not be checked out from the library.

Section 3. Library Card

All eligible users are required to present a university ID or valid library card. Individuals are not allowed to borrow the ID of another person to check-out library materials.

Section 4. Borrowing Privileges by Category of Library Users

This section of the policy describes the various categories of library users and defines their loan period for library materials from the general collections.

- 4.1 Full-time faculty currently employed may borrow up to 40 items of circulating library materials for eight weeks.
- 4.2 Part-time faculty currently employed may borrow up to 30 items of circulating library materials for six weeks.
- 4.3 Graduate students currently enrolled may borrow up to 40 items of circulating library materials for six weeks.
- 4.4 Staff members currently employed may borrow up to 30 items of circulating library materials for four weeks
- 4.5 Undergraduate students currently enrolled may borrow up to 15 items of circulating library materials for three weeks.
- 4.6 Alumni, retired faculty and staff members may borrow up to 5 items of circulating library materials for four weeks.

Section 5. Requesting Holds

Eligible users may place a hold on any item that is currently checked-out to another borrower.

Section 6. Renewals

A book checked out by a user from the circulating collection may be renewed one time unless another user has placed a hold on it. If books are not overdue, renewals may be accomplished online.

Section 7. Fines for Overdue Materials

The Chinese Culture University Library has a policy to impose fines on overdue library materials. This policy is intended to encourage eligible users to return library materials by the date due, thereby maximizing the availability of resources to the academic community. A fine of NT\$2 per item per day (excluding closing days) will be assessed on overdue library materials from the general circulating collections. The fine will accumulate until the material is returned or to a maximum of NT\$250 per item.

Section 8. Returning Materials

All library checkouts must be returned upon a student's graduation or withdrawal and upon a university employee's resignation. Should overdue fines be assessed, all fees must be paid.

Section 9. Loss and Damage

Borrowers are held responsible for the replacement of any lost or damaged materials. The following rules apply:

9.1 For general books (including books published in Mainland China), the replacement copy must be the same edition or the newest edition.

9.2 Replacement of original copies of earlier editions with newer editions is allowed.

Replacement cost for the out of print book should be thrice the price as the time of purchase.

9.3 For the loss of one (or more than one) book in a series or an entire set, it should be handled according to the first item of this section. Replacement cost for individual items in set which cannot be subscribed separately is 6 times estimated average price of the entire set.

Section 10. Library users, who steal or attempt to steal, damage or mutilate library materials, if found guilty will be assessed the full cost involved in replacing the damages or stolen book and suspension or denial to use the library facilities.

Section 11. The Library may request the recall of any circulation item on the basis of immediate need or other reasons.

Section 12. These Library Borrowing Policies are implemented after being passed by the administrative meeting of the University. The same will apply in the case of amendments and revisions.