

NATIONAL SUN YAT-SEN UNIVERSITY

Library Regulations for Management of Readers' Violations

Approved by the Directors Meeting of the Library on July 4, 2007.

- Article 1 To ensure readers' rights for equal access to the Library's resources and equipment, and to maintain a quiet and clean environment, National Sun Yat-sen University (NSYSU) Library (hereafter known as the Library) has established the following regulations on readers' violations (hereafter known as the regulations). The regulations serve as a guideline for reader behavior and staff's duties.
- Article 2 To enter the Library, readers must provide valid identification. Using identifications of others is prohibited. Please refrain from lending your identification to others for Library access. If such incidences occur, the Library has the right to withhold the identification in question and notify the owner of the identification for retrieval or return the identification to the issuing authority. All actions are performed in accordance with the regulations.
- Article 3 Readers must wear appropriate clothes in the Library and avoid lying on sofas, engaging in behaviors that disrupt other readers, or entering restricted areas.
- Article 4 Food, drinks, and animals are not allowed in the Library. Smoking, loud conversations, and reading out loud are prohibited. Please set mobile phones, pagers, and other communication devices on mute when entering the Library. Please maintain the cleanliness of the Library and avoid making loud noises.
- Article 5 The Library's public catalogue computers are provided for readers to make inquiries only. Using the public catalogue computers to view pornographic websites or play games is prohibited.
- Article 6 Readers must not remove chairs or occupy seats. Please take your personal belongings with you when leaving the Library. The Library is not responsible for safekeeping.
- Article 7 Readers must use the Library's collection and equipment with care, and avoid damaging, breaking, or stealing the Library's assets. Offenders are subjected to penalties.
- Article 8 The Library's books and equipment must not be taken into the research rooms or out of the Library without registration. Offenders are subjected to penalties.
- Article 9 Readers who have violated the regulations and marked with penalty points by the Library staff, or reported to the Library staff by other readers and marked with penalty points are penalized as follows:
- A. Members of NSYSU:
 - 1. Readers with one penalty point are given a verbal warning and the penalty is documented.
 - 2. After approved by the director, readers with two penalty points are immediately forbidden from accessing the Library (including entering the Library, borrowing books, and using the research rooms) for one month (the penalty record is kept for one year).
 - B. Non-NSYSU members:
 - 1. Readers with one penalty point are given a verbal warning and the penalty is documented.

2. After approved by the director, readers with two penalty pints are immediately forbidden from accessing the Library for three months.

Article 10 In addition to imposing the previously mentioned penalties, offenders who have severely violated the regulations are subjected to additional punishments. Students shall be penalized in accordance with regulations stipulated by the Advice and Guidance Division, Office of Student Affairs. Violations of non-NSYSU members are reported to their unit of service or their school's office of student affairs.

Article 11 Regulations on penalty points are stipulated by the Library.

Penalty point and item list. In accordance with Article 11 of Regulations on Readers' Violations, penalty points and items are listed as follows:			
No./Category	No./Item	Points	Notes
I. Identification	1. Using the identification of others	3	Penalty points will be marked and identification will be confiscated
	2. Using forged identification	3	
	3. Borrowing the identification of others	1	
	4. Lending identification to others	1	
II. Food and Drinks	1. Bring food and canned, packaged, or sweetened drinks into the Library	1	Food and drinks will be confiscated
	2. Eating instant noodles or using water heaters to make coffee or tea	1	
III. Personal Behavior	1. Theft	3	
	2. Smoking	2	
	3. Expressing an uncooperative attitude when under investigation	1	
	4. Refusal to cooperate and conform with the regulations	1	
	5. Entering restricted areas without permission	1	
	6. Lingering in the Library after opening hours	1	
IV. Using the Library's Equipment to Conduct Inappropriate	1. Intentionally sabotaging equipment	3	
	2. Intentionally sabotaging books or equipment	3	
	3. Downloading inappropriate	3	

Behavior	information		
	4. Sabotaging software	2	
	5. Playing computer games	1	
	6. Browsing pornographic websites	1	
	7. Using external material with the Library's multimedia equipment	1	
	8. Failing to follow regulations on the research room or discussion room	1	
V. Other	Items that are not listed in this table, but affect the safety and operation of the Library or readers' rights	1-3	Penalty points are marked based on the severity of the violation