

National Sun Yat-sen University Guidelines for Access to the Library

Amended and approved at the 8th Administrative Meeting in the academic year of 2007 on June 18, 2008

Amended and approved at the 9th Administrative Meeting in the academic year of 106 on June 14, 2017

I. Purpose

National Sun Yat-sen University Library (hereinafter referred to as the "Library") establishes the National Sun Yat-sen University Guidelines for Access to the Library (hereinafter referred to as these "Guidelines") in order to deal with the objectives of teaching and support of research and to make the resources collected by the Library shared by extramural personnel.

II. Opening hours:

1. The Library's opening hours are set per the calendar of the University.

2. The reading area of the Library is open in the following manner:

During the school opening:

Monday~Friday: 8:00~22:00

Holidays: 9:00~17:00

During summer vacation:

Monday~Saturday: 9:00~17:00

Sunday: Closed

During winter vacation: Open during the University's business hours

3. The Library will not open on memorial days which are holidays required by the government, or any other days announced to be holidays or work stoppage days.

The changes in said opening hours, if any, will be published by the Library in advance.

III. Visit to the Library

1. Access to the Library is permitted based on the valid ID cards recognized by the Library, or the temporary library card exchanged by the personal ID card with the personal photo.

2. The valid ID cards are stated as following:

Readers in the University:

(1) The University students (including exchange students): student ID card

(2) Faculty: Faculty service ID

(3) Faculty's family members: Accessory card for loan of books for the faculty's family members

- (4) Part-time teachers: Photocopied letter of appointment and library card issued under the guarantee by the unit supervisor.
- (5) Researchers by contract or short-term researchers: the library card issued under the guarantee by the relevant unit supervisor or the investigator.

Extramural personnel:

- (1) Guests: The "VIP card" awarded to the individuals or group members who have special contribution or donated specific funds to the University.
 - (2) Alumni: The "library card" or "alumni library card" issued upon request of the alumni graduated from the University or retired or resigning employees of the University.
 - (3) Trainees: The trainees attending or graduating from the credit program of continuing education may present the class card attached with the barcode, or the "temporary library card" exchanged by valid ID card.
 - (4) Interlibrary loan users: The library card recognized mutually, or exchanged by a valid ID card.
 - (5) The general public: Access is permitted based on the "library card", "Friends of the Library card", or "temporary library card" exchanged by personal valid ID card; please exchange the personal ID card back before leaving the Library; otherwise, the Library will not be responsible for maintaining the ID card.
3. To apply for a "library card" valid for two years, it is necessary to pay a fee of NT\$200.

IV. Library collection

1. The access to special collections, reference resources, dissertation, journal and bound periodical journal, statistic data, audio and visual recordings, and microfilm data are only permitted in the Library, while the other general books may be borrowed out of the Library with the library card.
2. Teachers may designate some library collections as course reserves which may be borrowed out by specific readers within specific time limit, in order to meet the need for teaching.

V. Loan of books

1. The readers in the University may loan the books with the valid ID card issued by the University.
2. The University's faculty may apply for the "Accessory library card for the faculty's family members" for their spouses and relatives of 1st degree of kinship to make their family members able to loan books from the Library. The volumes of books borrowed by their family members will be consolidated into those of the faculty per se.

3. Persons who have special contribution or donated specific funds to the University: May loan books with the "VIP card" approved and awarded by the principal.
4. Alumni: May apply for the "Alumni library card" valid for two years. Please solicit a guarantor in the University. The guarantor shall be a member or an organization of the alumni association, or the cash deposit in the amount of NT\$3,000, plus the fee NT\$100, shall be payable. If it is necessary to apply for literature copying service with another library under the "interlibrary cooperation" program and use the electronic resources at the Library, you shall pay the management expenses, NT\$500, per year and bear the expenses incurred by the application.
5. Trainees: May apply for the "trainee library card" valid for one year to loan books. Each person shall pay the cash deposit, NT\$3,000, plus the commission, NT\$200 and management expenses, NT\$800 per year.
6. General public: May apply for the "Friends of the Library card" valid for one year to loan books. Each person shall pay the cash deposit, NT\$3,000, plus the commission, NT\$200 and management expenses, NT\$1,000 per year.

Those who hold a disability manual may be exempted from payment of the commission and management expenses when applying for the "alumni library card" and "Friends of the Library card". If the company or organization of the group consisting of 20 members or more, or the University's unit is willing to issue the letter of guarantee and the group is willing to bear the damages and repay the overdue fine, the group may be exempted from payment of the cash deposit.

7. The concerned party may ask for repayment of the cash deposit without interest voluntarily upon expiration of the library card or after the concerned party discontinues accessing the Library and returns all of the books, and repays the overdue fine and damages, if any.
8. Readers may borrow books with valid library card within 30 minutes after the Library is opened and before the Library is closed.
9. The limit on the volumes of the general books that may be borrowed by each reader is set as following:
 - The University's faculty (including research fellows, post-doctoral research fellows): 50 volumes.
 - Graduate students: 50 volumes.
 - Undergraduates: 30 volumes.
 - Retired teachers/guests: 30 volumes.
 - Employees/security guards (including assistants): 30 volumes.
 - Part-time teachers/short-term researchers: 15 volumes.
 - Alumni, Friends of the Library and credit courses trainees: 10 volumes.

10. Requirements about the time limit of loan and renewal of loan:

Full-time teachers: 180 days; notwithstanding, if another reader reserves the book upon expiration of 30 days of the time limit, the time limit of loan shall be shortened and the borrower shall return the books on the date specified in the reservation reminder.

The time limit of loan applicable to the University's employees, students, alumnus and the Library's friends shall be 30 days per person/per volume.

If the borrowed book is not reserved by anyone within 3 days prior to due date, the original borrower may renew the loan online, and the renewed time limit is equivalent to the original one.

Notwithstanding, if another reader reserves the book upon the renewal, the time limit of loan shall be shortened and the borrower shall return the books on the date specified in the reservation reminder.

11. The books purchased with the instructor protocol budget, which are the research books for the investigator of the protocol, may be exempted from said limits on volumes and time limit of loan.
12. The limit on volume and time limit of loan for the interlibrary loan users shall be subject to the agreement reached by both libraries.
13. If the desired books are borrowed by others, the reader may reserve the book on the Library's online catalog system, and each reader may reserve no more five volumes of book.
14. After the reserved books are surrendered, the Library's system will send out the "hold pickup notice" automatically to notify the one reserving the books to borrow the books within five days; or, he/she will be deemed waiving the reservation.
15. If the books of which the loan is renewed by any reader are reserved by another person, or designated by teachers as course reserves, the system will change the due date voluntarily and notify the borrower to return the books within two weeks as of the date when the "reservation reminder" is sent out. Failure to return the books prior to the changed due date will incur overdue fine, and no objection may be raised by the borrower.
16. In order to enhance the service, the Library will send the following notices via email: Overdue loan, surrender of reserved books, reservation reminder and falling due soon to reminder readers not to return the books after the due date.
17. In order to meet the special need, upon approval of the Director-General of the Library, the Library may explain reasons and recall the books which have not fallen due. The borrower shall comply with the Library's requirement in good faith.

VI. Access to special material, equipment and space

1. The audio-visual, microfilm and electronic resources and equipments collected by the Library are only available to readers inside the Library. The guidelines for access to the same shall be established by the Library separately.
2. The "special collections" authorized by the relevant governmental entities or suggested by the University's teachers and then recognized by the Library shall be stored in an exclusive room allocated by the Library, and the access to and reproduction (copying) of the data shall be restricted pursuant to the relevant requirements. The guidelines for access to the same shall be established by the Library separately.
3. The discussion room, research room, study hall and auditorium of the Library are available to the readers in the University upon registration during the opening hours of the Library. The guidelines for access to the same shall be established by the Library separately.

VII. Overdue books and damages against loss

1. In the case of overdue books, loss or damage, or failure to pay damages prior to the due date, the overdue fine NT\$5 shall be payable per volume/per day (exclusive of holidays and closing days of the library). For the overdue course reserves, the overdue fine shall be charged on an hourly basis. If the outstanding overdue fine amounts to NT\$150 or more cumulatively, the right to loan shall be suspended until the overdue fine is repaid in full.
2. In the case of loss of the ID cards for access to or borrowing books from the Library as identified herein, please report the loss at the cashier desk on 3F of the Library, and pay the commission in the case of extramural personnel. If the ID card is misused by another person before the report of loss, the original cardholder shall still bear the relevant liability.
3. If the reader loses or damages the books borrowed from the Library, the borrower shall be responsible for purchasing the same material of the same version or updated version written by the original author, or pay the damages equivalent to five times the original price of the books.

If the borrower wishes to pay the monetary damages while no original price of the books is available, the Library may calculate the damages based on the number of pages of the books. That is, they shall be NT\$5 per page in the case of Chinese books, and NT\$20 per page in the case of foreign language books. The number of pages less than 100 shall be counted as 100. If it is impossible to purchase the same materials of the same version because the lost or damaged book is a part of package, the borrower shall compensate the whole package of books or pay the damages equivalent to the price of the whole package,

and the concerned party shall not claim right against the books compensated by him or remainder of the package with the reason that he has compensated the books or money.

4. If the user damages the equipment in the Library, he/she shall be responsible for repairing the same until it is usable originally within one month. If it is impossible to repair the same, the user shall purchase a new one of the same model as replacement.

VIII. Others

1. The faculty of the University's affiliated high school shall apply the rules applicable to the University's faculty. The students shall access the Library according to the interlibrary cooperation unit's rules.
2. The counseling teachers of the University's Center for Teacher Education may access the books collected by the Library as the interlibrary loan users.
3. If the reader violates the Library's rules or disrespects the other readers in the Library, the Library may stop or debar him/her. If necessary, the reader may be prohibited from accessing the Library.
4. If the reader steals or intentionally ruins books or equipment in the Library, the Library may claim damages against him/her and also discipline him/her pursuant to the University's regulations or related laws and regulations.
5. The use of books, journals and materials collected by the Library shall comply with the copyright-related laws. Otherwise, the reader shall bear the legal liability solely.
6. The reader may not complete the deregistration until he/she returns the books, and repays the overdue fine and damages.
7. Readers may put non-precious belongings which cannot brought into the Library in the lockers installed at the controlled exit/entry entrance on 3F. The Library will not be liable for custody of any belongings put in the lockers. The readers shall retrieve them when leaving the Library; otherwise, the belongings will be treated as waste, which may be removed by the Library, if necessary.
8. Readers shall leave the Library before the Library is closed, and be prohibited from staying in the Library after the Library is closed.
9. These Guidelines have been approved at the administrative meeting, and shall be enforced upon approval of the Principal. The same shall apply where these Guidelines are amended.

