

National Sun Yat-sen University Guidelines for Course Reserves

Approved by the Consultation Committee Meeting of the Office of Library and Information on
December 07, 1995.

Amended and approved by the Divisional Heads Meeting of the Office of Library and Information on
December 21, 2016.

- I. To support the teaching needs of faculty, the library offers the Course Reserves Service. The library centrally collects and manages assigned books for faculty's classes that students of the course can access and study the books to improve their learning effectiveness. The reserve books are designated for one semester and returned to the original places after the class.
- II. The library sets the different loan period for designated materials based on the instructor's needs, which can be borrowed for two days or read only within the library for four hours.
- III. Reserve books are included in the loan quota, and each patron can only check out up to two volumes at a time.
- IV. The "2-day loan" reserve books can be renewed online by the patron if there is not reserved by others. The renewal period is the same as the original one. The "4-hour reading within library" is not available for reservation and renewal.
- V. Borrowers should compensate the library for overdue, damage or loss in accordance with the "National Sun Yat-sen University Guidelines for Access to the Library".
- VI. This guideline has been implemented following approvals of Divisional Heads Meeting of the Office of Library and Information Services. The same procedure shall be carried out when amendments are to be made.